

- PROGRAM: NATIONAL, STATE ■ PRODUCT: WORKKEYS ASSESSMENTS
- AUDIENCE: TESTING STAFF

Validus® Virtual Test Center (VTC): The platform used to manage online testing for ACT® WorkKeys® Assessments **TAO:** The test delivery system used for WorkKeys.

Validus Roles

The roles assigned to a Validus user provide various types of functionality within Validus.

The four basic roles to administer a test include Account Manager, Password Manager, Proctor, and User Manager, as well as any of the report roles.

Examinees should only be assigned the Examinee role.

Note: Some roles may need to wait for 24 hours after the new role has been assigned to see the changes made.

Validus Role	What can you do with this role?	Who would typically use this role?
Account Manager	<ul style="list-style-type: none"> Lock and enable (if locked or disabled) a user's account Reset passwords of existing users within the realm 	<ul style="list-style-type: none"> • Site Administrator • Proctor
Barcode Manager	<ul style="list-style-type: none"> Enter barcode information from the header sheets for paper tests sent to ACT for scoring <p>Note: Test scores will be posted to the appropriate realm based on the barcode entered</p>	<ul style="list-style-type: none"> • Site Administrator
Batch Load	<ul style="list-style-type: none"> Create and manage only the batch load files they have uploaded 	<ul style="list-style-type: none"> • Site Administrator
Batch Load Admin	<ul style="list-style-type: none"> Create and manage all batch load user files 	<ul style="list-style-type: none"> • Site Administrator
Examinee	<ul style="list-style-type: none"> Take tests (launch) 	<ul style="list-style-type: none"> • Examinee
Password Manager	<ul style="list-style-type: none"> View and edit passwords in the User Management section <p>IMPORTANT! Must have access to User Management, which is possible with the Proctor role</p>	<ul style="list-style-type: none"> • Site Administrator • Proctor
Portal Manager	<ul style="list-style-type: none"> Access the WorkKeys Reports Portal 	<ul style="list-style-type: none"> • Site Administrator • Finance/Billing Personnel
Portal Reports – Local Scanning	<ul style="list-style-type: none"> Access the WorkKeys Reports Portal, specifically for the <i>Local Scan Instant Score Report</i> 	<ul style="list-style-type: none"> • Site Administrator • Proctor
Portal Reports – WKO	<ul style="list-style-type: none"> Access the RegiSTAR Reporting in the WorkKeys Reports Portal 	<ul style="list-style-type: none"> • Site Administrator
Portal Reports – WKO – Qualifications Letter	<ul style="list-style-type: none"> Access a PDF of a single examinee's ACT® <i>National Career Readiness Certificate® (NCRC®) Qualification Letter</i> 	<ul style="list-style-type: none"> • Site Administrator

Validus Role	What can you do with this role?	Who would typically use this role?
Portal Reports – WKO – Cert Data Export	<ul style="list-style-type: none"> Access a report that contains examinees' NCRC certificate details along with the ACT WorkKeys test scores that qualify the candidate for the specific certificate level 	<ul style="list-style-type: none"> Site Administrator
Portal Reports – WKO – Print Certificates	<ul style="list-style-type: none"> Access a PDF of a single examinee's NCRC certificates (front and back) 	<ul style="list-style-type: none"> Site Administrator
Portal Reports – WKO – Print Certificates by Testing Location	<ul style="list-style-type: none"> Access PDFs of multiple examinees' NCRC certificates (front and back) 	<ul style="list-style-type: none"> Site Administrator
Portal Reports – WKO – Test Data Export	<ul style="list-style-type: none"> Access a report that contains ACT WorkKeys test scores 	<ul style="list-style-type: none"> Site Administrator
Portal Reports WorkKeys	<ul style="list-style-type: none"> Access the WorkKeys Reports Portal 	<ul style="list-style-type: none"> Site Administrator Finance/Billing Personnel
Proctor	<ul style="list-style-type: none"> Access to TAO proctoring Authorize or release proctored tests Obtain an <i>Instant Score Report</i> 	<ul style="list-style-type: none"> Site Administrator Proctor
Profile Manager	<ul style="list-style-type: none"> Create and/or edit a profile under Profile Management 	<ul style="list-style-type: none"> Site Administrator
Report Invoice	<ul style="list-style-type: none"> Generate the <i>ACT Invoice Details</i> reports for their realm Retrieve previous reports they generated IMPORTANT! Must be assigned in conjunction with the Report Manager role 	<ul style="list-style-type: none"> Finance/Billing Personnel
Report Invoice Admin	<ul style="list-style-type: none"> Run <i>ACT Invoice Details</i> reports for their realm Retrieve reports generated by others IMPORTANT! Must be assigned in conjunction with the Report Manager role 	<ul style="list-style-type: none"> Finance/Billing Personnel
Report Invoice Remote	<ul style="list-style-type: none"> Allows users generating <i>ACT Invoice Reports</i> from a different (remote) realm to include order details and examinee data from the assigning realm IMPORTANT! Must also be assigned the Report Manager and Report Invoice role in their own realm 	<ul style="list-style-type: none"> Finance/Billing Personnel
Report Manager	<ul style="list-style-type: none"> Access to the Reports menu to view reports IMPORTANT! Must be assigned in conjunction with one or more report roles—or the User Manager role for Export Examinees—to view reports 	<ul style="list-style-type: none"> Site Administrator Finance/Billing Personnel
User Manager	<ul style="list-style-type: none"> Create, view, update, and delete user records within the realm (includes roles) Export user records from the Reports menu IMPORTANT! Must be assigned in conjunction with the Report Manager role Add a test registration to a user's account 	<ul style="list-style-type: none"> Site Administrator Proctor