

NCRC Proctoring Quick Start Guide - BATCH LOAD

Admin Site (Validus):

<https://vtc.act.org/<your site's realm number>>

Testing Site:

<https://testregistration.org/rsp/Login.do?event=go&realm=<your site's realm number>>



CREATING A NEW BATCH LOAD

Spreadsheet Instructions

1. Download the "**Procter Batch Load Temp**" Excel spreadsheet located on the Oregon NCRC webpage in Center Resources at <http://www.oregonworkready.com/hub/>.
2. Open the "**Procter Batch Load Temp**" Excel spreadsheet
3. A group number is required for the spreadsheet.
4. Open the Excel template spreadsheet provided.
5. Using the "test_group" tab, add First name, Last name, and employee number (which is their job seeker I.D. number) for each individual being registered. The spreadsheet will auto-create both a username and password for each individual.
6. The spreadsheet will auto-create both a username and password for each individual. Note: Employee numbers must be unique for each individual.
7. Enter the group number on the first row under the "**groupid**" header. The column will auto-populate.

Batch Loading Instructions

1. Log into Validus Administration
2. Choose the User Batch Load tab on the left side of the screen. Click Create.
3. Click Browse to find the .csv file create in the steps listed above.
4. Select the file and click Open
5. Click Submit.
6. The status of the file will be "Not Processed" until it has fully uploaded.
7. Monitor the batch file loading progress through Validus by clicking the refresh button to check on the progress
8. Go to the realm and confirm that the group is populated with the appropriate individuals.
9. Reopen the saved .csv file and confirm the usernames match with the individuals in the group.

Disseminating Logins and Passwords (To make copies of the login names and passwords):

1. Select all the rows used in the .csv file, right click and select Row Height.
2. Change the height to approximately 25.
3. Adjust the Column width to allow appropriate spacing between the data
4. Print the spreadsheet page
5. Cut the page into strips along the rows.
6. Each strip should have the individuals name, login, and password, which can be distributed when they check in for the assessment.

Username and Password Format

1. The format for the username is: First initial (capitalized), Last name (capitalized), two digits, and a lower case letter.
2. The format for the password is: two uppercase letters, two digits, two lowercase letters.



Oregon Work Ready Communities / Oregon National Career Readiness Certificate

The Oregon NCRC is an equal opportunity program. Auxiliary formats are available upon request to persons with disabilities.