Creating a Group

Document Purpose

This document contains information used by test coordinators to create a group for ACT® WorkKeys® online testing. Creating a group allows you to save time by registering and/or authorizing examinees as a group versus individually.

Resources

We encourage you to visit the ACT WorkKeys Administration page on www.act.org for many resources available to you. The current *ACT WorkKeys Administration Manual for Online Testing* is posted on this page along with these ACT WorkKeys Quick Start Guides:

- *Administering a Test to a Single Examinee*
- *Authorizing a Test for a Group of Examinees*
- *Group Registration for One or More Tests*
- *Adding Examinees to a Group during Account Creation*
- *Creating Accounts and Test Registrations Using Batch Load*
- *Adding Existing Examinees to a Group*

Also, please reference the latest *WorkKeys Online Technical Specifications* to confirm that your computers (workstations) meet the minimum technical requirements. See the *TAO User Guide* for instructions on how to check for these on your computers.

Prerequisite Processes

This process requires that you must have received emails from ACT providing your realm and login information.

Procedure: Creating a Group

Follow the steps below to create a group for ACT WorkKeys online testing.

1. Open a web browser on your computer and **enter the url for your testing realm**, which will look similar to the example shown below. This can be found in the email you received with realm information.

   *https://**vtc**.act.org/123456789*
   (The number after the last slash represents your site's realm number.)

2. Enter your proctor **User ID** and **Password** and then select the **Login** button.

   Results: If the correct realm url and login credentials were used, your realm's Home page should appear on screen.

3. On the left side of the Validus VTC Home page, select **Group Management**.

4. On the right side of the page, select the **Create** button.

5. On the “Create Group” page that appears, type in the **name of the group** next to “Name.”

   Note: You may want to use the date of the test, the name of the company, or some other descriptive name for the group.

6. Select the box next to “Active” so that a check mark appears in the box.

7. Select the **Submit** button.

8. A list of groups will appear. If you will be using batch loading to add examinees to your group, you will need to know the Group ID number. This number is listed in the "ID" column.

   Note: You may need to navigate to another page to find your group.

Now that you've created a group, you will need to add examinees to the group.

- *If you want to add examinees to the group through batch loading, see the Quick Start Guide, "Creating Accounts and Test Registrations Using Batch Load" for instructions.*

- *If you want to add examinees to a group as you create their registrations, see the Quick Start Guide, "Adding Examinees to a Group during Account Creation" for instructions.*

- *If you want to add existing examinees to the group, see the Quick Start Guide, "Adding Existing Examinees to a Group" for instructions.*

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