

Document Purpose

This document contains steps on how to add an examinee's ACT® WorkKeys® account to a group within Validus® Virtual Test Center (VTC). You could do this in situations where you are planning to authorize a test for a group of examinees but need to first add the names of any additional examinees not in that group.

There are two methods:

- Add an examinee to one or more groups via User Management (See Procedure 1)
- Add one or more examinees to a group via Group Management (See Procedure 2)

Prerequisites

To perform this task, you must:

- Have your testing realm and login information as previously provided to you by ACT
- Be assigned the "User Manager" role within Validus VTC
- Have a previously created examinee account (see WorkKeys quick start guides [Administering a Test to a Single Examinee](#) or [Creating Accounts Using Batch Load](#) for more information)
- Have a previously created group (see WorkKeys quick start guide [Creating a Group](#) for more information)

Resources

We encourage you to visit the [ACT WorkKeys Administration](#) web page to select from a variety of helpful quick start guides and manuals, including the current [ACT WorkKeys Administration Manual for Online Testing](#).

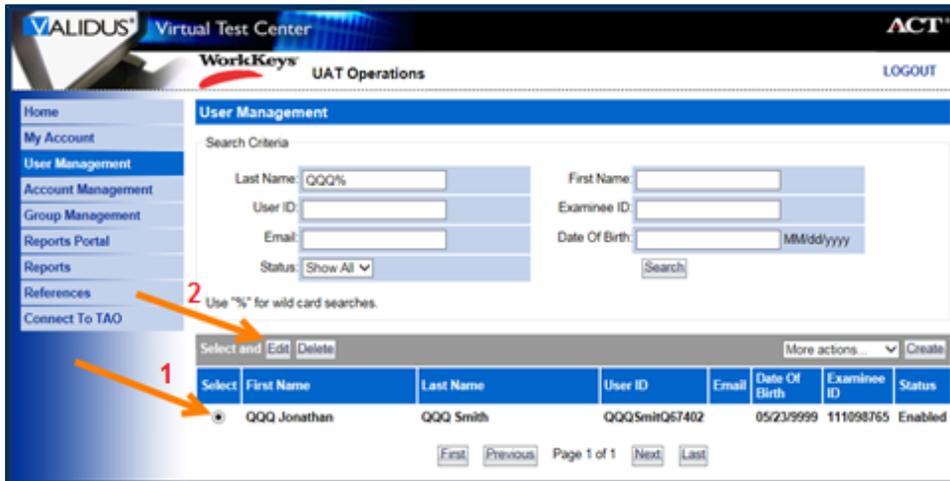
Please reference the latest [WorkKeys Online Technical Specifications](#) web page to confirm that your computers (workstations) meet the minimum technical requirements. See the [TAO User Guide](#) for instructions on how to check for these requirements.

Procedure 1: Adding an Examinee to Group(s) via User Management

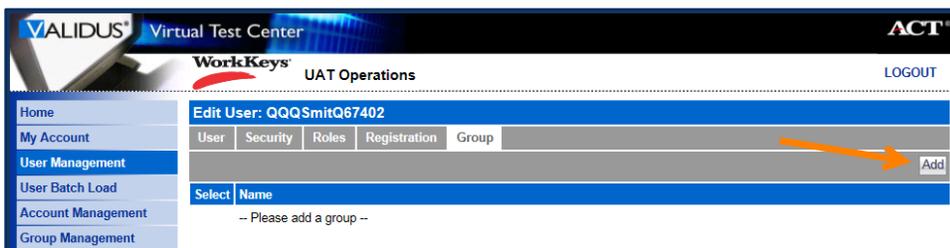
1. While logged into Validus VTC, choose **User Management** from the left-side navigation menu.
2. Enter the examinee's last and/or first name into the appropriate fields, then **Search**.

Note: If you prefer, you can enter the first few letters of last or first name followed by a wildcard character (%) to represent the remaining letters. This will create a list of all names that begin with those letters.

3. Select the radio button to the left of the examinee's name. (If there is more than one result shown, make sure you select the correct account.) Then, select the **Edit** button.



4. At the top of the Edit User page, choose the **Group** tab on the gray menu bar.
5. Select the **Add** button on the right side of the page.



Note: Multiple groups listed on this page indicates that the examinee is a member of more than one group.

6. Enter the name of the group into the Search Criteria, then **Search**.
7. Select the checkbox next to the name of the group(s) you wish to add the examinee to.

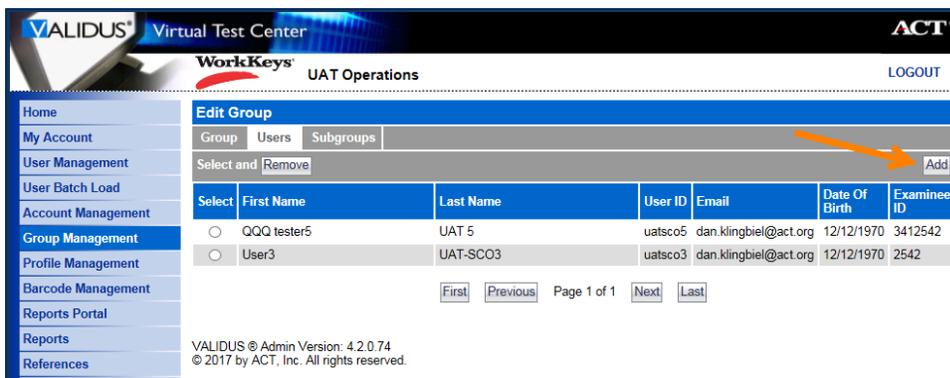
CAUTION! It is strongly recommended that you limit your group size to no more than 100 records. Any groups with over 100 records will cause problems with generating score reports that contain a value for the group parameter.

8. Select the **Add** button.

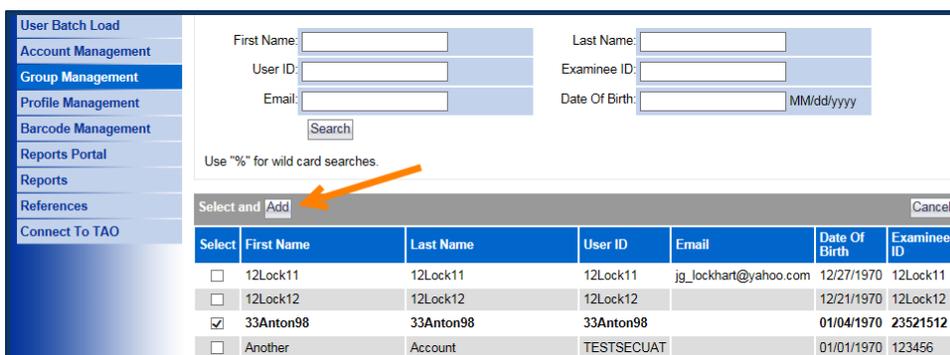
Result: The examinee has now been added to the selected group(s).

Procedure 2: Adding Examinee(s) to a Group via Group Management

1. While logged into Validus VTC, choose **Group Management** from the left-side navigation menu.
2. Use the search criteria to find the group you wish to edit:
 - *If you created the group:* Enter your User ID into the Owner field, then **Search**. A list of groups that you have created will display.
 - *If you know the name of the group:* Enter the name into the Name field, then **Search**. Only that specific group will display.
 - *If you know part of the group name:* Enter at least three letters of the group name into the Name field, followed by a wildcard character (%) to represent the remaining letters, then **Search**. A list of all groups meeting this criteria will appear.
 - *If you don't have any of this information:* Select the **Search** button to display all groups that you have access to in this realm.
3. Select the radio button to the left of the group to which you wish to add the examinee(s), then **Edit**.
4. At the top of the Edit Group page, choose the **Users** tab on the gray menu bar.
5. Select the **Add** button on the right side of the page.



6. Check the box to the left of the name of each examinee you want to add to the group.
7. Once you have selected all your examinees, select the Add button.



Result: The examinee(s) have now been added to this group.