



## WorkKeys Internet Version Group Management: Group Authorization Quick Start Guide

It is possible to authorize an entire group of examinees to take the same test. A group can be authorized up to 30 minutes before they launch the test. If an examinee does not launch a test within the 30 minute window the test can be authorized again when the examinee is ready. To authorize a group of examinees to take a test follow these directions.

**Begin on the WorkKeys administrator site.**

**Your Administrator Realm should be similar to the following URL:**

**<https://testadministration.org/vtadmin/goRealmLogin.do?realm=your realm number here>**

**Log In with your administrator  
User ID and Password.**

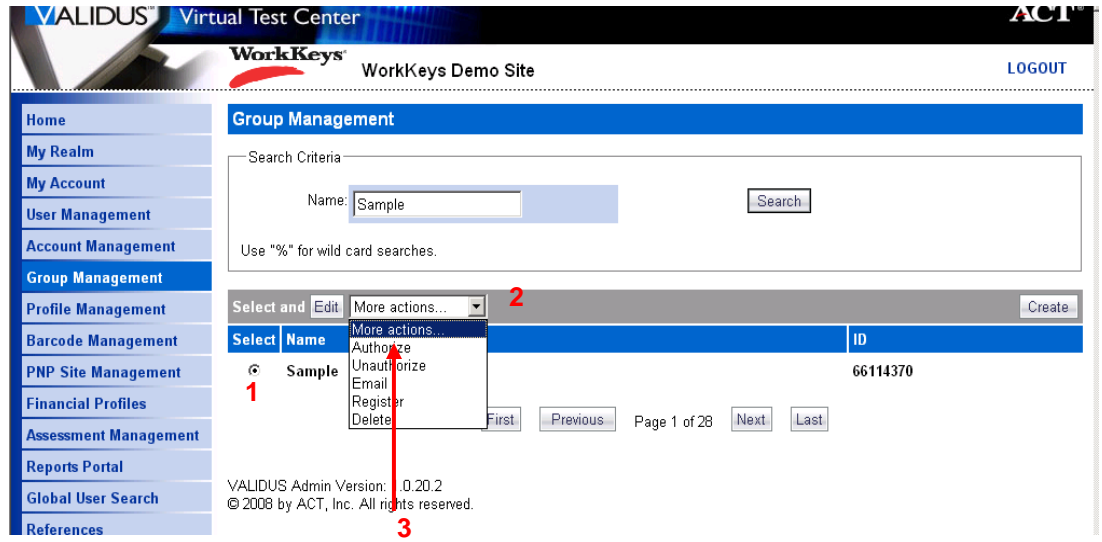
- Click the **Group Management** link located in the left-hand navigation menu.

The screenshot shows the 'VALIDUS Virtual Test Center' interface. The top navigation bar includes 'VALIDUS Virtual Test Center', 'WorkKeys Demo Site', and 'ACT' with a 'LOGOUT' link. The left-hand navigation menu lists various options: Home, My Realm, My Account, User Management, Account Management, **Group Management** (highlighted with a red arrow), Profile Management, Barcode Management, PNP Site Management, Financial Profiles, Assessment Management, Reports Portal, Global User Search, and References. The main content area displays 'Welcome to VTC Console' with a message: 'Welcome to the WorkKeys Internet Version. 17080732 is your Realm ID.' Below this is a table with columns 'Select', 'Name', 'Description', and 'Realm ID'. The table content is '-- Please add favorite realm(s) by listing All Realms --'. A 'List All Realms' button is visible. At the bottom, it says 'VALIDUS Admin Version: 1.0.20.2 © 2008 by ACT, Inc. All rights reserved.'

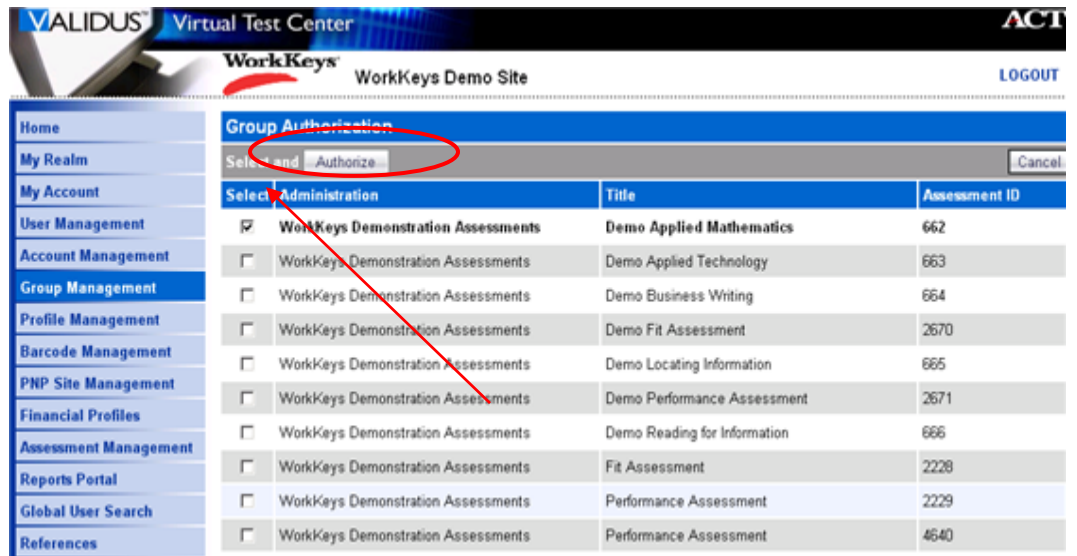
- On the **Group Management** screen type the **Name** of the group and click **Search** or leave the **Name** box blank and click **Search** for a list of groups.

The screenshot shows the 'VALIDUS Virtual Test Center' interface with the 'Group Management' page selected. The left-hand navigation menu is visible, with 'Group Management' highlighted. The main content area has a 'Group Management' header and a 'Search Criteria' section. The 'Name' input field contains the text 'Sample'. A red circle highlights the 'Search' button. Below the input field is the text 'Use \"%\" for wild card searches.' and a 'Create' button. At the bottom, it says 'VALIDUS Admin Version: 1.0.20.2 © 2008 by ACT, Inc. All rights reserved.'

- Click the **Select** button(1) next to the group. Click the arrow in the **More Actions(2)** box and choose **Authorize(3)** from the drop-down menu.



- Click the **Select** button next to the test to authorize. Click **Authorize**.



- The group of examinees is now authorized to launch the test for the next 30 minutes.

