Dear ACT WorkKeys Users,

The "ACT WorkKeys Groups and Batch Load Training for Online Testing" webinar (formerly called "ACT WorkKeys Internet Version Groups and Batch Loading") will be held on the following dates in February: **February 4** and **February 19**. This ACT WorkKeys Notice contains the following information about the webinar:

- who should attend
- webinar delivery schedule
- webinar registration and audio access
- topics covered in the webinar
- webinar presentation slides
- canceling your registration

Who should attend

This training webinar is intended for testing staff who use or are interested in using "Groups" and/or "Batch Loading" as part of their ACT WorkKeys online test administration process.

If you are new to ACT WorkKeys online testing, you should first attend the "ACT WorkKeys Test Administration Training for Online Testing" webinar.

Webinar delivery schedule

The webinar will be presented on the following dates and times:

Wednesday, February 4, at 12:00 p.m. (Central time)
Thursday, February 19, at 11:00 a.m. (Central time)

It will last approximately 90 minutes.

An email with registration information for the March sessions will be sent around mid-February.

Webinar registration and audio access

Click on the URL below to register for the webinar date and time that works best for you:

https://attendee.gototraining.com/rt/1258885102816653314

NOTE: The webinar is being presented from a location in the Central time zone. If you want to know what time the webinar will begin in your time zone, click on the link near the top right corner of the registration page that says "Change time zone." This will ensure that the emails you receive will include the start time of the webinar based on your location.

After you have registered, you will receive an email with instructions on how to access the webinar.

To hear the webinar, you may dial in on a phone line or listen through your computer. Please note that the phone number is not a toll-free number.

Topics covered in the webinar

This webinar will cover the following topics:

- Creating a group
- Creating a batch load file
- Adding test registrations
- Authorizing a group

Webinar presentation slides

You may want to have a copy of the slides available as you watch the training webinar. Presentation slides are being updated and are expected to be available by January 30.

You may access the slides on the ACT WorkKeys Administrator Training website (www.act.org/workkeys-private/admintraining/) under the "Training Program" tab. Login information for this website was emailed to test coordinators when their accounts were created. If you are unable to locate the login information, contact ACT WorkKeys Customer Service at 800.WORKKEY (800.967.5539) or workkeys@act.org.

Canceling your registration

If you will be unable to attend the webinar, please cancel your registration so that others may attend. A link is included in your registration email and in all reminder emails. Scroll to the bottom of the email and click on the "cancel your registration" link.

Thank you for using ACT WorkKeys.

Sincerely,

The ACT WorkKeys Staff
workkeys@act.org
800.WORKKEY (800.967.5539)

For past ACT WorkKeys Notices, and for other ACT WorkKeys documentation, visit the ACT WorkKeys Reference Center website at www.act.org/workkeys-private/reference/.