

Quick Start Guide Create Examinee Accounts Ohio District Testing

Purpose

This document describes how to use the Validus Virtual Test Center (VTC) to:

- Create an ACT WorkKeys online testing account for a single examinee; and
- Create ACT WorkKeys online testing accounts for multiple examinees using a batch loading process.

Important Update

IMPORTANT: All Ohio Schools and Districts must include a student's SSID (9-digit unique student identifier) as the Examinee ID in the employee ID field during the assessment registration process in order to be reimbursed by ODE. To the extent a School or District fails to include a student's SSID, Customer shall be solely responsible for paying ACT.

System Specifications

For examinee computers, the supported internet browsers to use are **Chrome** (for Windows OS) or **Firefox** (for Windows OS or MACs OS). The ACT WorkKeys assessments will **not** launch from **Internet Explorer (IE)**. The examinee will get the following error message if attempting to launch from the IE browser.

• Error(4): The browser or operating system you are using does not comply with minimum requirements.

See the <u>TAO User Guide</u> for instructions on how to check for these requirements.

Reference the latest <u>WorkKeys Online Technical Specifications</u> to confirm that your computers (workstations) meet the minimum technical requirements.

Process Overview

Procedure	Title
<u>1</u>	Create an Account for a Single Examinee
2	Create Accounts Using Batch Load

Procedure 1: Create an Account for a Single Examinee

Follow the steps below to create a secure examinee account for online testing.

1. On the proctor's computer, 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.

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

<u>Incorrect Results</u>: You will know that the url you used for your desired realm was **incorrect** if you see the **User ID** and **Password** with a **Realm** drop-down menu. Re-enter your correct realm url and try again.

Please enter your Lo	gin information				
User ID:					
Password:					
Realm:					
	Login				
VALIDUS © Admin Version: 4.2.0.64 © 2017 by ACT, Inc. All rights reserved.					

<u>Correct Results</u>: Fields for only entering a **User ID** and **Password** should appear for you to log into the Validus Virtual Test Center (VTC) system.

VALIDUS Virtual Test Center	ACT
Please enter your Log	gin information
User ID:	
Password:	
	Login
VALIDUS © Admin Version: © 2017 by ACT, Inc. All righ	

Enter your proctor User ID and Password and then select the Login button.
 <u>Results</u>: Your realm's "Home" page should appear on screen.

On the left side of the page, select the **User Management** navigation menu item.

Home
My Account
User Management 🗡
User Batch Load
Account Management
Group Management
Reports
References
Connect To TAO

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

More act	ions	Create
Date Of Birth	Examinee ID	Status

Results: A "Create User" page will appear. There are more fields in the form than what is shown below.

Note: Required fields are indicated with an asterisk (*).

		ACT [*]
	WorkKeys	Operations LOGOUT
Home	Create User	
My Account	Login Information	
User Management	User ID:	Generate ID
User Batch Load	Password:	
Account Management	Confirm Password:	
Group Management	Security	
Reports	Question:	✓
References	Answer:	
Connect To TAO	Personal Information	
	* First Name:	
	Middle Name:	
	* Last Name:	
	Date of Birth:?	MM/dd/9999
	* Examinee/Employee	
	Permanent Mailing Addre	ace
	Address1:	
	Address2:	
	City:	
	State/Province:	V
	ZIP Code:	
	Email:	

- 3. Fill in **all** required fields for the examinee. Here is information you need to know about certain fields.
 - a. First Name
 - This needs to be the examinee's actual first name, which may not necessarily be the name the examinee goes by. Use appropriate case so the examinee's name can display correctly on future certificates.
 - Keep in mind that when examinees arrive to take the test, they 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 an examinee earns an ACT[®] WorkKeys[®] National Career Readiness Certificate[®] (ACT[®] WorkKeys[®] NCRC[®]), the name printed on the certificate will be the same as the name listed on this account.
 - This is one of the five (5) match criteria used to produce the ACT WorkKeys NCRC. It's critical that the same first name be used on all of the examinee's ACT WorkKeys tests.
 - b. Last Name
 - As with the first name, the examinee name on the account needs to match the name on the photo ID and should be in appropriate case.
 - If an examinee becomes eligible to earn an ACT WorkKeys NCRC, the name printed on the certificate will be the same as the name listed in this account.
 - This is one of the 5 match criteria used to produce the ACT WorkKeys NCRC.
 - c. Examinee ID
 - IMPORTANT OHIO POLICY: All Ohio Schools and Districts must include a student's SSID (9-digit unique student identifier) as the Examinee ID in the employee ID field during the assessment registration process in order to be reimbursed by ODE.
 - This is one of the 5 match criteria used to produce the ACT WorkKeys NCRC.
- 4. Although not marked (with an *) as being required, we *highly recommend* that you enter the following information.
 - a. Date of Birth
 - The **birth month** is **one of the 5 match criteria** used to produce the ACT WorkKeys NCRC.
 - The birth day is also one of the 5 match criteria.
 - b. User ID
 - The User ID you create is what the examinee will use to log in and take the tests.
 - The User ID must be a **minimum** of 3 characters long. It may be a combination of letters and/or numbers and is not case sensitive
 - You may either select the **Generate ID** button or create your own User ID unique to the examinee. The Generate ID button only works if the last name and first name fields have been populated.
 - We suggest creating a User ID that is easy to remember, such as the examinee's email address or the examinee's last name and first initial of the first name, followed by a number.
 - Do **not** use the examinee's driver's license number, Social Security Number (SSN), or any number that contains a portion of the SSN.
 - Once a User ID has been entered into the system, it is **permanent**. It **cannot** be changed or duplicated. This applies to the entire Validus system, not just your site's realm.

- c. 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 later if desired.
 - The password is **case sensitive**.
 - The password can be a combination of letters and/or numbers.
 - The password must be a **minimum** of 6 characters and a **maximum** of 30 characters long.

Note: You may fill in more information if preferred, but it's not required. The examinee will need to review and confirm any information prior to launching the test. But remember, the User ID cannot be altered.

5. Review your selections and entries. When you are confident that the information is accurate, select the **Submit** button at the bottom of the form.

Results: The "Roles" page appears. See the tabs at the top of the page: User, Security, Roles, Registration, and Group. The Roles tab is highlighted after selecting.

	tual Tes	st Center		ACT [*]
	Wor	KKeys UAT Opera	itions	LOGOUT
Home	Edit U	Jser: QQQSmitQ6740	2	
My Account	User	Roles Registration	Group	
User Management	Select	and Submit		
User Batch Load	Select	Name		Description
Account Management		Account Manager		VTCADMIN - Admin - Account Management - Allows the grantee to disable, lock, unlock,
Group Management		5		and reset passwords of existing users within the realm
Reports		Examinee		RSP - Examinee - Allows the grantee to register, schedule and take tests within the realm
References		Proctor		Proctor
Connect To TAO		Portal Reports WorkKeys		Portal Reports - Admin - Allows the grantee access to the reporting portal for WorkKeys
		User Manager		VTCADMIN - Admin - User Management - Allows grantee to create, read, update delete users within the realm (includes roles)
		Batch Load		VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, restricted to only files they have loaded
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- 6. ONLY select the box next to the **Examinee** role so that a check mark appears in that box.
- 7. Select the **Submit** button to save that selection.

IMPORTANT! If you do **not** choose the Submit button, the Examinee role will not become activated and the examinee will not be able to login to take the test. Instead, the examinee will receive an error message trying to login to the testing site. If this occurs, you will need to go back into the Roles tab of the examinee's user account in Validus to add the Examinee role.

Result: The registration page appears.

Procedure 2: Create Accounts Using Batch Load

Follow the steps below to create ACT WorkKeys online testing accounts for multiple examinees using a batch loading process. Using the batch load process, not only can you create a batch of examinee accounts, but you can automatically load them into group(s) and/or testing profile(s) as part of the process.

Prerequisites

To perform this procedure, you must:

- Have your testing realm and login information as previously provided to you by ACT
- Be assigned either the "Batch Load" or "Batch Load Admin" role within Validus VTC
- Have a program or tool that can unzip .zip files (if not built into your operating system)

The following Validus VTC functions may be used in conjunction with batch load, but must be performed before the batch load process:

• <u>Creating a Group</u>: A group is a collection of examinees, used to register and/or authorize examinees all together instead of working with accounts individually. You can include one or several existing Group IDs as a column within your batch load spreadsheet.

Note: If used, a Group ID number must be entered for every examinee in the spreadsheet for this function to apply.

IMPORTANT! It is strongly recommended that you limit any Group's size to less than 100 records. Groups over 100 records may run into issues with the batch loading process and with generating reports after testing.

• <u>Creating a Profile</u>: A profile is a template with a specific list of tests attached; these profiles can be used to assign that series of tests to an examinee upon batch load. You can include a Profile ID as a column within your batch load spreadsheet.

Note: If used, a Profile ID number must be entered for every examinee in the spreadsheet for this function to apply.

Step 1: Download the Batch Load Header File

- 1. While logged into Validus VTC, choose **User Batch Load** from the left-side navigation menu.
- 2. On the right side of the Batch Load Search page, select the **Create** button on the gray taskbar.
- 3. On the Batch Load Users page, select the **Guide** button. This will provide detailed instructions on working with your batch load file(s) as well as the values and formats that are allowed while entering data into your file.

Note: A large portion of this guide is a collection of the allowed values for FIPS State/County of Residence—which is filled out by the examinee, not you—so this section may be ignored.

	VALIDUS' Virtual Test Center ACT [®]								
	UAT Operations LOGOUT								
Home	Batch Load Users								
My Account	* File: Guide Download Header File								
User Management	Batch Reference ID:								
User Batch Load	Notify List								
Account Management	Notify Uploader:								
Group Management	The following settings apply to this batch load:								
Profile Management	Allow Person Updates: 🗸								
Barcode Management	Do Not Create Any								
Financial Profiles	Registrations:								
Reports Portal	Always Create Users:								
Reports	* = Required Submit Cancel								
References									
Connect To TAO	VALIDUS © Admin Version: 4.2.0.74 © 2017 by ACT, Inc. All rights reserved.								

- 4. On the same page, now choose the Download Header File button.
- 5. Select **Save As** on the download pop-up and navigate to the location on your computer where you would like to save and work with the file.

Note: The file should show as a comma-delimited (.csv) spreadsheet; this must stay the same, though you are free to change the file name to something more meaningful than its default.

6. Find the file's location on your computer and **Open** it.

Γ	A		В	С	D	E	F	G	н	1	J	К	L	М	N	0	P	Q	R	S	т	U	V	W	Х	Y
1	firstNa	me mid	idleNan I	lastName	dateOfBirt	i employeel	address1	address2	city	state	zipCode	email	Education	HighestDe	gender	hispanicIn	ethnicityM	FIPSState	currentSta	userName	password	assessme	eligibilitySt	eligibilityEr	finProf	groupld
2																										
4																										
5																										
6	-																									
8	-																									
0			_																							

Result: The Header File is simply a spreadsheet (Excel) document with column headings, referred to as the header row. These will guide you in entering your examinee data. Field names will automatically match up to Validus VTC when uploading the file later.

Step 2: Prepare the Batch Load Data File *IMPORTANT!*

- The file must remain a comma-delimited (.csv) file in order to be uploaded.
- All cells of the data file must be formatted as "Text" regardless of contents.
- 1. Format all cells of the data file to be "Text".
 - a. **Ctrl+A** to select the entire spreadsheet.
 - b. Right-click anywhere within the spreadsheet, then select Format Cells.
 - c. On the Number tab, highlight Text from the Category list, then OK.
- 2. Enter data into the four required fields, at minimum:

IMPORTANT! It is critical that all five values for ACT WorkKeys NCRC "match criteria" be used consistently over all of an examinee's ACT WorkKeys tests (online or paper).

- First Name, Last Name
 - Must match the photo ID the examinee presents when they arrive for testing
 - If earned, will be printed on the examinee's ACT[®] WorkKeys[®] National Career Readiness Certificate[®] (ACT[®] WorkKeys[®] NCRC[®])
 - \circ $\;$ Two of the five "match criteria" used for the ACT WorkKeys NCRC $\;$
- Examinee ID
 - o Column labeled "employeeld" in the data file's header row
 - IMPORTANT OHIO POLICY: All Ohio Schools and Districts must include a student's SSID (9-digit unique student identifier) as the Examinee ID in the employee ID field during the assessment registration process in order to be reimbursed by ODE.
 - Third of the five "match criteria" used for the ACT WorkKeys NCRC
- Group ID
 - Required only if using the Groups function (see "Prerequisites" on page 6)
 - Must have at least one Group already created (in order to have a Group ID value)
- 3. Enter data into the four suggested fields, if applicable:
 - User ID
 - Column labeled "userName" in the data file's header row
 - A combination of letters, numbers, and some symbols, 3–100 characters long
 - White (blank) space is prohibited
 - \circ These three symbols are prohibited characters: > < "
 - Do not use an examinee's driver's license number, Social Security number (SSN), nor any number that contains a portion of the examinee's SSN

Note: Once a User ID is in the system (entered or uploaded) it cannot be changed or duplicated. This is a unique identifier for that person's account, across the entire Validus system (not just your site's testing realm.)

- Password
 - Though the system can generate passwords, we recommend that you create them first; examinees can change them later, if desired
 - o Case-sensitive
 - A combination of letters, numbers, and some symbols, 6–30 characters long
 - White (blank) space is prohibited
 - These three symbols are prohibited characters: > < "
- Date of Birth
 - An 8-digit birth date with slashes; e.g., 06/20/2000
 - Business sites should enter "9999" for the birth year
 - Birth day and birth month are the last two "match criteria" used for the ACT WorkKeys NCRC
- 4. Fill in any additional optional fields, following the allowed values and formats as stated in the Batch Load Guide.

Note: Examinees will be required to review all information you are assigning to their account (as well as complete any missing information) prior to launching a test.

- 5. Delete any unused columns (without entered values) within the spreadsheet; your .csv file will not load if it contains any unused columns.
- 6. Make sure the file format remains a comma-delimited (.csv) file when you save and close, else your file will not load into Validus VTC.

Step 3: Upload the Batch Load Data File

1. On the Batch Load Users page, select the **Browse** button.

	ual Test Center		ACT [®]
		Operations	ogout
Home	Batch Load Users		
My Account	* File:	Browse Guide Download Header File	
User Management	Batch Reference ID:		
User Batch Load	Notify List:		
Account Management	Notify Uploader:		
Group Management		Is apply to this batch load:	
Profile Management	Allow Person Updates:		
Barcode Management	Do Not Create Any		
Financial Profiles	Registrations:		
Reports Portal	Always Create Users:		
Reports	* = Required	Submit Cancel	
References		OWNER OWNER	
Connect To TAO	VALIDUS ® Admin Version © 2017 by ACT, Inc. All right		

- 2. Find your .csv data file and **Open**.
- 3. Back on the Batch Load Users page, check the applicable boxes under "The following settings apply to this batch load":

- Allow Person Updates: Check.
- Do Not Create Any Registration: Leave unchecked.
- Always Create Users: Check if you created your own User IDs in the spreadsheet; else, leave unchecked for the system to automatically create unique User IDs.
- 4. Select the **Submit** button.
- 5. On the Batch Load Search page, the file you just loaded is at the top of the list. Continue to select the **Refresh** button until the Status of your file shows as "Processed".

	ual Test Center AC	C.
	WorkKeys' UAT Operations LOGOU	г
Home	Batch Load Search	
My Account	Search Criteria	_
User Management	File Name: User ID:	
User Batch Load		
Account Management	Status: From Date: MM/(dd/yyyy	
Group Management	To Date: MM/dd/yyyy Batch Process	
Profile Management	Search	
Barcode Management	Use "%" for wild card searches	
Financial Profiles	Use % for wild card searches.	
Reports Portal	Select and More actions Retrieve Key Refresh Create Edit Reg Da	ata
Reports		
References	Select File Name Strict Checking Status Total Total Total Total Failed Success	^
Connect To TAO		
	UATOperationsBatchLoadHeader20170725104956 N Processed 0 0 0 0	
	O UATOperationsBatchLoadHeadergraphic/iteracyadd20170414B N Processed 50 50 0 50	
	UATOperationsBatchLoadHeadergraphicIteracyadd20170414 N Failed 0 0 0 0	

Result: Your examinee records are uploaded. The value under "Total Success" indicates the number of accounts created. If "Total Received" and "Total Success" values do not match, continue to Step 4.

Step 4: Access the Load Reports Files

If "Total Received" and "Total Success" values do not match, this means that some records in your batch load file did not upload and result in created accounts. You will need to download and access the load reports files (the Invalid Rows and Log files) to determine why.

- The Log file will indicate the type of errors the system encountered with your file.
- The Invalid Rows file will contain only those records (rows) that did not load. You will need to correct the errors found (per the Log file), resave this file under a different name, then repeat the upload process.

Note: Since both load reports files contain Personally Identifiable Information (PII), they are both encrypted and compressed. To unzip and open the files, you will need a program or tool on your computer that can unzip .zip files (if not built into your operating system).

1. Select the radio button to the left of your recently uploaded file, then choose "Download Invalid Rows File" from the **More Actions...** drop-down menu.

	ual Test Center ACT	0
	VorkKeys UAT Operations LOGOUT	
Home	Batch Load Search	
My Account	Search Criteria	-
User Management	File Name: User ID:	
User Batch Load		
Account Management	International Action of the International Action of	
Group Management	To Date: MM/dd/yyyy Batch Process	
Profile Management	Search	
Barcode Management	Use "%" for wild card searches.	
Financial Profiles		-1
Reports Portal	Select and More actions Retrieve Key Refresh Create Edit Reg Data	i
Reports	Download Uploaded File Download Invalid Rows File Strict c. Total Total Total Total	
References	View Processing Checking Status Received Processed Failed Success	1
Connect To TAO	RollBack/Delete Batch Load File 448788UATResearchBatchLoadHeader20170502AInvalid N Processed 0 0 0 0	
	UATOperationsBatchLoadHeader20170725104956 N In Process 0 0 0 0	
	UATOperationsBatchLoadHeadergraphic/iteracyadd20170414B N Processed 50 50 0 50	
	UATOperationsBatchLoadHeadergraphicIlteracyadd20170414 N Failed 0 0 0 0	
	UATOperationsBatchLoadHeaderMath20170414 N Processed 50 50 0 50	-
	< >>	

- 2. Save this file to your computer when prompted, then open it from its saved location.
- 3. Unzip the file using the zip tool or software installed on your computer. Starting this process should prompt a pop-up to ask for a password.

Decrypt		-	×
Enter password:			
1			
Hide the password			
ОК	Cancel	Help]

4. Back on the Batch Load Search page, with the radio button for your active file still selected, select the **Retrieve Key** button.

VALIDUS Virtual Test Center ACT								
	WorkKeys' UAT Operations LOO	GOUT						
Home	Batch Load Search							
My Account	Search Criteria							
User Management User Batch Load	File Name: User ID:							
Account Management	Status: V From Date: MM/dd/yyyy							
Group Management	To Date: MM/dd/yyyy Batch Process							
Profile Management	Search							
Barcode Management	Use "%" for wild card searches							
Financial Profiles								
Reports Portal	Select and Download Invalid Rows File	eg Data						
Reports	Strict out Total Total Total Total Total	al 🔨						
References		cess						
Connect To TAO	UATOperationsBatchLoadHeader20170725104956 N In Process 0 0 0	0						
	O UATOperationsBatchLoadHeadergraphicIlteracyadd20170414B N Processed 50 50 0 8	50						

- 5. Enter your personal login password for Validus VTC when prompted.
- 6. Copy the "Current Key" that appears.

Note: This key changes every month.

7. Paste the key into the "Enter password" field of the pop-up box and select **OK**.

Decrypt
Enter password:

Hide the password
OK Cancel Help

8. Continue unzipping and opening the Invalid Rows file. The file displayed will contain only those rows that have not loaded to Validus VTC.

	A	В	С	D	E	F	G	H		J	K
1	firstName	lastName	dateOfBirth	employeel	email	FIPSState	currentSta	userName	password	assessme	finProf
2	First UC25	Last UC25	12/12/1990	25	hanwei ch	IOWA/Joh	1	UAT_case	ncrc2.0	75378	BUS
3	First UC26	Last UC26	12/12/1990	26	hanwei ch	IOWA/Joh	1	UAT_case	ncrc2.0	75376	BUS
4	First UC27	Last UC27	12/12/1990	27	hanwei ch	IOWA/Joh	1	UAT_case	ncrc2.0	75378	BUS
5	First UC28	Last UC28	12/12/1990	28	hanwei ch	IOWA/Joh	1	UAT_case	ncrc2.0	75377	BUS
6	First UC29	Last UC29	12/12/1990	29	hanwei ch	IOWA/Joh	1	UAT_case	ncrc2.0	75377	BUS
7	First UC30	Last UC30	12/12/1990	30	hanwei ch	IOWA/Joh	1	UAT_case	ncrc2.0	75376	BUS
8	First UC31	Last UC31	12/12/1990			IOWA/Joh		UAT_case	ncrc2.0	75378	BUS
Y.		~~^~UC37	12/12/1990	32	har on	Ja VALlah				75	PHS /

9. Repeat steps 1 through 8, instead choosing the "Download Log File" from the **More Actions...** drop-down menu.

Reference the errors outlined in the Log file to correct the records in the Invalid Rows file.

Note: The LINE NUMBER of the Log file corresponds to the row number in the Invalid Rows file.

📮 2900172011-11-14 Morning Group. log - Notepad						
File Edit Format View Help						

Summary of the Batch∟oad - Refer Uploaded file.						

File: 2011-11-14 Morning Group with Batch ID-290017 has failed processing in WorkKeys : Training Site. File loaded by : Administrator Training (580511512) Notify List : null Allow Person Updates : true Do Not Create Registrations : false Always Create Users : false	IV					
Pre-processing of the file has exceeded the current threshold limit for failed records. This is currently set at 25% of the total number of records in the file. The percentage of failed records in this file was 75%.						
LINE NUMBER: 2 assessmentId () is invalid. profileId () is invalid.						
LINE NUMBER: 3 assessmentId () is invalid.profileId () is invalid. LINE NUMBER: 4 assessmentId () is invalid.profileId () is invalid.	_					
	~					

10. Once you have addressed all errors, save the Invalid Rows file under a different file name.

IMPORTANT! Make sure that you save this supplemental batch load file in .csv file format, while following all other steps and rules under Step 2: Preparing the Batch Load File.

Using this new .csv file, follow the steps of Step 3 once more to upload your remaining examinee records and create their accounts.

Resources

We encourage you to visit the <u>ACT WorkKeys Administration</u> web page to select from a variety of helpful quick start guides and manuals, including the current <u>ACT WorkKeys Administration</u> <u>Manual for Online Testing</u>.