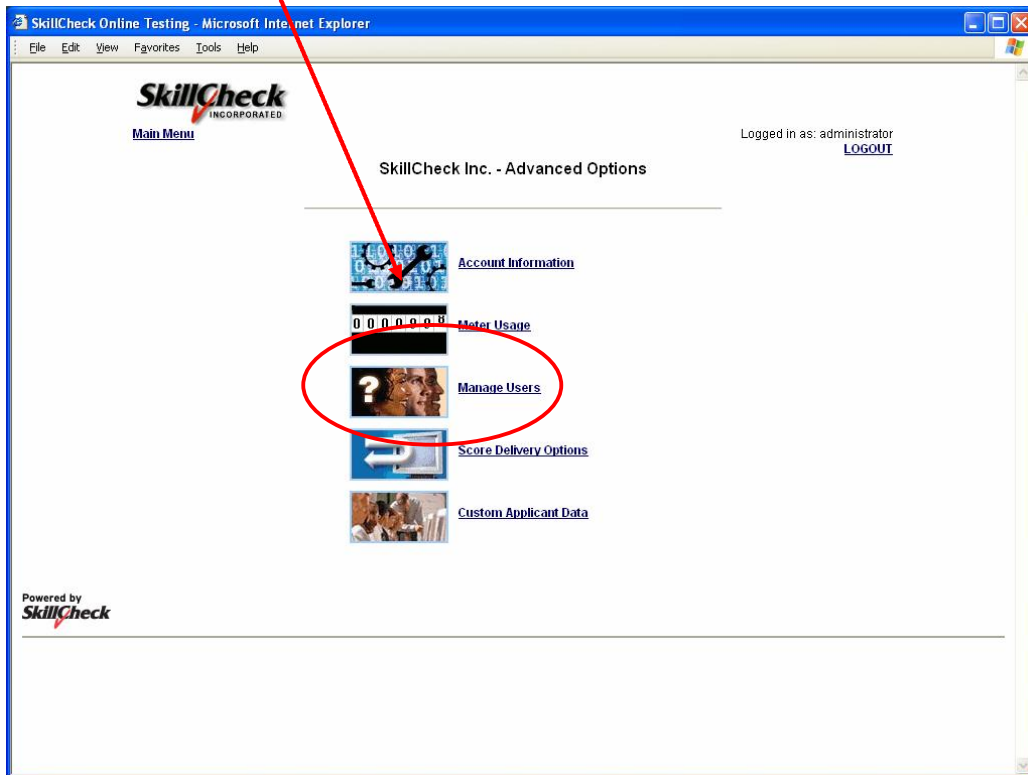




TechTip #18 - Managing Users (Online Testing)

The SkillCheck Online Testing Service includes the ability for end-users to create “sub-user” accounts through the “Manage Users” icon in the “Advanced Options” menu.



The rationale for having this facility is really quite simple - it is to protect candidates' privacy and the company's resources.

When a SkillCheck Online Testing Service site is created, an “Administrator” account is created. This user can then establish sub-accounts for each employee/ consultant with their own login and password.

It is important that when the new sub-user account is created that;

1. The e-mail address of the new user is accurately entered, and
2. The new user activates their account within seven (7) days.

If an employee/ consultant leaves the company for whatever reason, the Administer can simply delete that sub-user account, preventing use of the site by the former employee.

Full, illustrated instructions are included in the Administrator's User Guide for Online Testing.

See TechTip #18a regarding possible consequences of not using this simple tool.