



WorkKeys Internet Version Group Management: Group Registration Quick Start Guide

Typically an examinee User ID and Password is created then tests and financial profiles are added one examinee at a time. However, it is also possible to register a group for tests and set the financial profiles for each test once for the entire group.

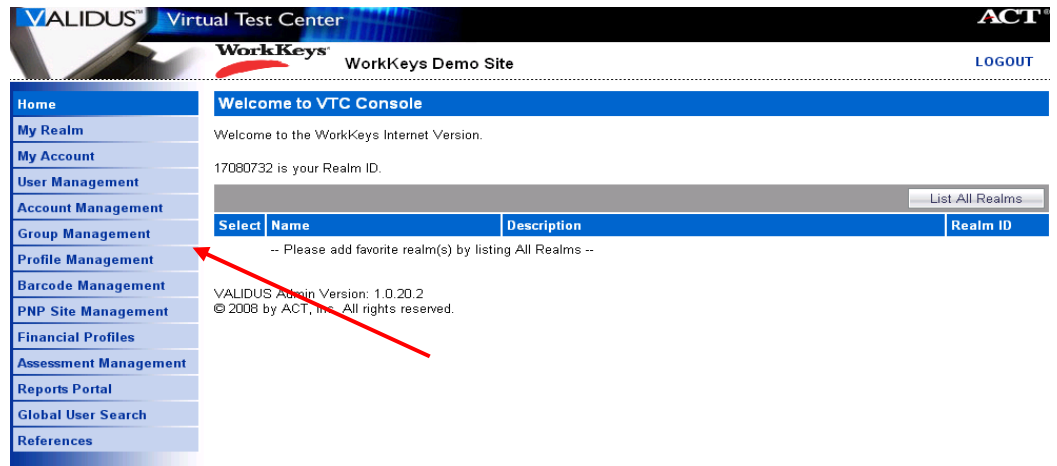
Begin on the WorkKeys administrator site.

Your Administrator Realm should be similar to the following URL:

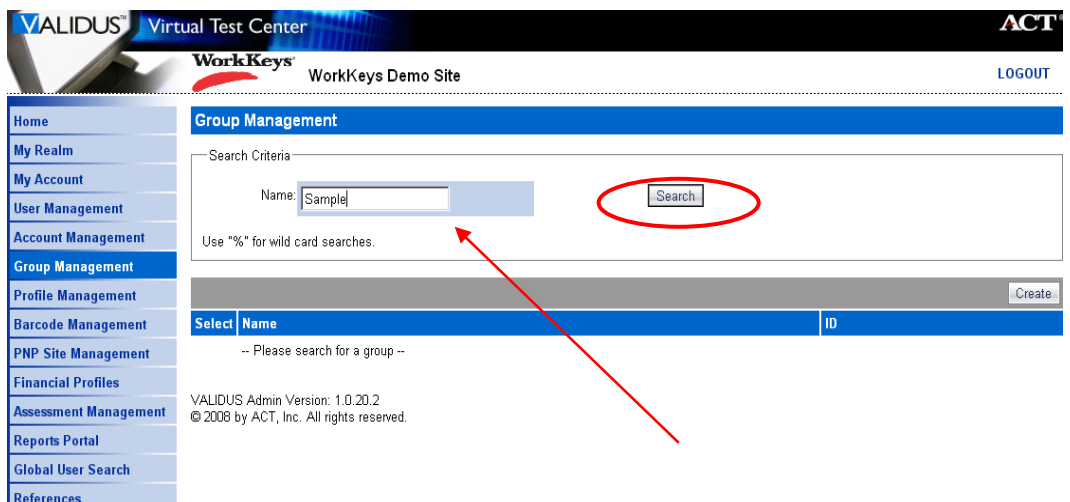
<https://testadministration.org/vtadmin/goRealmLogin.do?realm=your realm number here>

Log In with your administrator
User ID and Password.

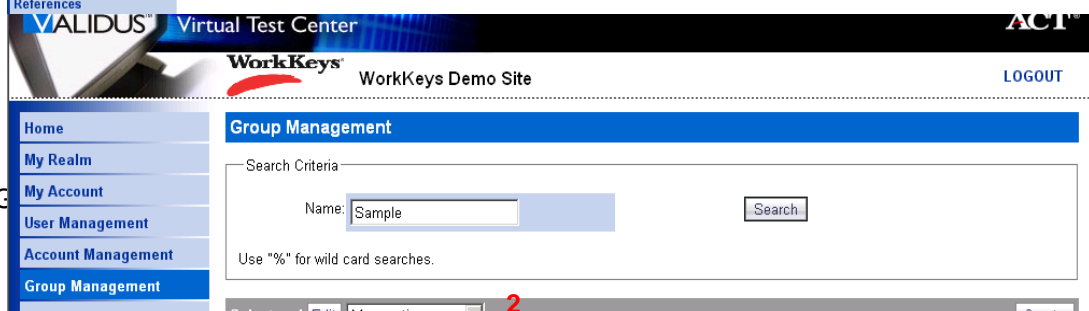
- Click on the **Group Management** link located in the left-hand navigation menu.



- On the **Group Management** screen type the **Name** of the group and click **Search**, or leave the **Name** field blank and click **Search** for a list of groups to choose from.



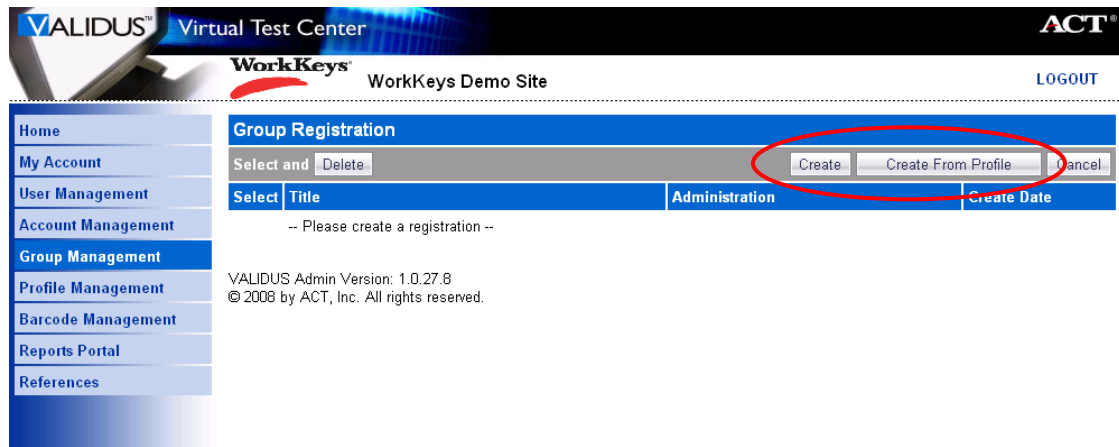
- Click in the **Select**



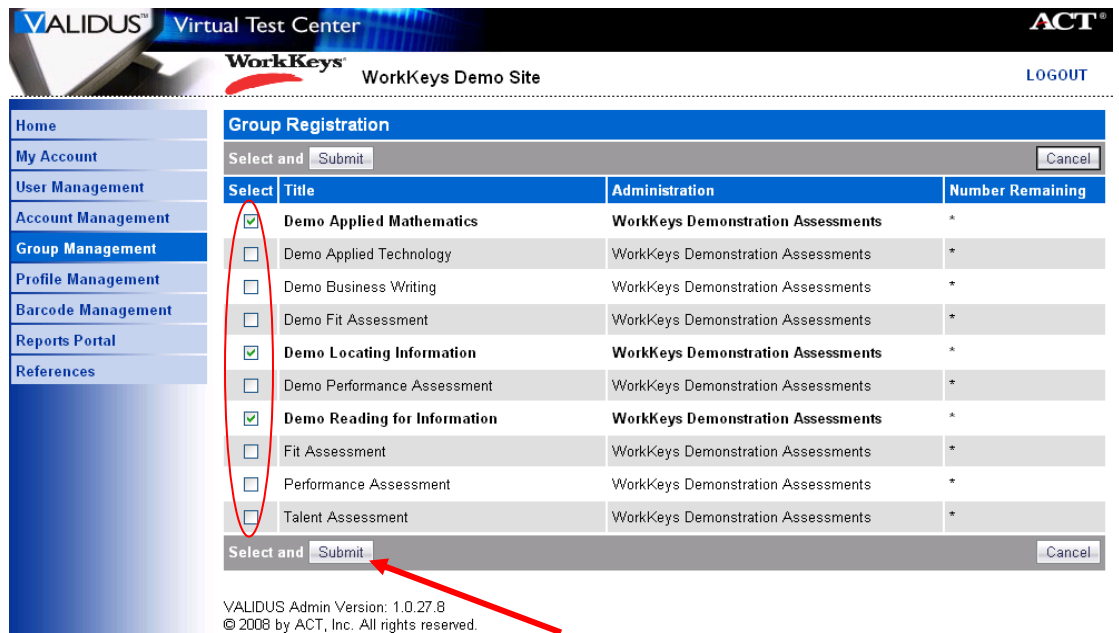
button(1) next to the group. Click on the arrow in the **More Actions(2)** box and choose **Register(3)** from the drop-down menu.

- Click on **Create** to select tests for the group or click **Create from Profile** if a profile has been created to assign tests.

TIP: For more Information see the Profile Management Quick Start Guide.



- Select the test(s) to add to the registrations in the group and **Submit**.



- Under the **Financial Profile (1)** heading click the **arrow** to get a list of Financial Profiles. Select the appropriate **Financial Profile (2)**. Options may include **WorkKeys- Education, WorkKeys- Government and WorkKeys-Employer**. (If reselling to employers, select **WorkKeys-Employer**).

- Click **Submit**.

Repeat for each assessment in the Registration.

- Each person in the group is now registered to take these three tests and the Financial Profile has been set for each assessment.

Select	Title	Administration	Create Date
<input type="radio"/>	Demo Applied Mathematics	WorkKeys Demonstration Assessments	2008-07-11 16:45:18.0
<input type="radio"/>	Demo Locating Information	WorkKeys Demonstration Assessments	2008-07-11 16:45:20.0
<input type="radio"/>	Demo Reading for Information	WorkKeys Demonstration Assessments	2008-07-11 16:45:22.0