

Document Purpose

This document contains steps on how to remove an examinee's ACT[®] WorkKeys[®] account from a group within Validus[®] Virtual Test Center (VTC). You could do this in situations where you are planning to authorize a test for a group of examinees but need to first remove the names of any examinees who are absent.

There are two methods:

- Remove an examinee from one or more groups via User Management (See Procedure 1)
- Remove one or more examinees from a group via Group Management (See Procedure 2)

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](#).

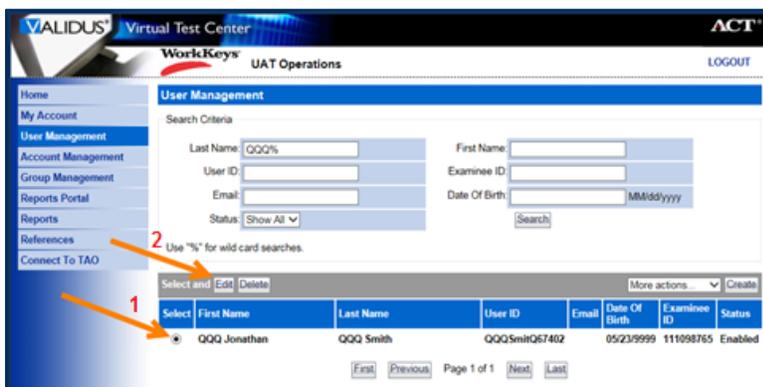
Please reference the latest [WorkKeys Online Technical Specifications](#) web page to confirm that your computers (workstations) meet the minimum technical requirements. See the [TAO User Guide](#) for instructions on how to check for these requirements.

Procedure 1: Removing from Group via User Management

1. While logged into Validus VTC, choose **User Management** from the left-side navigation menu.
2. Enter the examinee's last and first names into the appropriate fields, then **Search**.

Note: If you prefer, you can enter the first few letters of the examinee's name followed by a wildcard character (%) to represent the remaining letters. This will create a list of all names that begin with those letters.

3. Select the radio button to the left of the examinee's name. (If there is more than one result shown, make sure you select the correct account.) Then, select the **Edit** button.



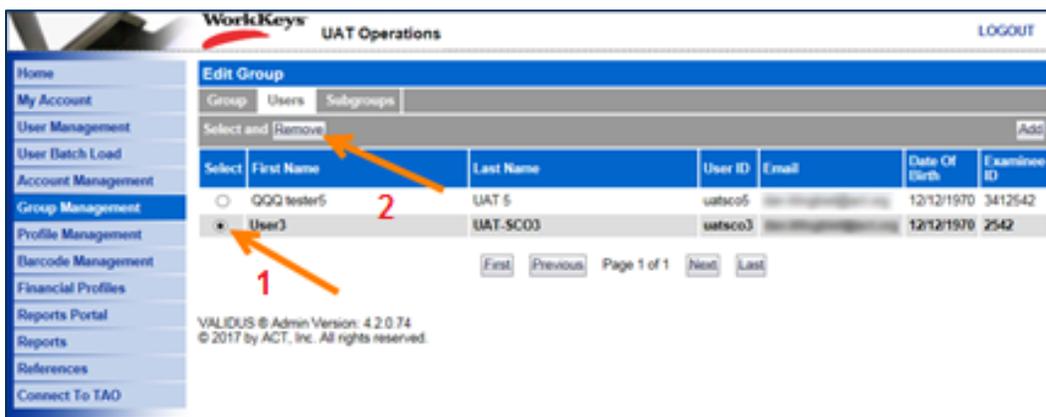
4. At the top of the Edit User page, choose the **Group** tab on the gray menu bar.
5. From your list of group names, select the radio button to the left of the group you wish to remove the examinee from, then select **Remove**.

Note: Multiple groups listed on this page indicates that the examinee is a member of more than one group. There may also only be one listed.

Result: The examinee has now been removed from this group.

Procedure 2: Removing from Group via Group Management

1. While logged into Validus VTC, choose **Group Management** from the left-side navigation menu.
2. Use the search criteria to find the group you wish to edit:
 - *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 to the left of the group from which you wish to remove the examinee(s), then **Edit**.
4. At the top of the Edit Group page, choose the **Users** tab on the gray menu bar.
5. Select the examinee you wish to remove from the group, then choose the **Remove** button.



Result: The examinee has now been removed from this group.