

Document Purpose

This document contains steps on how to export a report of ACT® WorkKeys® examinee account information from Validus® Virtual Test Center (VTC). This is often performed to extract a list of User IDs and passwords.

Note: The Export Examinees Report contains all examinee information except for scores.

Prerequisites

To perform this task, you must:

- Have your testing realm and login information as previously provided to you by ACT
- Be assigned the “Report Manager” role within Validus VTC
- A program or tool that can unzip .zip files (if not built into your operating system)

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](#).

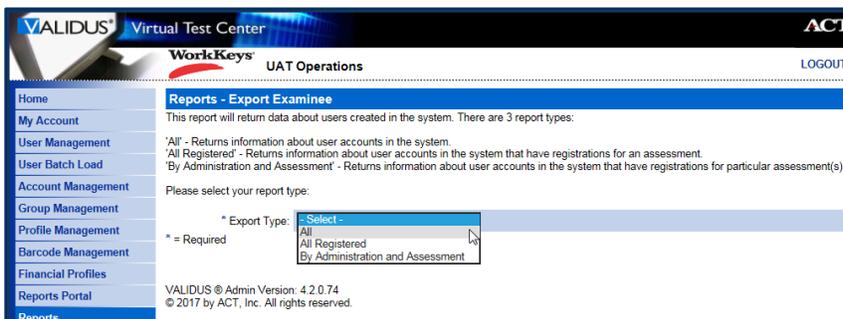
Please reference the latest [WorkKeys Online Technical Specifications](#) web page to confirm that your computers (workstations) meet the minimum technical requirements. See the [TAO User Guide](#) for instructions on how to check for these requirements.

Procedure 1: Exporting Examinee Account Information

1. While logged into Validus VTC, choose **Reports** from the left-side navigation menu.
2. On the right side of the screen, select the **New Report** button.

Note: A list of previously generated reports may be displayed on this screen.

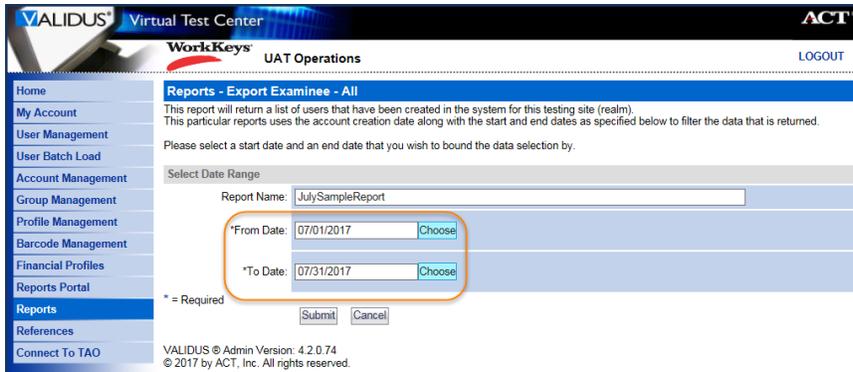
3. Select the **Export Examinees** text link.
4. In the Export Type field, choose which of the three reports you wish to run:
 - a. **All:** Returns information about all user accounts in the system
 - b. **All Registered:** Returns information about user accounts that have registered for tests
 - c. **By Administration and Assessment:** Returns information about user accounts that have registrations for *particular* assessments



5. Select **Submit**.

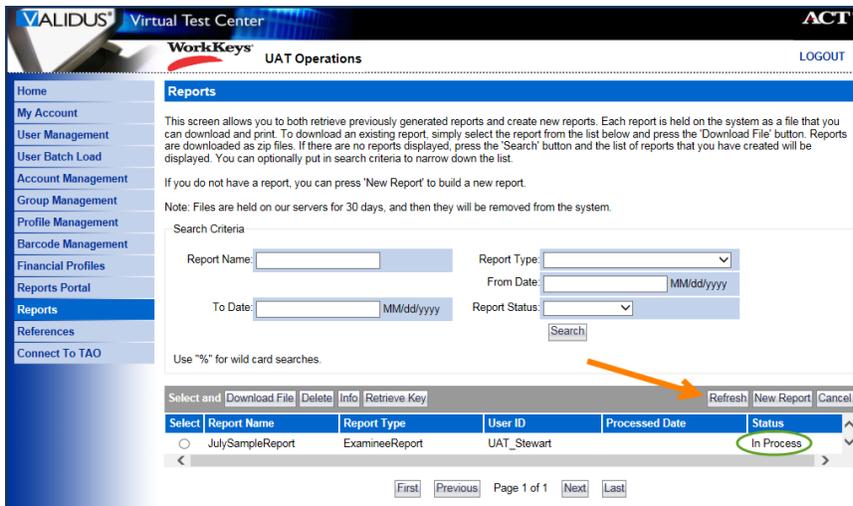
- Fill in the three blank fields—Report Name, From Date, To Date—and **Submit** again.

Note: The Report Name is a name you create. It cannot include spaces or special characters.

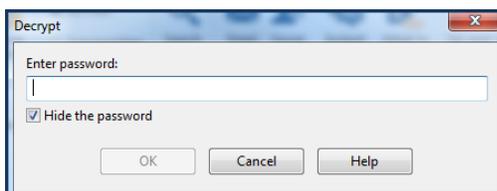


Result: You are redirected back to the Reports screen. Your selected report is now part of the list and shows a status of "In Process".

- Use the **Refresh** button to update the page until the status reads "Processed".



- Choose the radio button next to your report name, then select the **Download File** button from the gray taskbar.
- Save this file to your computer when prompted, then open it from its saved location.
- Unzip the file using the zip tool or software installed on your computer. Starting this process should prompt a pop-up to ask for a password.



11. Enter your personal login password for Validus VTC when prompted.
12. Copy the “Current Key” that appears.

Note: This key changes every month.

13. Paste the key into the “Enter password” field of the pop-up box and select **OK**.



14. Continue unzipping and opening the Examinee Export Report spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Export Examinee Report														
2															
3	Report Date / Time:	08/09/2017													
4	Export Type:	All													
5	From Date:	07/01/2017													
6	End Date:	07/31/2017													
7															
8	username	password	firstName	middleName	lastName	dateOfBirth	employeeId	address1	address2	city	state	zipCode	email	Education	HighestD
9	case1237	2d87hcb8	tester2000		case 1234		123456							performre	Doctora
10															
11															