

Adding Examinees to a Group during Account Creation

Document Purpose

This document contains information for test coordinators (site administrators) to add examinees to an existing group as their accounts are being created for ACT[®] WorkKeys[®] online testing.

Resources

We encourage you to visit the [ACT WorkKeys Administration](#) page on www.act.org for many resources available to you. The current [ACT WorkKeys Administration Manual for Online Testing](#) is posted on this page along with the following ACT WorkKeys Quick Start Guides:

- [Administering a Test to a Single Examinee](#)
- [Authorizing a Test for a Group of Examinees](#)
- [Creating a Group](#)
- [Adding Existing Examinees to a Group](#)
- [Creating Accounts and Test Registrations Using Batch Load](#)
- [Group Registration for One or More Tests](#)

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

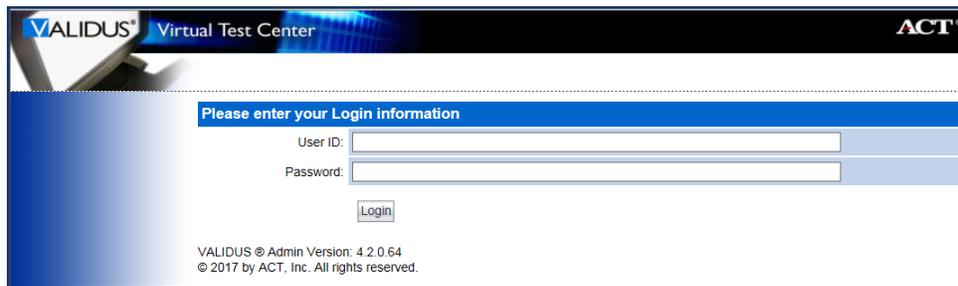
Procedure: Adding Examinees to a Group during Account Creation

Follow the steps below to add an examinee to an existing group at the same time the examinee's account is created for ACT WorkKeys online testing.

1. Open a web browser on your computer and **enter the url for your testing realm**, which will look similar to the example shown below. This can be found in the email you received with realm information.

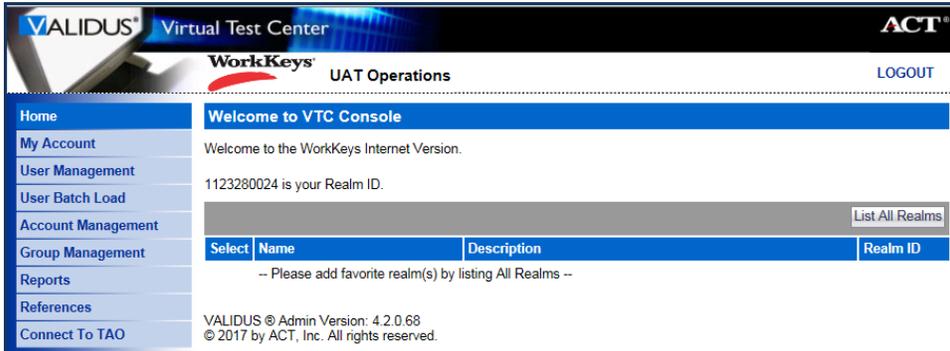
<https://vtc.act.org/123456789>

(The number after the last slash represents your site's realm number.)



2. Enter your **User ID** and **Password** and then select the **Login** button.

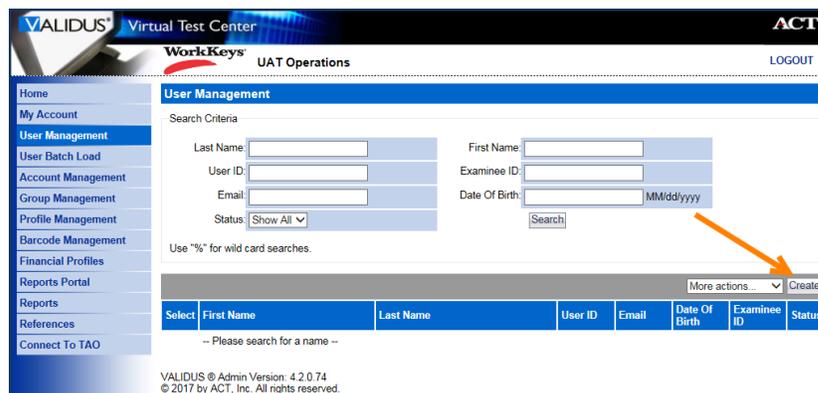
Result: If the correct realm url and login credentials were used, your realm's Home page should appear on screen.



3. On the left side of the Validus VTC Home page, select **User Management**.



4. On the right side of the page, select **Create**.



5. A “Create User” page will appear. At a minimum, enter the following:

a. **First Name**

- This needs to be the examinee’s actual first name, which may not necessarily be the name he or she goes by.
- Keep in mind that when the examinee arrives to take the test, he/she will need to present a photo ID. The name on this account needs to match the name on the photo ID. Slight variations are allowed, such as “Dave” instead of “David.”
- If the examinee earns an ACT® WorkKeys® National Career Readiness Certificate® (ACT® WorkKeys® NCRC®), the name printed on the certificate will be the same as the name listed on this account.
- This is one of the five match criteria used for the ACT WorkKeys NCRC. It’s critical that the same first name (or variation) be used consistently on **all** of their ACT WorkKeys online or paper tests.

b. **Last Name**

- As with the first name, the name on the account needs to match the name on the photo ID.
- If the examinee earns an ACT WorkKeys NCRC, the name printed on the certificate will be the same as the name listed in this account.
- This is one of the five match criteria used for the ACT WorkKeys NCRC. It’s critical that the same last name be used consistently on **all** of their ACT WorkKeys online or paper tests.

c. **Examinee ID**

- This should be a series of numbers unique to the examinee. A suggestion would be to use a student ID number or an employee ID number.
- Do **not** use the examinee’s driver’s license number, Social Security Number (SSN), or any number that contains a portion of his/her SSN.
- The maximum number limit is 11 digits.
- The Examinee ID is one of the five match criteria used for the ACT WorkKeys NCRC, so it’s important that the same Examinee ID be used on **all** of their ACT WorkKeys online or paper tests.

We also highly recommend that you enter the following information:

d. **Date of Birth**

- The **birth month** is one of the five match criteria used for the ACT WorkKeys NCRC.
- The **birth day** is also one of the five match criteria.

e. **User ID**

- You have a choice between selecting the **Generate ID** button to automatically create one or you can manually create a User ID of your choosing, unique to the examinee.
- We suggest creating a User ID that is easy to remember, such as the examinee’s last name and first initial of the first name followed by a number.
- A User ID can be a combination of letters, numbers, and some symbols.
- The following symbols **cannot** be used: < > “
- White (blank) spaces are also **not** allowed.
- Do **not** use an examinee’s driver’s license number, Social Security Number (SSN), or any number that contains a portion of his/her SSN.

- The User ID must be between 3 and 100 characters long.
- Once a User ID has been entered into the system, it **cannot** be changed or duplicated. It is a unique identifier for that person's account. This is not limited to just your site's realm, it applies across the entire Validus system.

f. **Password (and Confirm Password)**

- The system can generate a password for the examinee, but we recommend that you create one instead. The examinee can change it later if he/she desires.
- The password can be a combination of letters, numbers, and some symbols.
- As with the User ID, white spaces are **not** allowed, nor are the following symbols: < > “
- The password is case sensitive.
- The password must be between 6 and 30 characters long.

You can fill in more information if you'd like, but it's not necessary. The examinee will be required to review any existing information in this account and complete any missing information for this account prior to launching their test.

The screenshot shows the 'Create User' form in the VALIDUS Virtual Test Center. The form is divided into several sections:

- Login Information:** Includes fields for User ID (with a 'Generate ID' button), Password, and Confirm Password.
- Security:** Includes a dropdown for a security question and a corresponding answer field.
- Personal Information:** Includes fields for First Name (marked with 'A'), Middle Name, Last Name (marked with 'B'), Date of Birth (marked with 'D', format MM/dd/yyyy), and Examinee/Employee ID (marked with 'C').
- Permanent Mailing Address:** Includes fields for Address1, Address2, City, State/Province (dropdown), ZIP Code, and Email.

A left-hand navigation menu contains links such as Home, My Account, User Management, User Batch Load, Account Management, Group Management, Profile Management, Barcode Management, Financial Profiles, Reports Portal, Reports, References, and Connect To TAO. The top of the page features the VALIDUS logo, 'Virtual Test Center', 'WorkKeys UAT Operations', and an ACT logo with a 'LOGOUT' link.

6. Select **Submit** at the bottom of the page.

Additional Information (for research purposes only)

Gender:

Indicate if you are of Hispanic or Latino background:

Indicate your race. Mark all that apply:

American Indian/Alaska Native

Asian

Black/African American

Native Hawaiian/Other Pacific Islander

White

Prefer not to respond or none of these apply

State / County of Residence:

Current Status:

* = Required

7. The “Roles” page appears. **Select** the box next to “Examinee” so that a check mark appears in the box. **Submit**.

IMPORTANT! If you do not select the Submit button, the examinee role will not be activated and the examinee will not be able to log in to test. An error message will appear when the examinee tries to log in to the testing site.

VALIDUS Virtual Test Center ACT

WorkKeys UAT Operations LOGOUT

Home Edit User: 23451

My Account User Security Roles Registration Group

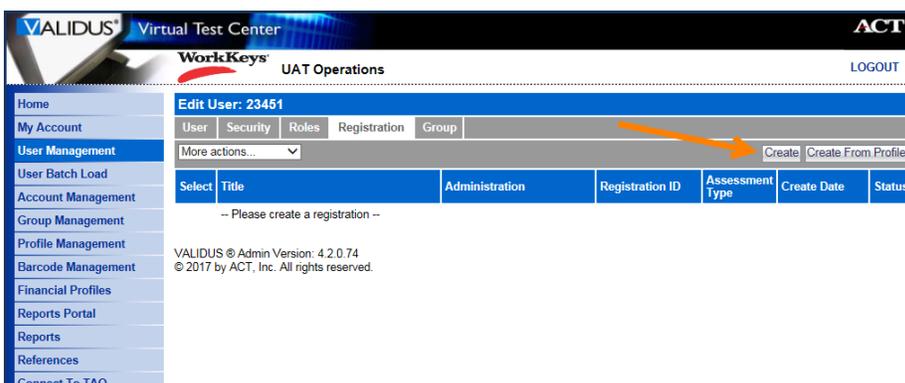
User Management Select and Submit

Select	Name	Description
<input type="checkbox"/>	Account Manager	VTCADMIN - Admin - Account Management - Allows the grantee to disable, lock, unlock, and reset passwords of existing users within the realm
<input type="checkbox"/>	Barcode Manager	VTCADMIN - Admin - Barcode Management - Allows the grantee to define barcodes in Barcode Management.
<input checked="" type="checkbox"/>	Examinee	RSP - Examinee - Allows the grantee to register, schedule and take tests within the realm
<input type="checkbox"/>	Finance Manager	VTCADMIN - ACT - Assessment Mgmt, Realm Edit - Can set Assessment prices and configure Realm Financial information.
<input type="checkbox"/>	Financial Profile Manager	VTCADMIN - ACT - Financial Profile Manager - Allows the grantee to create and edit financial profiles.
<input type="checkbox"/>	Financial Profile Manager View Only	Financial Profile Manager may view financial profiles only.
<input type="checkbox"/>	Proctor	Proctor
<input type="checkbox"/>	Profile Manager	VTCADMIN - Admin - Profile Management - Allows the grantee to edit profile under Profile Management
<input type="checkbox"/>	Portal Reports WorkKeys	Portal Reports - Admin - Allows the grantee access to the reporting portal for WorkKeys
<input type="checkbox"/>	Portal Manager	Portal Reports - Admin - Allows the grantee access to the reporting portal
<input type="checkbox"/>	Password Manager	VTCADMIN - Admin - Password Management - Allows the grantee to view and edit passwords in the user management section provided they already have access to user management
<input type="checkbox"/>	Report Manager	VTCADMIN - Admin - Reports - Allows grantee to view reports
<input type="checkbox"/>	User Manager	VTCADMIN - Admin - User Management - Allows grantee to create, read, update delete users within the realm (includes roles)
<input type="checkbox"/>	User Viewer	VTCADMIN - Admin - User Management - Allows grantee to view users within the realm (includes roles and registrations)
<input type="checkbox"/>	Batch Load Admin	VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, has access to all files
<input type="checkbox"/>	Batch Load	VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, restricted to only files they have loaded

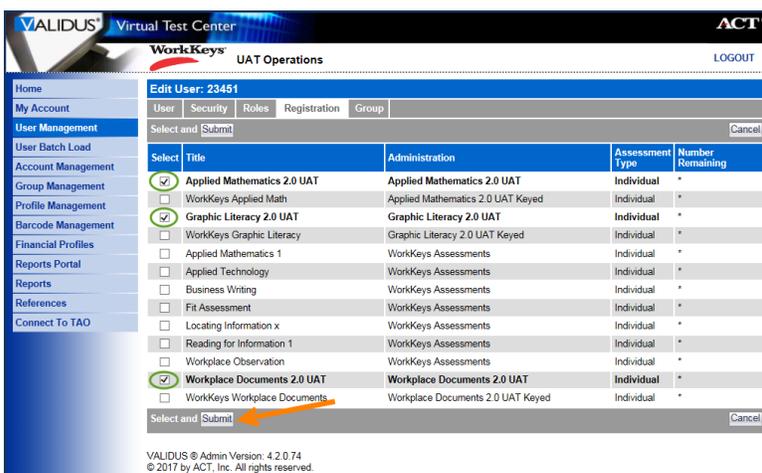
Select and Submit

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- The “Registration page appears. Select **Create** on the right side of the page.



- In the “Select” column, indicate the title of the test for which you wish to register the examinee. A check mark will appear in the box. You can select more than one test. **Submit.**

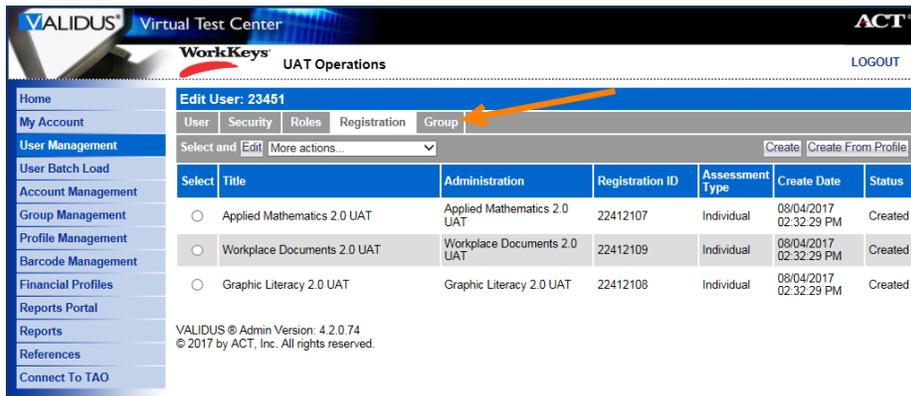


Note: The next steps regarding the Financial Profile may, or may not, appear. It depends on whether or not the user account is able to access more than one financial profile.

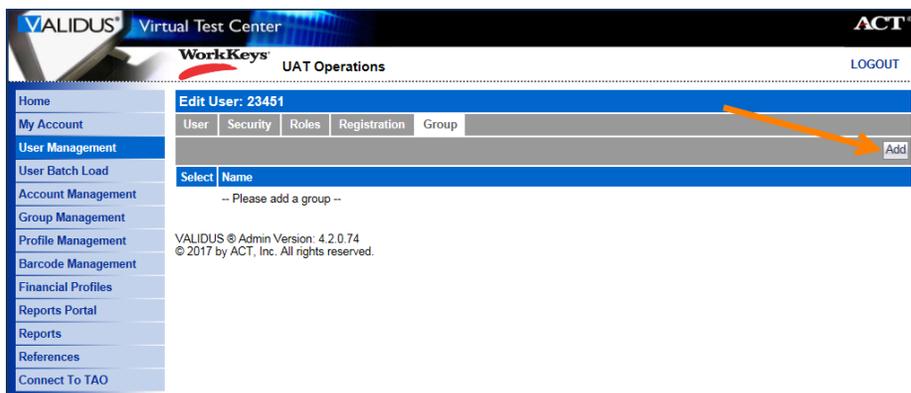
- If a Financial Profile section field does appear for a test title, choose from the drop-down list, the appropriate profile type that applies to this test registration. **Submit.**

Note: You will need to complete a Financial Profile for each test registration as presented.

11. Select **Group** at the top of the page.

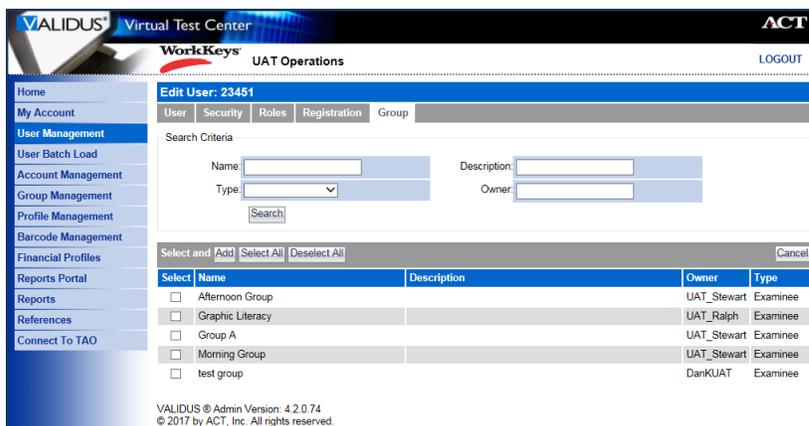


12. Select **Add** on the right side of the page.



13. Enter the name of the group.

- If you don't know the exact name or can't remember it, leave all of the search criteria fields empty and use the **Search** feature. A list of all groups in this realm will appear.
- If you want to add the examinee to a group that you created, enter your User ID in the "Owner" block, then select **Search**. A list of groups that you created will appear.



14. Select the box beside the name of the group to which you want to add this examinee.

VALIDUS Virtual Test Center ACT
WorkKeys UAT Operations LOGOUT

Home Edit User: 23451
My Account User Security Roles Registration Group
User Management
User Batch Load
Account Management
Group Management
Profile Management
Barcode Management
Financial Profiles
Reports Portal
Reports
References
Connect To TAO

Select and Add Select All Deselect All Cancel

Select	Name	Description	Owner	Type
<input checked="" type="checkbox"/>	Afternoon Group		UAT_Stewart	Examinee
<input type="checkbox"/>	Graphic Literacy		UAT_Ralph	Examinee
<input type="checkbox"/>	Group A		UAT_Stewart	Examinee
<input type="checkbox"/>	Morning Group		UAT_Stewart	Examinee
<input type="checkbox"/>	test group		DankUAT	Examinee

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15. Select Add.

VALIDUS Virtual Test Center ACT
WorkKeys UAT Operations LOGOUT

Home Edit User: 23451
My Account User Security Roles Registration Group
User Management
User Batch Load
Account Management
Group Management
Profile Management
Barcode Management
Financial Profiles
Reports Portal
Reports
References
Connect To TAO

Select and Add Select All Deselect All Cancel

Select	Name	Description	Owner	Type
<input checked="" type="checkbox"/>	Afternoon Group		UAT_Stewart	Examinee
<input type="checkbox"/>	Graphic Literacy		UAT_Ralph	Examinee
<input type="checkbox"/>	Group A		UAT_Stewart	Examinee
<input type="checkbox"/>	Morning Group		UAT_Stewart	Examinee
<input type="checkbox"/>	test group		DankUAT	Examinee

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Result: The examinee has now been added to this group.

Note: There may be more than one group listed for this examinee. This indicates that the examinee is a member of each group listed.

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