Group Registration for One or More Tests

**Document Purpose**
This document contains information for test coordinators to register a group of examinees for one or more ACT® WorkKeys® online tests.

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

- Administering a Test to a Single Examinee
- Authorizing a Test for a Group of Examinees
- Creating a Group
- Adding Examinees to a Group during Account Creation
- Creating Accounts and Test Registrations Using Batch Load
- Adding Existing Examinees to a Group

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

**Prerequisite Processes**
Prior to this process, an examinee group must have already been set up in Validus.

**Procedure: Group Registration for One or More Tests**
Follow the steps below to register a group of examinees for the same ACT WorkKeys online test or set of tests.

1. On your computer, **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.

   ![Login Screen](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.  
*Results: 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 **Group Management**.

4. 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 select the **Search** button. A list of all groups in this realm will appear.
   - If you want to add the examinee to a group that you created, type your User ID in the “Owner” block, then select the **Search** button. A list of groups that you created will appear.
5. Select the radio button to the left of the name of the group to which you wish to add the examinee.

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.

6. Using the “down arrow” next to “More actions…,” select Register.

7. On the right side of the page, choose the Create button to select tests for the group or select Create from Profile if a profile has been created to assign tests.

In the “Select” column, select the box next to the title of the test for which you wish to register the group of examinees. A check mark will appear in the box.

Note: You can select more than one test.
8. Review your selections. Once you are confident that you have selected the correct test(s), select the **Submit** button at either the top or the bottom of the page.

   *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.*

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

10. Select the **Submit** button at the bottom of the page.

   *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.*

   *Results: The Registration screen now displays the test titles you selected for this group with a “Create Date” for each one.*
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.

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

13. Select the **Submit** button at the bottom of the page.

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.

Results: The Registration screen now displays the test titles you selected for this group with a “Create Date” for each one.