Document Purpose
This document contains steps on how to create a profile of ACT® WorkKeys® tests in Validus® Virtual Test Center (VTC). You can use a profile along with individual accounts or groups to help you standardize the tests which those of that profile are assigned or registered for. You can also assign level scores for each exam in the profile to aid in running individual or group score reports.

Prerequisites
To perform this task, you (the test staff) must:

- Have your testing realm and login information as previously emailed to you by ACT
- Be assigned the “Profile 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: Creating an Examinee Profile
1. While logged Validus VTC, choose Profile Management from the left-side navigation menu.
2. On the right side of the Profile Management page, select the Create button on the gray taskbar.
3. On the Create Profile page, name your profile and, if desired, add a description. Then, Submit.
4. From the Assessments tab of the Edit Profile screen, select Add.
5. Check the box(es) next to the test(s) you wish to have as part of the profile, then **Submit**.

![Profile Creation Image](image)

**Result:** The system will refresh the page and show your created profile with its assigned assessment(s). The profile is now complete.

6. To add a level score, first select the test title, then **Edit**.

![Profile Level Score Image](image)
7. Insert a value in the Level Score field and **Submit**.

![Profile Management Interface](image1.png)

**Result:** The assessment screen now shows the altered level score for your selected test.

![Profile Management Interface](image2.png)

**Note:** The level score set for a profile can be seen on the Individual Versus Profile report or the Group Versus Profile report.