Adding Examinees to a Group during Account Creation

In this document

This document contains information used by site administrators to add examinees to an existing group as their accounts are being created for WorkKeys Internet Version testing.

When to use this document

Use this document when you want to add an examinee to an existing group at the same time that you're creating an account for the examinee.

Procedure: Adding Examinees to a Group during Account Creation

Follow the steps below to add an examinee to an existing group at the same time the examinee's account is created for WorkKeys Internet Version testing.

1. Log in to the Validus system with your User ID and password. The URL will look similar to the ones shown below. If a login page with a realm drop-down menu appears, you will need to enter your URL again. Only space for a User ID and a password should appear.

   https://vtc.act.org/<your site's realm number> e.g., https://vtc.act.org/123456789

2. On the left side of the page, click on **User Management**.

3. On the right side of the page, click the **Create** button.

4. A "Create User" page will appear. You need to enter the following, at a minimum:

   a. First Name
      - This needs to be the examinee's actual first name, which may not necessarily be the name he or she goes by.
      - Keep in mind that when the examinee arrives to take the test, he/she will need to present a photo ID. The name on the account needs to match the name on the photo ID. Slight variations are allowed, such as "Dave" instead of "David."
      - If the examinee earns a National Career Readiness Certificate (NCRC), the name printed on the certificate will be the same as the name listed in the account.
      - This is one of the 5 match criteria used for the NCRC. It's critical that the same first name (or a variation) be used on all WorkKeys tests.

   b. Last Name
      - As with the first name, the name on the account needs to match the name on the photo ID.
      - If the examinee earns an NCRC, the name printed on the certificate will be the same as the name listed in the account.
      - This is one of the 5 match criteria used for the NCRC.

   c. Examinee ID
      - This should be a series of numbers unique to the examinee. A suggestion would be a student ID number or an employee ID number.
      - Do NOT use the examinee'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.
      - The Examinee ID is one of the 5 match criteria used for the NCRC, so it's important that the same Examinee ID be used on all Internet Version and paper-and-pencil assessments.

   We also highly recommend that you enter the following information:

   d. Date of Birth
      - The birth month is one of the 5 match criteria used for the NCRC.
      - The birth day is also one of the 5 match criteria.

   e. User ID
      - You can click the **Generate ID** button or create a User ID unique to the examinee.
      - We suggest creating a User ID that is easy to remember, such as the examinee's last name and first initial of the first name followed by a number.
      - A User ID can be a combination of letters and/or numbers.
      - Do NOT use the examinee's driver's license number, Social Security Number, or any number that contains a portion of his/her Social Security Number.
      - It must be at least 3 characters long.
      - 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 your site's realm.

f. Password (and Confirm Password)
- The system can generate a password for the examinee, but we recommend that you create one. The examinee can change it if he/she desires.
- The password can be a combination of letters and/or numbers.
- The password is case sensitive.
- The password must be between 6 and 30 characters long.

You can fill in more information if you'd like, but it's not required. The examinee will need to review and complete any information prior to launching the test.

5. Click the **Submit** button at the bottom of the page.

6. The "Roles" page appears. Click in the box next to "Examinee" so that a check mark appears in the box.

7. Click the **Submit** button at the top or bottom of the page.

   IMPORTANT: If you do not click the **Submit** button, the examinee role will not become activated and the examinee will not be able to log in to test. An error message will appear when the examinee tries to log in to the testing site.

8. The "Registration" page appears. Click the **Create** button on the right side of the page.

9. In the "Select" column, click on the box next to the title of the test for which you want to register the examinee. A check mark will appear in the box. You can select more than one test.

10. Click the **Submit** button.

11. In the drop-down box next to "Financial Profile," choose the type that applies to this test registration. You may see "WorkKeys – Education," WorkKeys – Employer," and/or "WorkKeys – Government," or "WorkKeys – Business."

    - If testing is paid by another entity, such as a State Contract, you may see that option listed.
    - Your selection determines what price your site will be billed for this test and where the bills will be sent.

    ***Note**: You will need to complete a Financial Profile for each test registration.*

12. Click the **Submit** button.

13. Click on the "Group" tab at the top of the page.

14. Click the **Add** button on the right side of the page.

15. Type in the name of the group.

- If you don't know the exact name or can't remember it, leave all of the search criteria fields empty and click the **Search** button. A list of all groups in this realm will appear.
- If you want to add the examinee to a group that you created, type your User ID in the "Owner" block, then click the **Search** button. A list of groups that you created will appear.

16. Click on the box to the left of the name of the group where you want to add this examinee.

17. Click the **Add** button.

The examinee has now been added to this group.

Note: There may be more than one group listed for this examinee. This indicates that the examinee (user) is a member of each group listed.