

September 27, 2017

The following was sent to the listserv.

WorkKeys: Reports from VALIDUS

Team,



ACT has acknowledged that there is an issue with the Report Portal in the VALIDUS online testing system. Here are their recommended steps to obtain a score report: (you have to wait 24hours after the examinee has submitted the assessment).

Instructions:

1. Sign-In to Validus
2. Go To "Reports Portal" on side Menu
3. Sign-In using your Validus UserName & PassWord
4. Click on "Individual Summary Score Report"
5. Enter required Parameters:
 - a. Enter Realm: "Wichita WFC"(Or whatever Realm you are using when you sign in) – should be on dropdown tab (Skip SubRealm)
 - b. Enter "Start Date"
 - c. Enter "End Date"
 - d. Click "Apply"
6. After the summaries pull up, on the RT top hand corner of the Summary page there is an Actions tab(by the blue ?) click on it, you will get an option to export to PDF documents to save on your computer.

This will get us the reports. I am assured by ACT that they are working on resolving this issue with urgency, since it is a nationwide outage. As soon as there is a resolution, I'll forward the information to the leadership teams.

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