

WorkKeys Internet Version Group Management Quick Start Guide

Group Management is used to create groups of examinees, to register examinee groups for tests, and group authorize tests for examinees. This feature allows site administrators to add examinees to a group either at registration or at any time. Once a group is created and examinees have been added, tests and financial profiles can be added to the entire group at one time and/or the entire group can be authorized to take a test. This avoids having to add tests, set financial profiles or authorize each person, one test at a time.

Begin on the **WorkKeys Internet Version administrator site**.

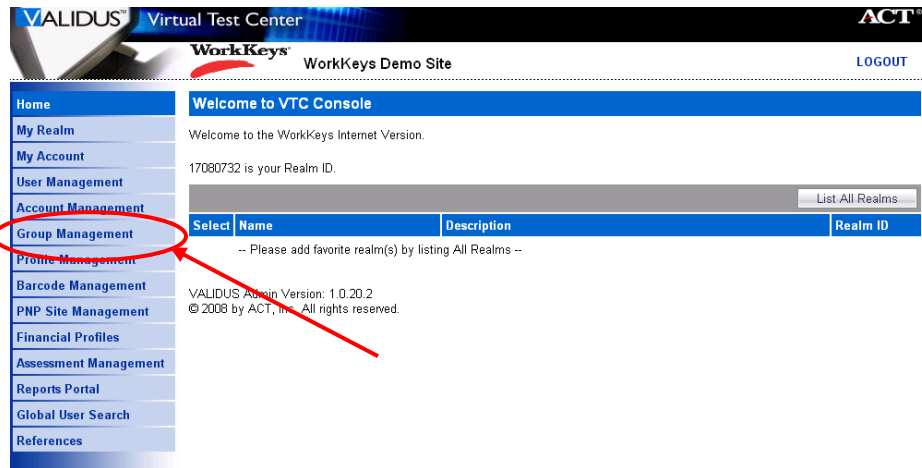
Your **Administrator Realm** should be similar to the following URL:

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

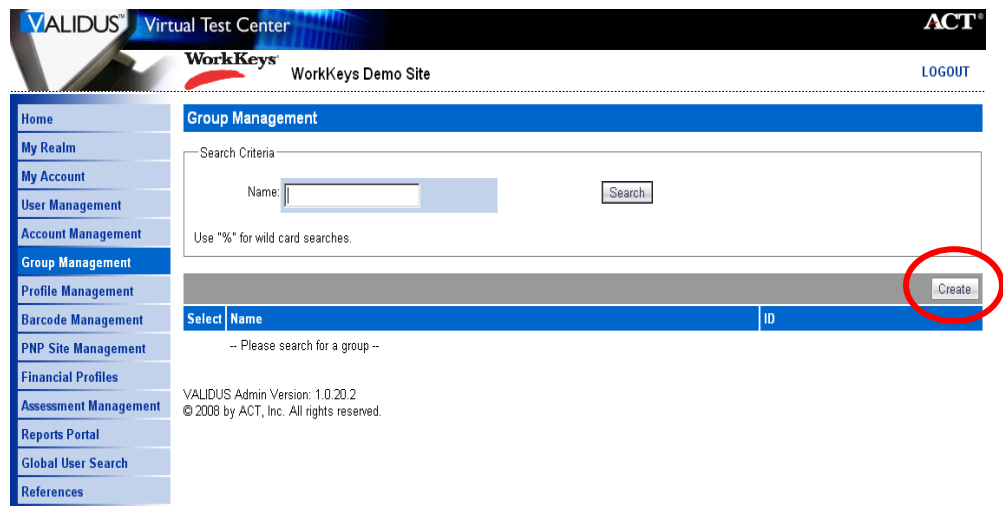
- **Log In:** User ID: _____ Password: _____

To Create a New Group:

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

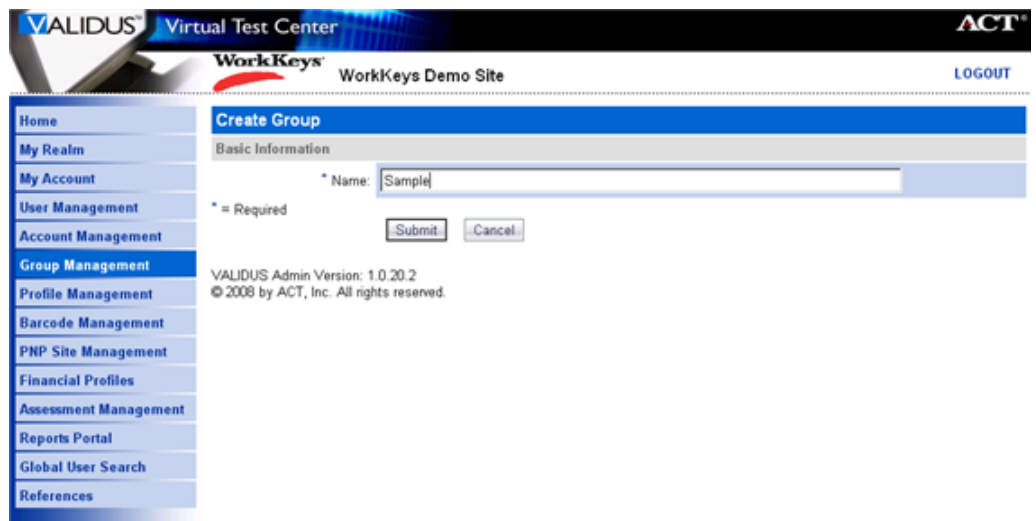


- On the Group Management page, click on **Create**.

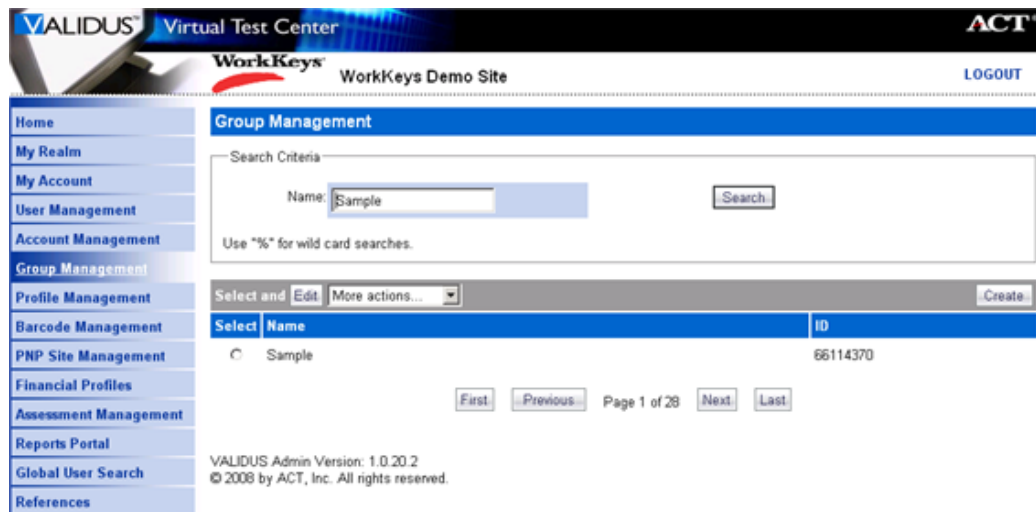


- On the Create Group page type the **Name** of the group and click on **Submit**.

TIP: You may want to use the date of the test, the name of the company or the name of the job the group is taking the test for.

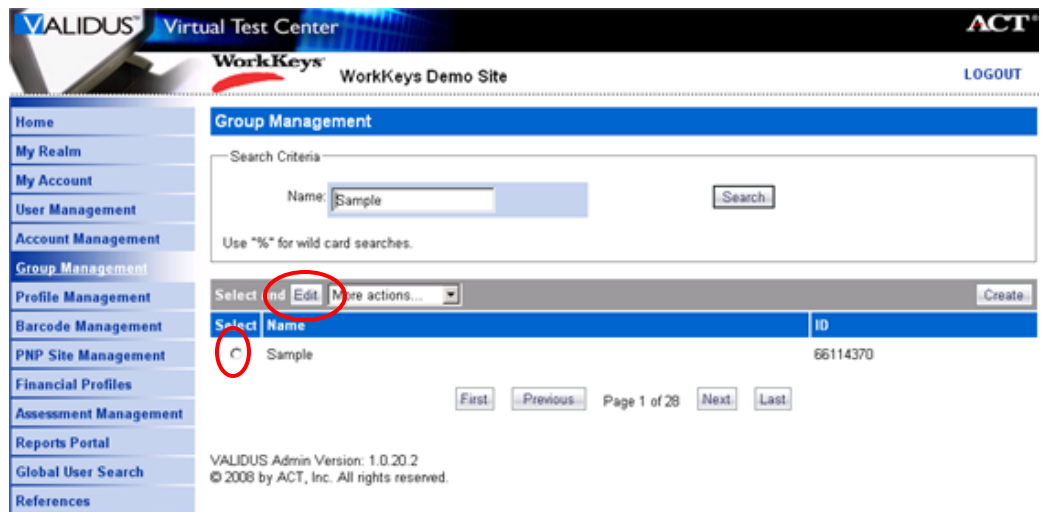


- The group has been created.

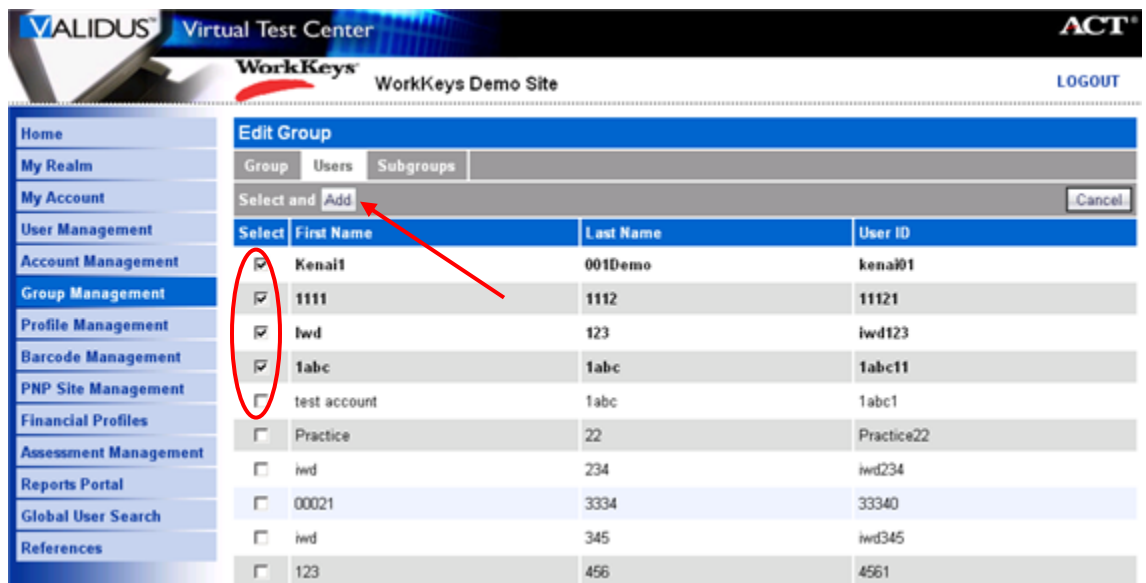


To Add Existing Examinee Registration to a Group:

- To add Examinees that are already registered **select** the group and click **Edit**.



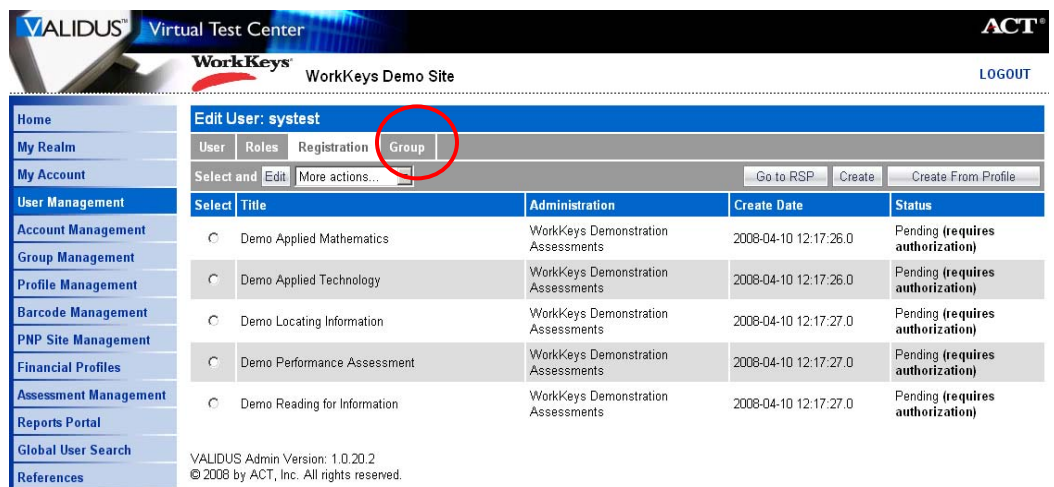
- Select the examinees to add to the group. Click on **Add**.



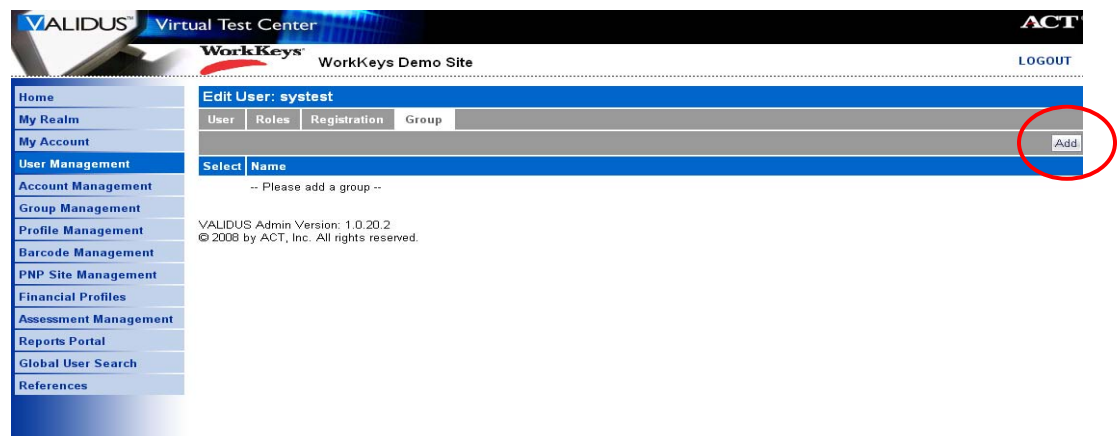
To Add Examinees to a Group at Registration:

Examinees can be added to a group at the same time you create their registration. The group must be created first. Follow the directions in the Quick Start Guide to create a registration. Then follow the directions at the beginning of this module to create a group.

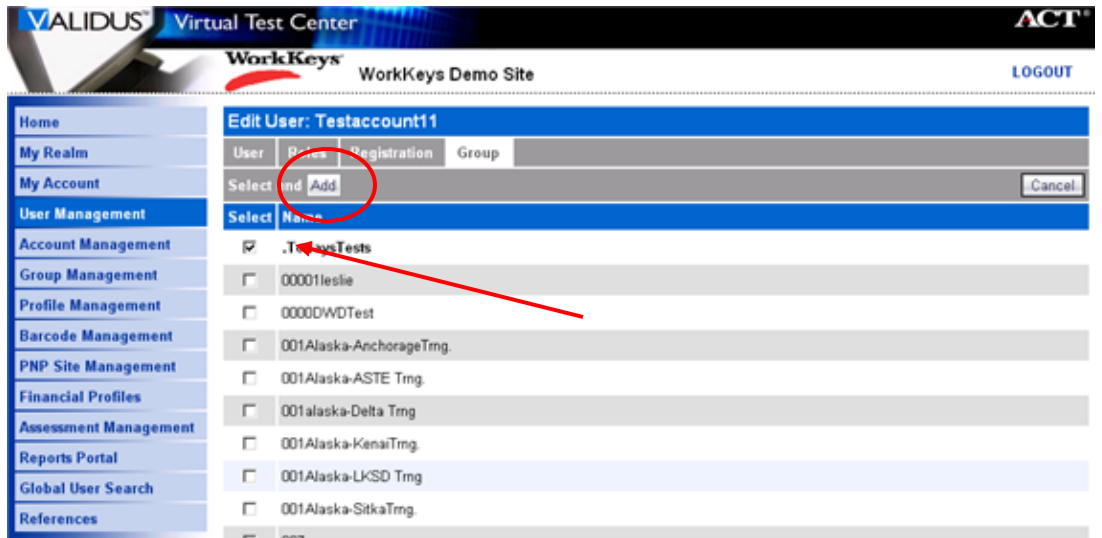
- After tests have been assigned to an examinee registration choose the **Group** tab.



- Click **Add**.



- **Select the group and click Add.**



- The examinee has now been added to the group.

