

Document Purpose

This document contains steps on how to register an entire group of examinees for one or more ACT® WorkKeys® tests via Validus® Virtual Test Center (VTC).

Prerequisites

To perform this task, you must:

- Have your testing realm and login information as previously emailed to you by ACT
- Be assigned the “User Manager” role within Validus VTC
- Have previously created an examinee group (See the [Creating a Group](#) WorkKeys quick start guide for more information)

Resources

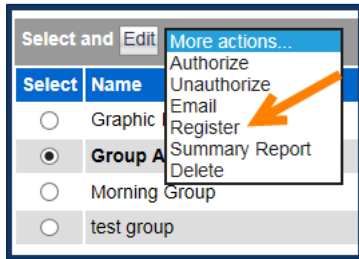
We encourage you to visit the [ACT WorkKeys Administration](#) web page to select from a variety of helpful quick start guides and manuals, including the current [ACT WorkKeys Administration Manual for Online Testing](#).

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: Registering a Group for One or More Tests

1. While logged into Validus VTC, choose **Group Management** from the left-side navigation menu.
2. Use the search criteria to find your previously created group:
 - *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 next to the group you wish to register for one or more tests.

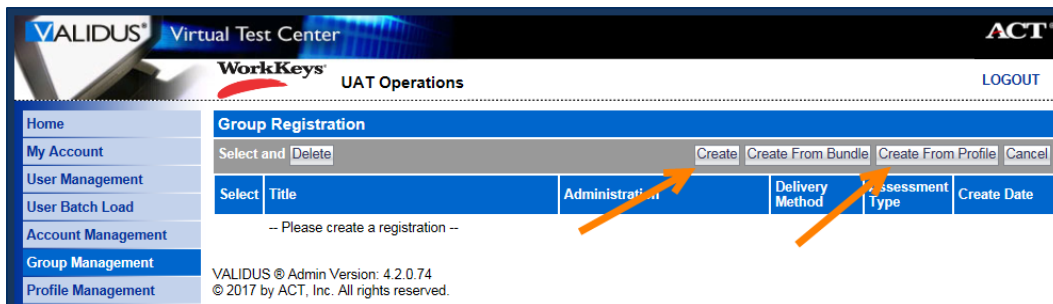
4. Choose **Register** from the “More actions...” drop-down menu.



5. On the right side of the page, register tests for the group by selecting one of the following buttons:

- **Create**, to select test(s) individually
- **Create from Profile**, to select the profile of tests that you previously created

Note: See the [Creating a Profile WorkKeys quick start guide](#) for further information on profiles.



6. Check the box next to the title(s) of the test(s) you wish to register the group for.

Note: You can select more than one test.

Group Registration				
Select and <input type="submit" value="Submit"/>				<input type="button" value="Cancel"/>
Select	Title	Administration	Assessment Type	Number Remaining
<input checked="" type="checkbox"/>	Applied Mathematics 2.0 UAT	Applied Mathematics 2.0 UAT	Individual	*
<input type="checkbox"/>	WorkKeys Applied Math	Applied Mathematics 2.0 UAT Keyed	Individual	*
<input checked="" type="checkbox"/>	Graphic Literacy 2.0 UAT	Graphic Literacy 2.0 UAT	Individual	*

IMPORTANT! If a **Financial Profile** drop-down menu is present, continue on to step 7. If not, skip to step 8.

Note: The Financial Profile field only appears if the user is able to access more than one financial profile.

- Choose the appropriate profile type that applies to this test registration from the drop-down list, then Submit.

Note: The Financial Profile field will appear for each test title that was selected for this group. As soon as Submit is chosen, the next test title screen will appear. Make the appropriate Financial Profile selections and Submit, until you see the next screen below.

Select	Title	Administration	Delivery Method	Assessment Type	Create Date
<input type="radio"/>	Graphic Literacy 2.0 UAT	Graphic Literacy 2.0 UAT	LTI	Individual	2017-07-11 11:22:06.0
<input type="radio"/>	Workplace Documents 2.0 UAT	Workplace Documents 2.0 UAT	LTI	Individual	2017-07-11 11:29:59.0
<input type="radio"/>	WorkKeys Applied Math	Applied Mathematics 2.0 UAT Keyed	LTI	Individual	2017-07-11 13:32:06.0

- Review your selection(s). Once you are confident that you have selected the correct test(s), select the **Submit** button at either the top or bottom of the page.

Result: Your group has been registered for the test(s) you selected.