

Document Purpose

This document contains steps on how to associate a user (a test coordinator or site administrator) of one ACT® WorkKeys® online testing realm (the parent site) to another WorkKeys online testing realm (the child site) within Validus® Virtual Test Center (VTC). Typically, this is a way to allow a user from the parent site to log in to a child site in order to review reports.

Prerequisites

To perform this task:

- Both users must have their home testing realm and login information as previously emailed to them by ACT
- The child site user must be assigned the “User Manager” role on the child site

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.

Process Overview

Permission from one site to the other is granted by way of a security token, which is a generated number used for authenticating. The general process is as followed:

Stage	Procedure
1	Generating a Security Token (Parent Site User) The parent site user (the one that is to be associated to the child site) logs into the parent site using the User ID that is to be associated, and generates a security token.
2	Associating the New User (Child Site User) The child site user logs into the child site and enters the User ID and security token on the Associate User page.
3	Assigning a Role to the New User (Child Site User) The child site user designates the amount of access (the role) to the new user.

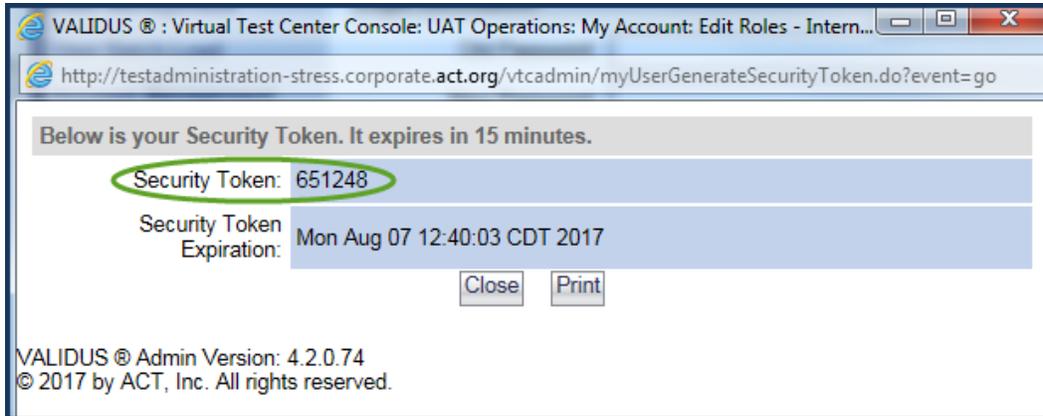
Note: This process does not affect the account access of either parent or child users on their respective home testing realms.

Procedure 1: Generating a Security Token (Parent Site User)

1. While logged into the parent site, choose **My Account** from the left-side navigation menu.

Note: You must be logged into the parent site with the User ID that you wish to be associated with the child site.

2. On the Edit User page, select the gray **Security** tab at the top of the page.
3. Select the **Generate Security Token** button at the bottom of the page.



Result: A pop-up window will display with the security token (a number) as well as an expiration date and time. (You can print this page if you wish.)

IMPORTANT! *The child site user has 15 minutes to enter this security token.*

Procedure 2: Associating the New User (Child Site User)

1. While logged into the child site, choose **User Management** from the left-side navigation menu.
2. From the “More Actions...” drop-down menu on the gray task bar, select **Associate User**.
3. Enter the User ID and security token of the (parent site) user into the corresponding fields and **Submit**.

Procedure 3: Assigning a Role to the New User (Child Site User)

1. Choose **User Management** from the left-side navigation menu.
2. Use the Search Criteria to find the user you just added.
3. Select the radio button next to the name, then select the **Edit** button.
4. On the Edit User page, select the gray **Roles** tab at the top of the page.
5. Check the box(es) next to the role(s) you want to assign this user, then **Submit**.

Note: You can assign the “Portal Manager” role to enable the user’s access to reports. See [Roles in Validus](#) for additional information on available roles.