



Setting Extended Time Quick Start Guide

This Quick Start Guide outlines how to set extended time for a registration. Extended time is used to help meet an accommodation need. For more information about accommodations see the WorkKeys Internet Version Users Guide at www.act.org/workkeys/reference.

Begin on the WorkKeys Internet Version administrator site.

Your Administrator Realm should be similar to the following URL:

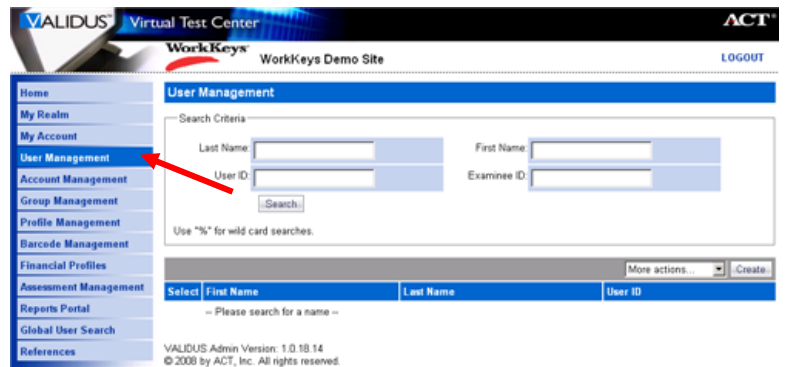
<https://testadministration.org/vtadmin/goRealmLogin.do?realm=your realm number here>

Log In: User ID: Password:

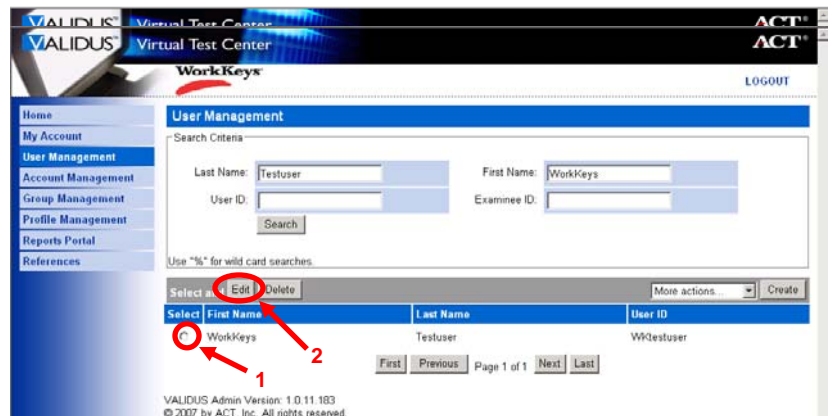
Search for Examinee Registration:

Only a Site Administrator can set extended time for a registration.

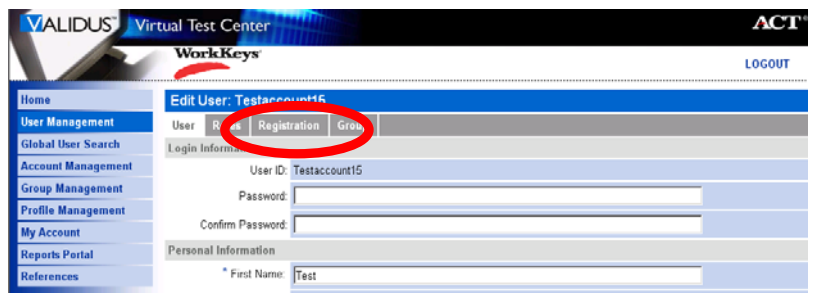
- Click on the **User Management** link located in the left-hand navigation menu



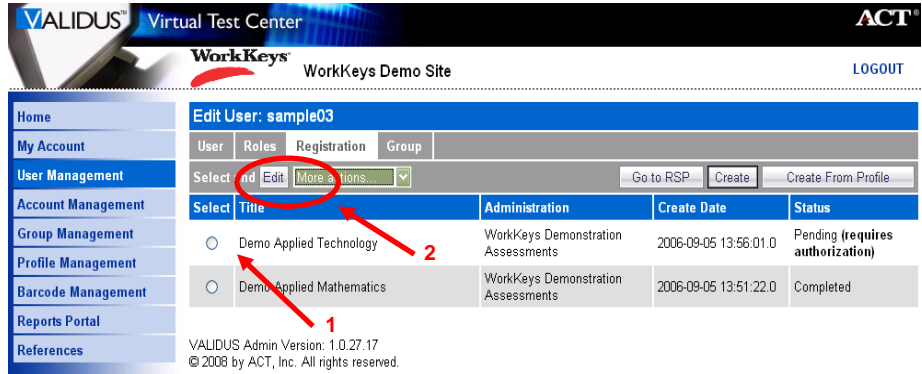
- On the User Management page, either enter a name and click on the **Search** button or just click the **Search** button to get a list of everyone registered at your site.
- Click in the circle in the Select column next to the examinee's name for which you want to set extended time (1). Click on the **Edit** button (2).



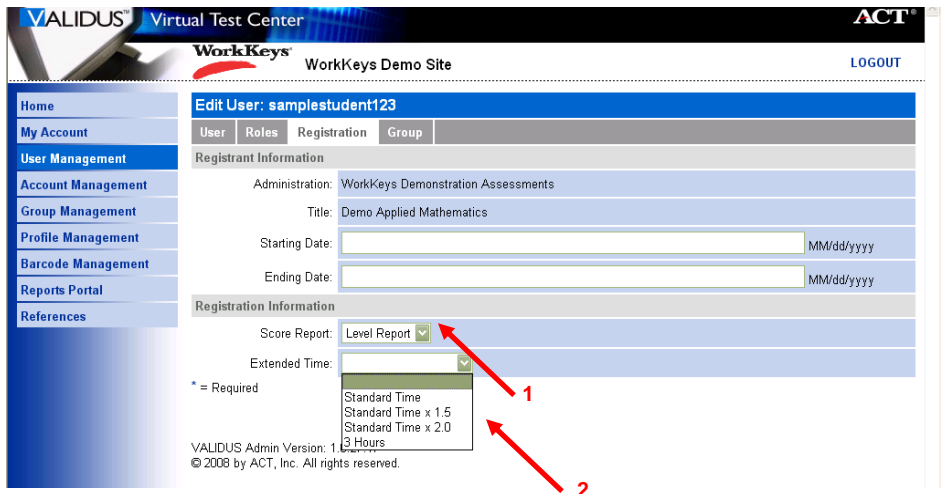
- On the Edit User page choose the **Registration** tab.



- Click in the circle in the **Select** column next to the assessment (1).
- Click on **Edit** (2).



- The option to set the Starting and Ending Date does not apply to WorkKeys.
- **Score Report** should be set to **Level Report**. (1)
- Select the **extended time** from the drop down menu. (2) Click on **Submit**.



When this test is launched the timer will be set for the extended time.