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 test staff must have their own account with their own login credentials. Staff are not 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
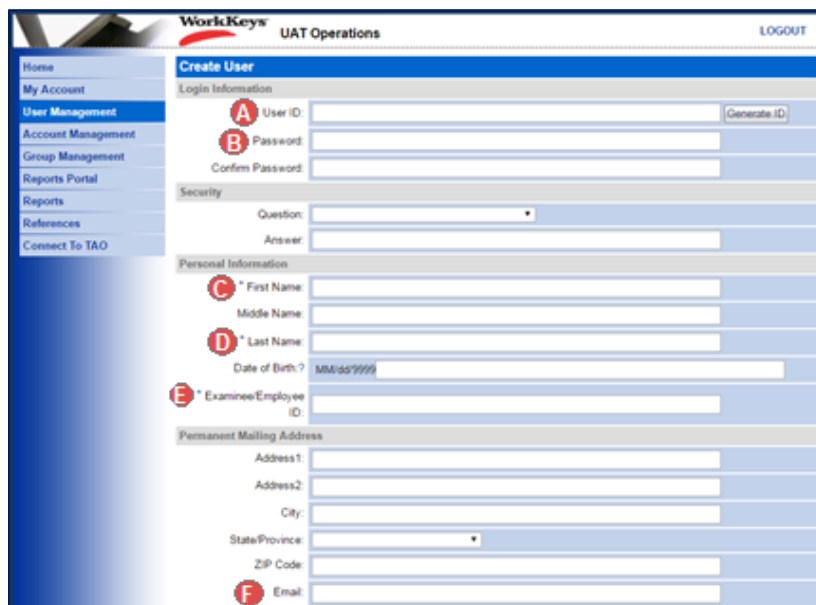- Be assigned the "User Manager" role within Validus VTC

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

4. 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.

Result: The new account is now active in the system. You can provide the test 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).*