



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.**

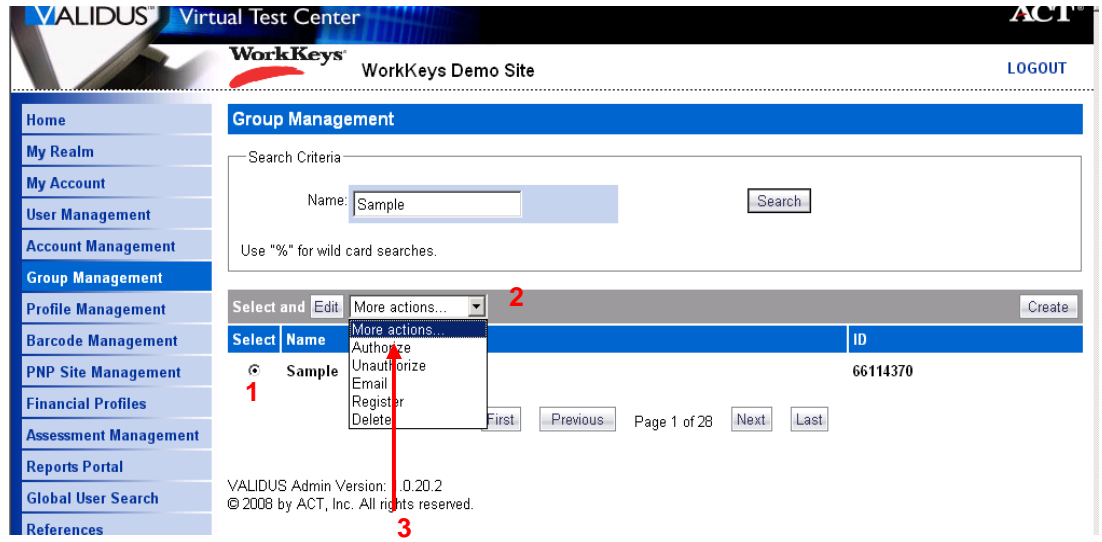
- Click the **Group Management** link located in the left-hand navigation menu.

The screenshot shows the 'VALIDUS Virtual Test Center' interface. The left-hand navigation menu is expanded, and the 'Group Management' link is highlighted with a red arrow. The main content area displays a 'Welcome to VTC Console' message and a table with columns for 'Select', 'Name', 'Description', and 'Realm ID'. A 'List All Realms' button is visible in the top right of the table area.

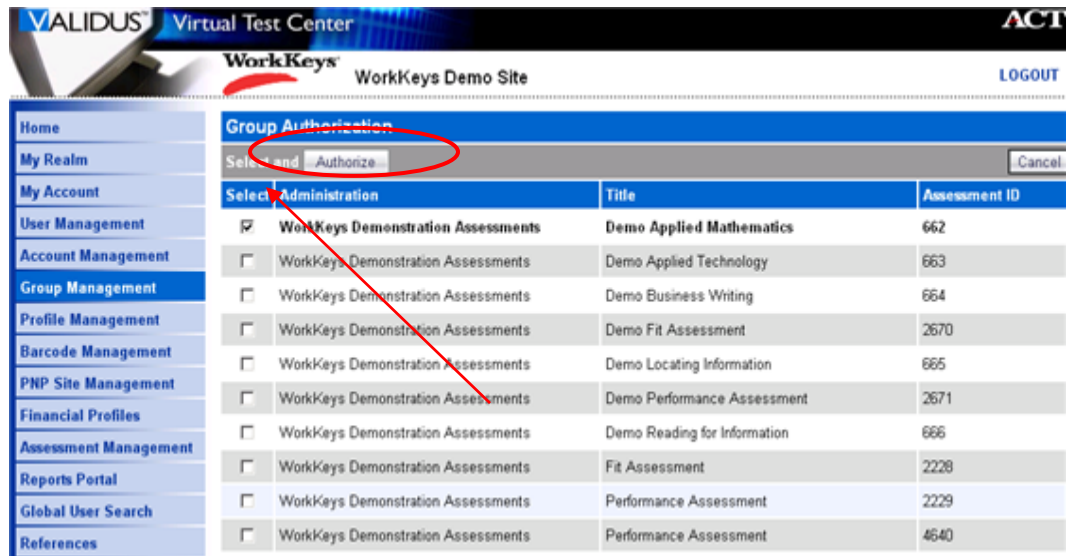
- On the **Group Management** screen type the **Name** of the group and click **Search** or leave the **Name** box blank and click **Search** for a list of groups.

The screenshot shows the 'VALIDUS Virtual Test Center' interface with the 'Group Management' page selected. The left-hand navigation menu is visible. The main content area features a search form with a 'Name' input field containing the text 'Sample' and a 'Search' button circled in red. Below the search form is a table with columns for 'Select', 'Name', and 'ID'. A 'Create' button is located in the top right of the table area.

- 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.

