

## Document Purpose

This document contains steps on how to create a new Validus® Virtual Test Center (VTC) account for an additional proctor, test coordinator, or site administrator for ACT® WorkKeys® online testing.

**IMPORTANT!** All testing staff must have their own account with their own login credentials. Staff are not permitted to share accounts or login information.

## 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

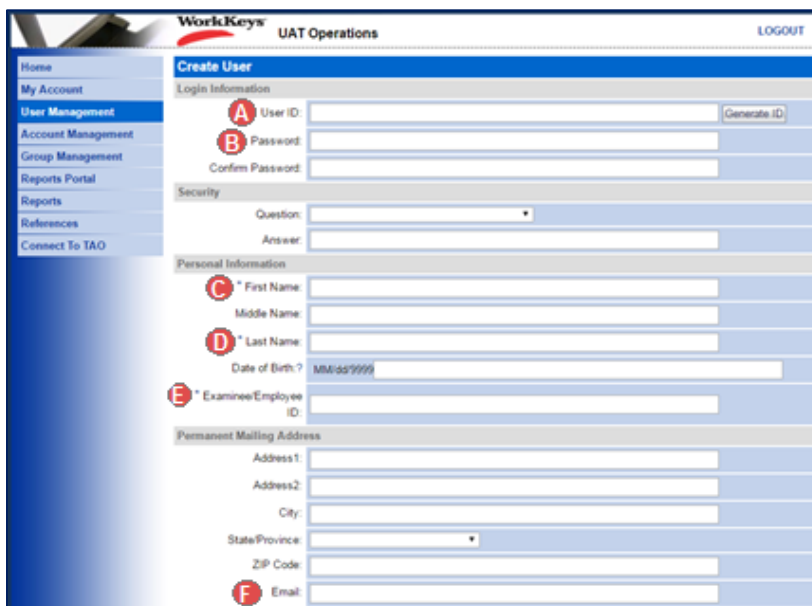
## Resources

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: Setting up an Additional Account for Test Staff

1. While logged into Validus VTC, choose **User Management** from the left-side navigation menu.
2. On the right side of the User Management page, select the **Create** button on the gray taskbar.
3. On the Create User page, enter all required fields (indicated with an asterisk), then select **Submit** at the bottom of the page.



*Note: Depending on the site's realm, other fields than the ones listed below may need to be completed.*

### A. User ID

- You can select the **Generate ID** button or create a unique User ID.
- Consider creating a User ID that is easy to remember, such as the individual's last name and first initial of the first name followed by a number.
- A User ID can be a combination of letters and numbers.
- Do **not** use the individual's driver's license number, Social Security Number, or any number that contains a portion of their Social Security Number.
- The User ID must be at least 3 characters.
- Once a User ID has been entered into the system, it cannot be changed or duplicated. (This applies to the entire Validus system, not just to your site's realm.)

### B. Password (and Confirm Password)

- The system can automatically generate a password for the individual, but ACT recommends that you create one. The individual can change the password if they desire.
- The password **must** include letters and at least one number.
- The password **must** be between 6 and 30 characters.
- The password is case sensitive.

### C. First Name

### D. Last Name

### E. Examinee/Employee ID

- This should be a series of numbers unique to the individual. A suggestion would be an employee ID number.
- Do **not** use the individual's driver's license number, Social Security Number, or any number that contains a portion of his/her Social Security Number.
- The number can include a maximum of 11 digits.

### F. Email

- On the Roles tab, check the box next to the role (or roles) appropriate for your staff member's new account access, then **Submit**.

*Note: For additional information on roles, see [Roles in Validus](#) or the [ACT WorkKeys Administration Manual for Online Testing](#).*

**VALIDUS Virtual Test Center** **ACT** LOGOUT

**WorkKeys UAT Operations**

**Edit User: LastA44088**

User Security **Roles** Registration Group

Select and **Submit**

Select	Name	Description
<input checked="" type="checkbox"/>	Account Manager	VTCADMIN - Admin - Account Management - Allows the grantee to disable, lock, unlock, and reset passwords of existing users within the realm
<input checked="" type="checkbox"/>	Barcode Manager	VTCADMIN - Admin - Barcode Management - Allows the grantee to define barcodes in Barcode Management.
<input type="checkbox"/>	Examinee	RSP - Examinee - Allows the grantee to register, schedule and take tests within the realm
<input checked="" type="checkbox"/>	Proctor	Proctor
<input checked="" type="checkbox"/>	Profile Manager	VTCADMIN - Admin - Profile Management - Allows the grantee to edit profile under Profile Management
<input checked="" type="checkbox"/>	Portal Reports WorkKeys	Portal Reports - Admin - Allows the grantee access to the reporting portal for WorkKeys
<input checked="" type="checkbox"/>	Portal Manager	Portal Reports - Admin - Allows the grantee access to the reporting portal
<input checked="" type="checkbox"/>	Password Manager	VTCADMIN - Admin - Password Management - Allows the grantee to view and edit passwords in the user management section provided they already have access to user management
<input checked="" type="checkbox"/>	Report Manager	VTCADMIN - Admin - Reports - Allows grantee to view reports
<input checked="" type="checkbox"/>	User Manager	VTCADMIN - Admin - User Management - Allows grantee to create, read, update delete users within the realm (includes roles)
<input type="checkbox"/>	User Viewer	VTCADMIN - Admin - User Management - Allows grantee to view users within the realm (includes roles and registrations)
<input checked="" type="checkbox"/>	Batch Load Admin	VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, has access to all files
<input checked="" type="checkbox"/>	Batch Load	VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, restricted to only files they have loaded

Select and **Submit**

**Result:** The new account is now active in the system. You can provide the testing staff their new login information, or see the [Using Account Management WorkKeys quick start guide](#) on how to send a reset password email to the user (provided you entered an email address on the Create User page).