



Alabama ACT[®] WorkKeys[®] Online Test Coordinator Training Checklist

Resources for ACT WorkKeys online test administration are available without password at the [Alabama state testing website](#).

- [Bookmark the Schedule of Events](#)
- [Read the Staffing Roles and Responsibilities](#)
- [Review the ACT WorkKeys Online Technical Specifications](#)
- [Review Quick Start Guides](#)
- [Review the ACT WorkKeys Online FAQ](#)
- [Review the TAO User Guide](#)
- [Run a TAO System Check](#)
- [Check the System Status](#)
- Practice registering examinees and launching the tests using the ACT WorkKeys Training Realm. Additional resources and demo site login information is below:
 - a. [Administering the Tests](#)
 - b. [Relaunching Interrupted Tests](#)

Demo realm (Administrator)

<https://testadministration.org/vtadmin/goRealmLogin.do?realm=566617744>

User ID: Training234

Password: Training234

Demo testing realm (Examinee):

<https://testregistration.org/rsp/Login.do?event=go&realm=566617744>

User ID: (must use an examinee ID you created in your demo realm)

Password: (must use the examinee password you created in your demo realm)

- Complete the verification form providing your contact information and saying that you have completed all of the appropriate training: [Test Site Staff WorkKeys Manual Verification Form](#)