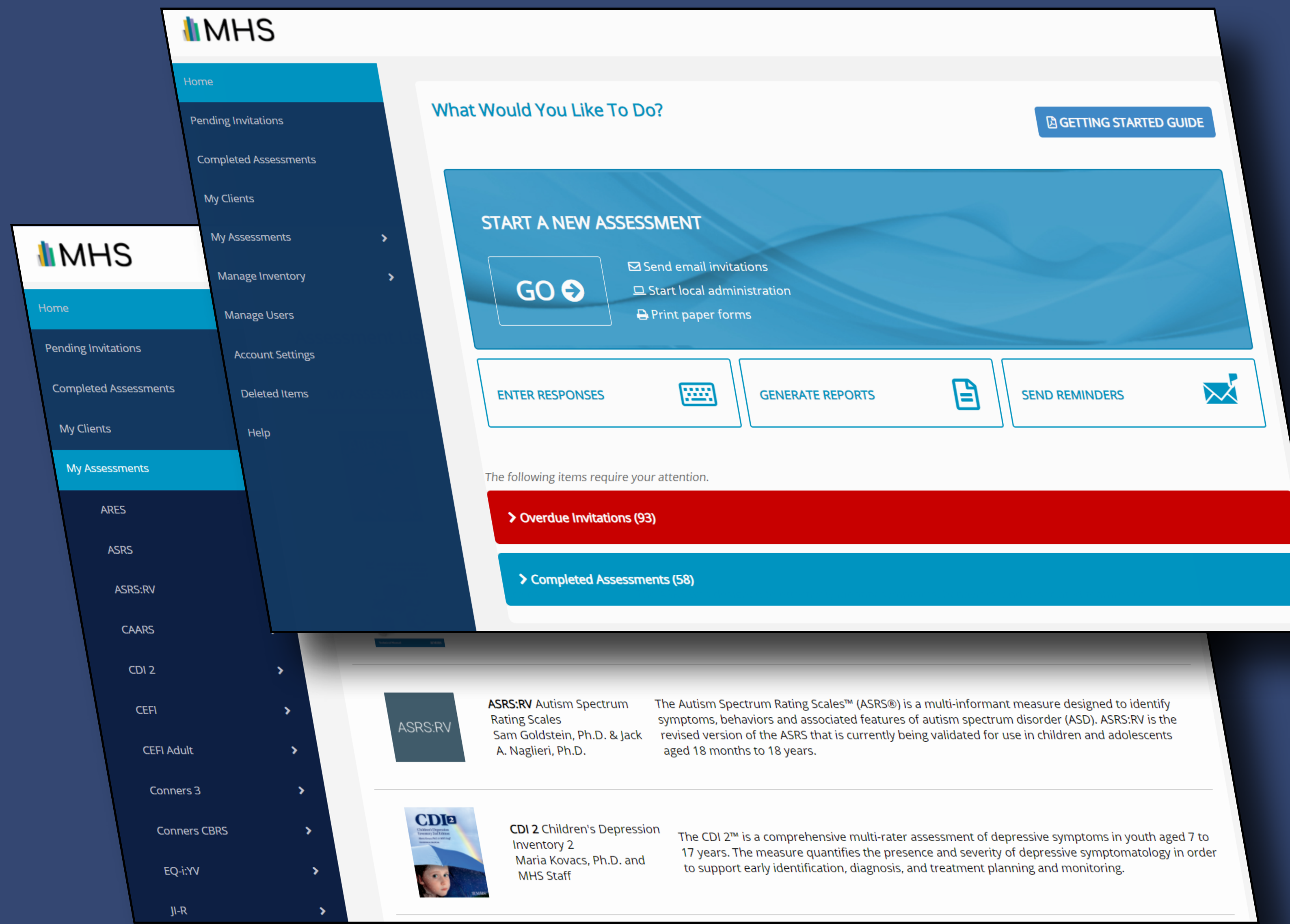
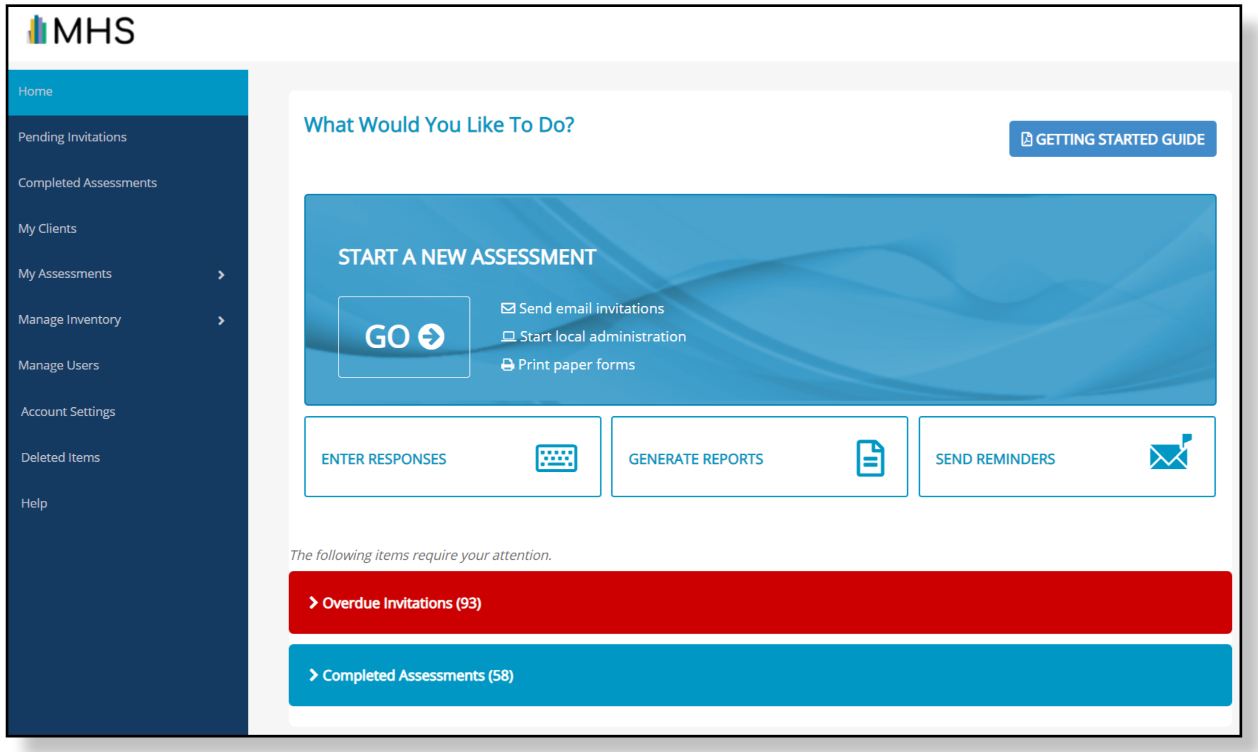
QuickStart Guide

MHS Online Assessment Center+



Welcome to the MHS Online Assessment Center+

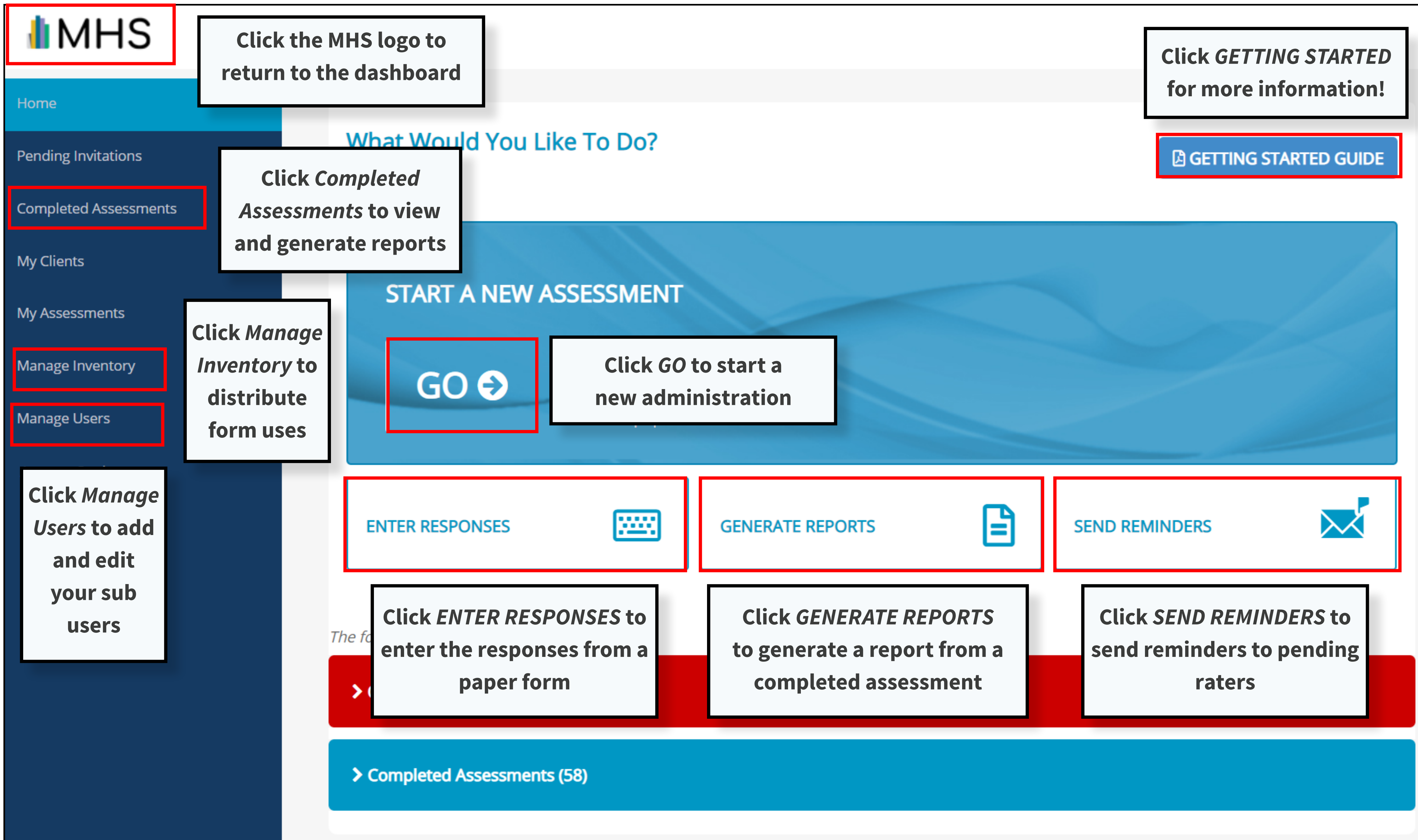


We want you to see what the Online Assessment Center+ has to offer!

This QuickStart Guide will get you up and running as soon as possible. If you have any questions, please don't hesitate to contact us at customerservice@mhs.com

How to navigate the portal

The Dashboard is your home page. When you log in, this is the first page you will see. See below for details on how to get where you want, fast.

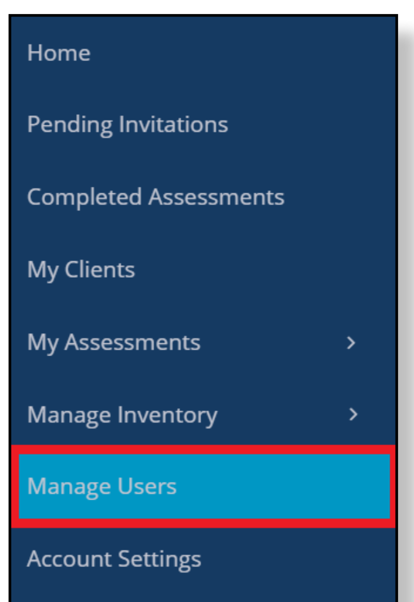


Where to view your sub-users

As an administrator, you have the ability to create sub-users under your account. Sub-user accounts have the ability to conduct assessments and generate reports but have no control over inventory or account permissions.

STEP 1

Click **Manage Users** in the left menu.



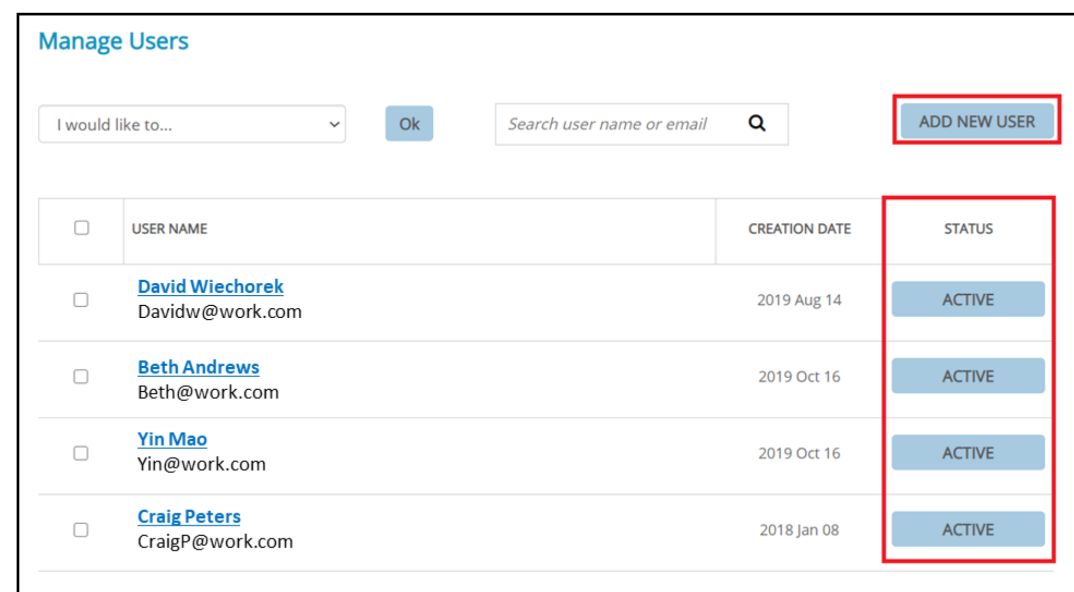
STEP 2

The Manage Users page shows a table of all your sub-users.

The far-right column shows the status of each sub-user: Active or Inactive.

To add a new sub-user, click **ADD NEW USER**, and then enter their details and select the products you want them to have access to. (Note: You must first have access to a product before you can assign it to a sub-user.)

When you add a new sub-user, the portal will email them an invitation and a temporary password.



How to enable product access

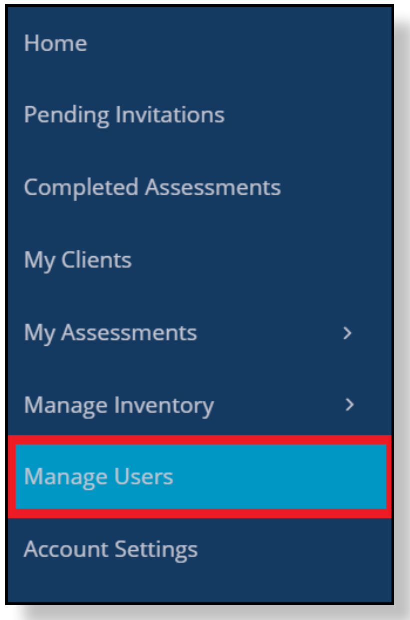
In the old Assessment Center, the access to products was “pooled,” meaning that your sub-users all had access to the products that you had access to.

On the new Assessment Center+, you must “enable” products in order for your sub-users to use them.

Upon completing your upgrade, please perform the following steps to enable product access for your sub-users.

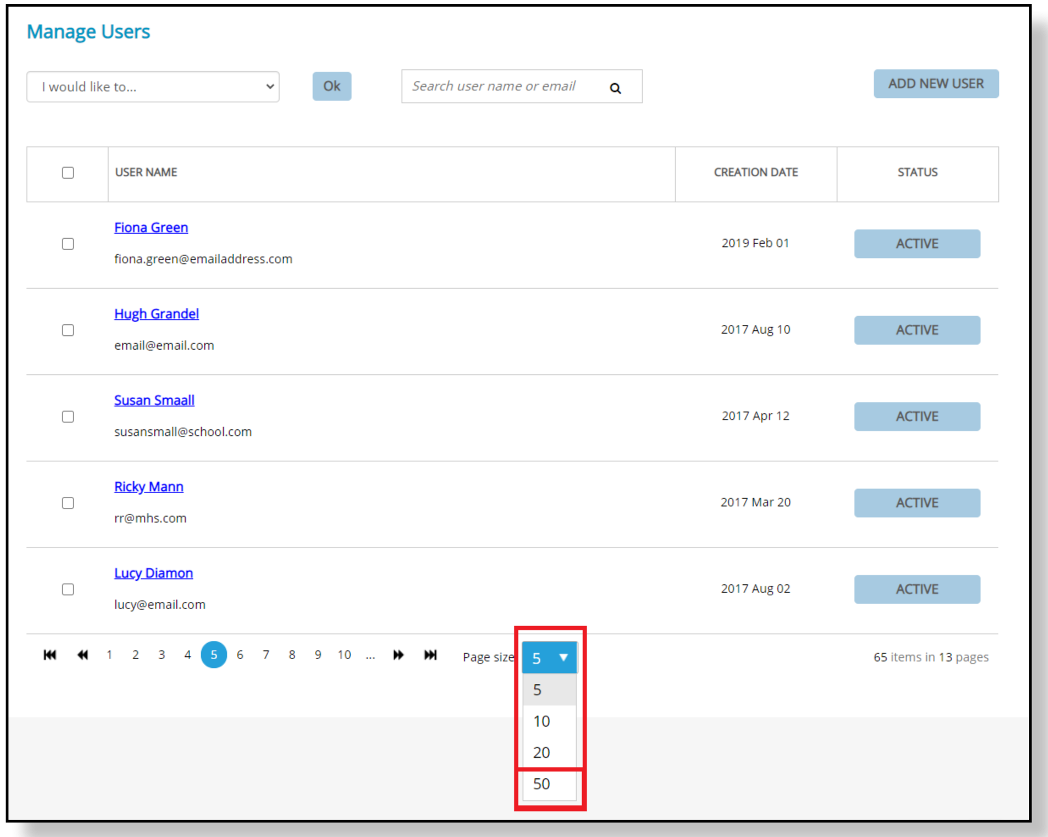
STEP 1

Click **Manage Users** in the left menu.



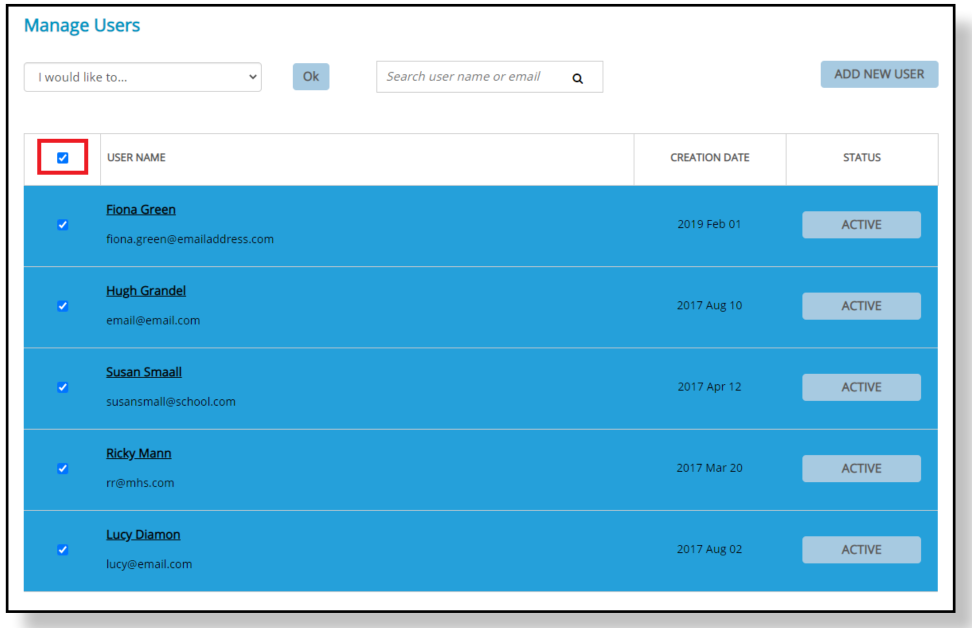
STEP 2

Set the page size to 50 to show the maximum number of sub-users in a single view.



STEP 3

Select the sub-users you want to give product access to. To select all the sub-users on the page, click the checkbox at the top of the list.

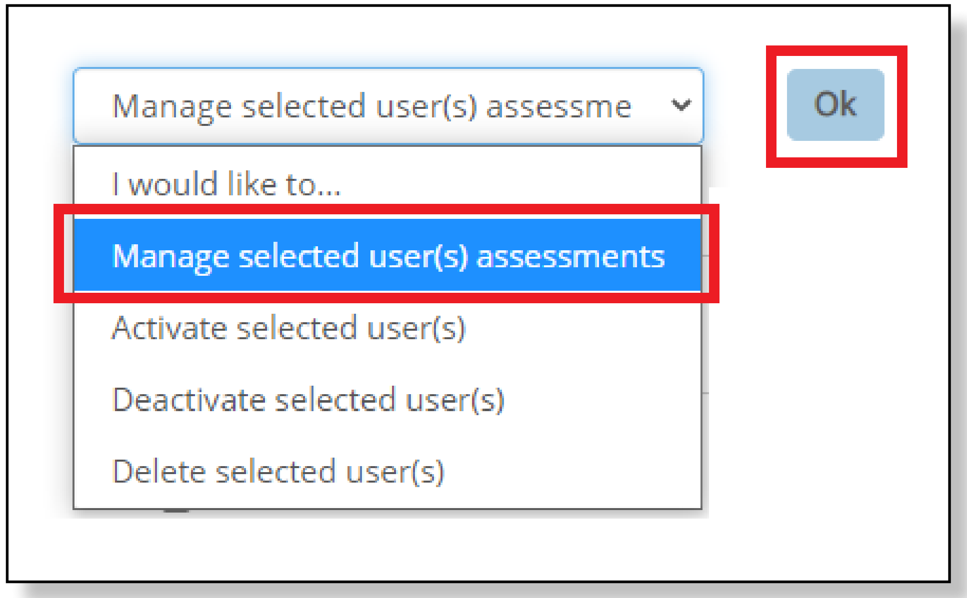


STEP 4

To select sub-users on additional pages, use the arrows at the bottom of the screen to move to the next or previous page, and then repeat step 3.

STEP 5

Once you have selected all the users you want to enable product access for, select **Manage selected users assessments** from the dropdown list at the top of the page and then select **OK**.



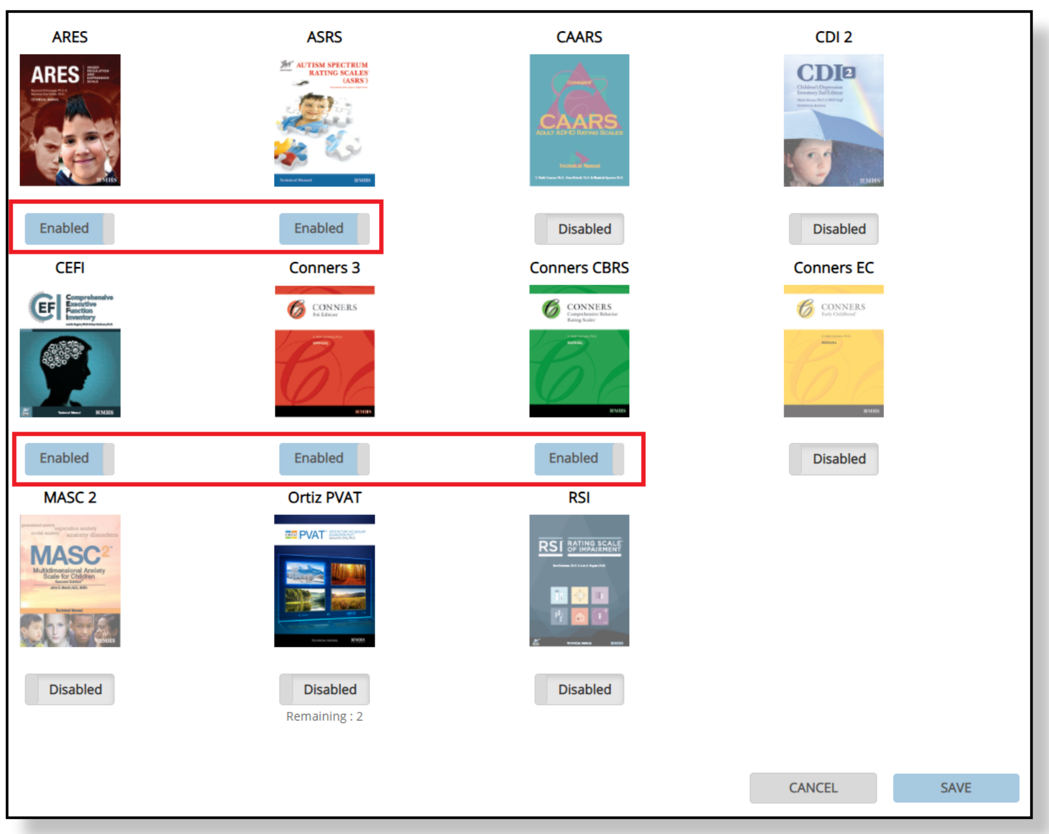
This will take you to the Edit Users page.

STEP 6

The Edit Users page displays all the products that you have access to. (NOTE: You must have access to a product before you can assign it to your sub-users.)

Click the **Disabled** button for each assessment you want to assign to your users. The toggle will switch to the blue **Enabled** button to confirm that access has been given.

In the screenshot below, the highlighted products have been Enabled for the sub-user, meaning that they will be able to use those assessments in the Assessment Center+.



STEP 7

When you are through enabling products, click **SAVE**.

All of your selected sub-users will now have access to those products.

How to disable product access

The procedure to disable product access is similar to that used to enable access:

1. Click **Manage Users** in the left menu.
2. Select the users you want to remove product access from.
3. Select **Manage selected user assessments** from the dropdown menu and then click **OK**.
4. Click the **Enabled** button for each product you want to remove access to. The toggle should switch to **Disabled**.
5. Click **SAVE** to confirm. The selected users will no longer have access to those products.

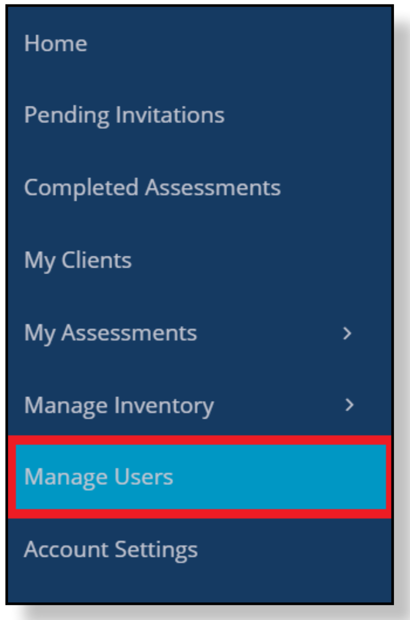
How to deactivate sub-users

Sub-users on the Assessment Center+ either have a status of Active or Inactive. Active sub-users can conduct assessments, while Inactive sub-users cannot conduct assessments nor access their account.

If you recently made sub-users Active during the upgrade process, you can make them Inactive again by following the steps below.

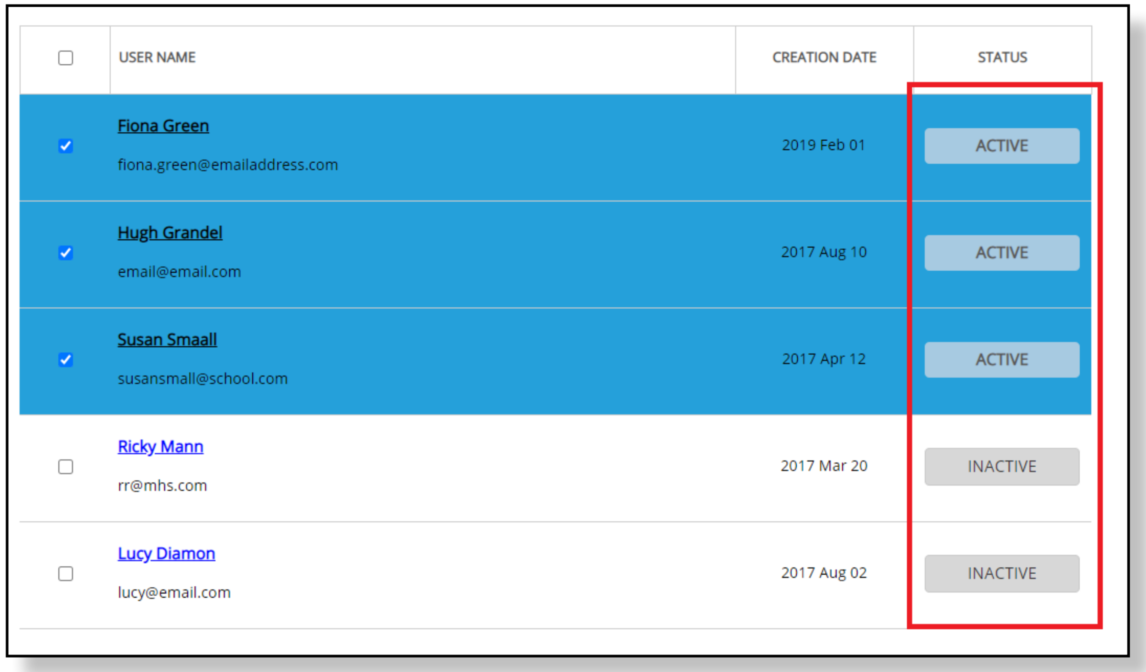
STEP 1

Click **Manage Users** in the left menu.



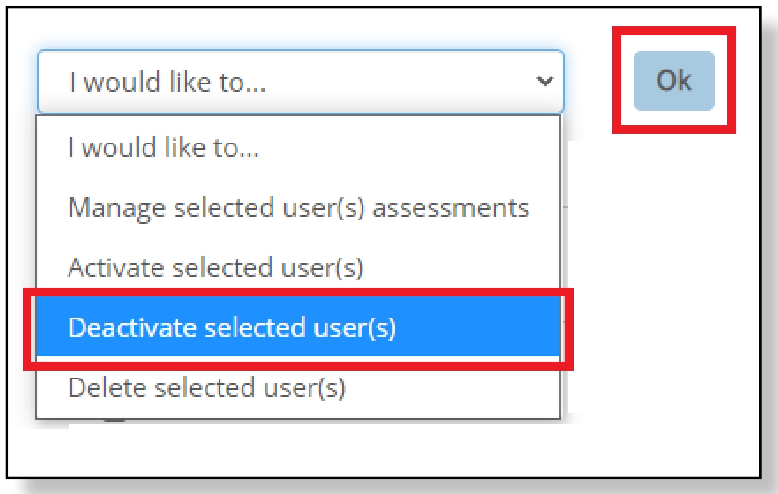
STEP 2

Select the sub-users you want to deactivate. To determine if the sub-user is Active or Inactive, look at the status column on the right.



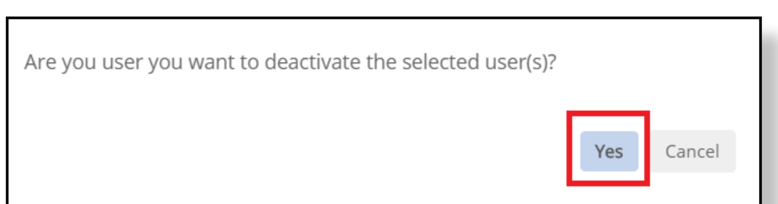
STEP 3

Select **Deactivate selected users** from the dropdown list at the top of the page and then select **OK**.



STEP 4

Click **Yes** to confirm the deactivation.



The status of the sub-users will now be listed as *Inactive*.

How to activate sub-users

The procedure to activate sub-users is similar to that used to deactivate them:

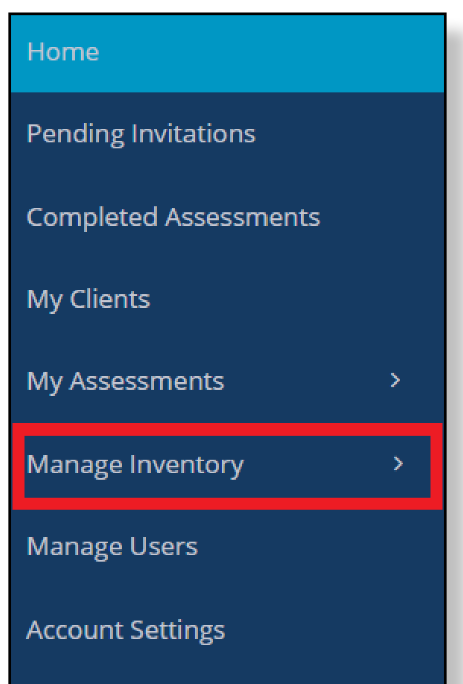
1. Click **Manage Users** in the left menu.
2. Select the users you want to activate.
3. Select **Activate selected users** from the dropdown menu.
4. Click **OK**.
5. Click **Yes** to confirm.
6. The selected sub-users will now be listed as Active.

Where to find your forms

If your account has been recently upgraded to the Online Assessment Center+, use the steps below to view your account balance.

STEP 1

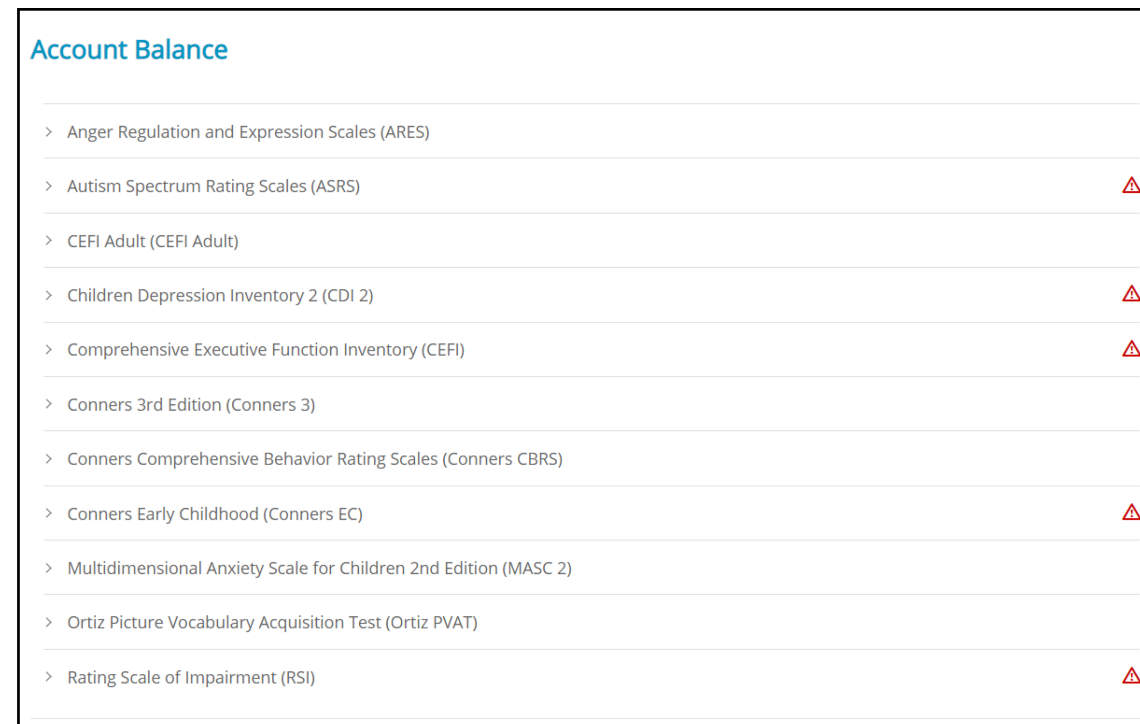
Click **Manage Inventory** in the left menu.



STEP 2

Click **Account Balance** in the sub-menu.

The Account Balance page appears with a list of all your products.



STEP 3

Select the desired assessment from the list.

You will then see your number of remaining uses for that product, broken down by form type (if applicable).

A red alert symbol appears beside forms that have fallen below a specified number. This “low uses alert” can be set by you by clicking **Account Settings** in the left menu.

Autism Spectrum Rating Scales (ASRS)

DESCRIPTION	RATER	LANGUAGE	REMAINING
ASRS (2-5 Years)	Parent	English	30
ASRS (2-5 Years)	Teacher/Childcare Provider	English	28
ASRS (2-5 Years) Short		English	28
ASRS (6-18 Years)	Parent	English	19
ASRS (6-18 Years)	Teacher	English	24
ASRS (6-18 Years) Short		English	26
ASRS (2-5 Years)	Parent	Spanish	29
ASRS (2-5 Years)	Teacher/Childcare Provider	Spanish	30
ASRS (2-5 Years) Short		Spanish	29
ASRS (6-18 Years)	Parent	Spanish	30
ASRS (6-18 Years)	Teacher	Spanish	29

A note on ID numbers

One of the biggest differences between the old assessment portal and the new Online Assessment Center+, is that your forms no longer have ID numbers.

So how do I keep track of the forms I’ve sent out?

You don’t have to! You can see the forms you’ve sent out to raters on the Pending Invitations Page.

Is a form deducted when it is sent to the rater?

No! The form is only deducted from your inventory once the rater has completed the assessment and you’ve generated a report.

How to distribute form uses

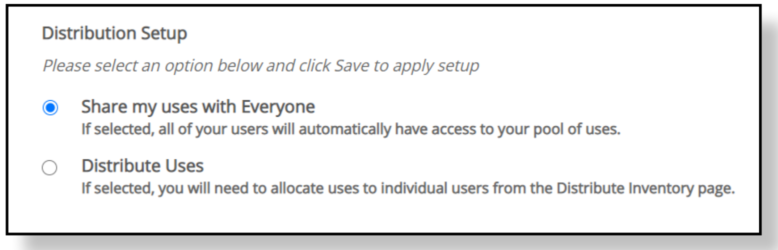
As an administrator, you are responsible for distributing form uses to your sub-users.
There are two ways to do this: 1) Manually distribute form uses, or 2) share your inventory with all.

SHARE WITH ALL

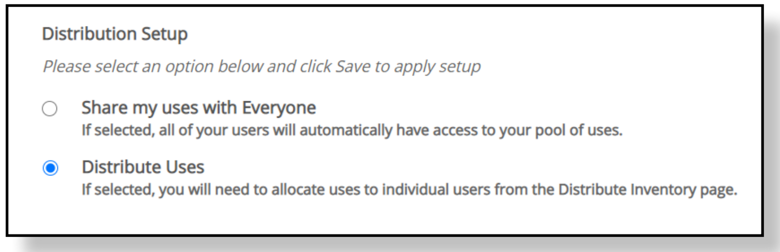
To share your form uses with all your sub-users equally:

1. Click **Account Settings** in the left menu.
2. In the Distribution Setup section, select **Share my uses with Everyone**.

When you do that, all of your sub-user will have equal access to your pool of form uses.



If you want to distribute uses manually (as described in the next column), select **Distribute Uses**.



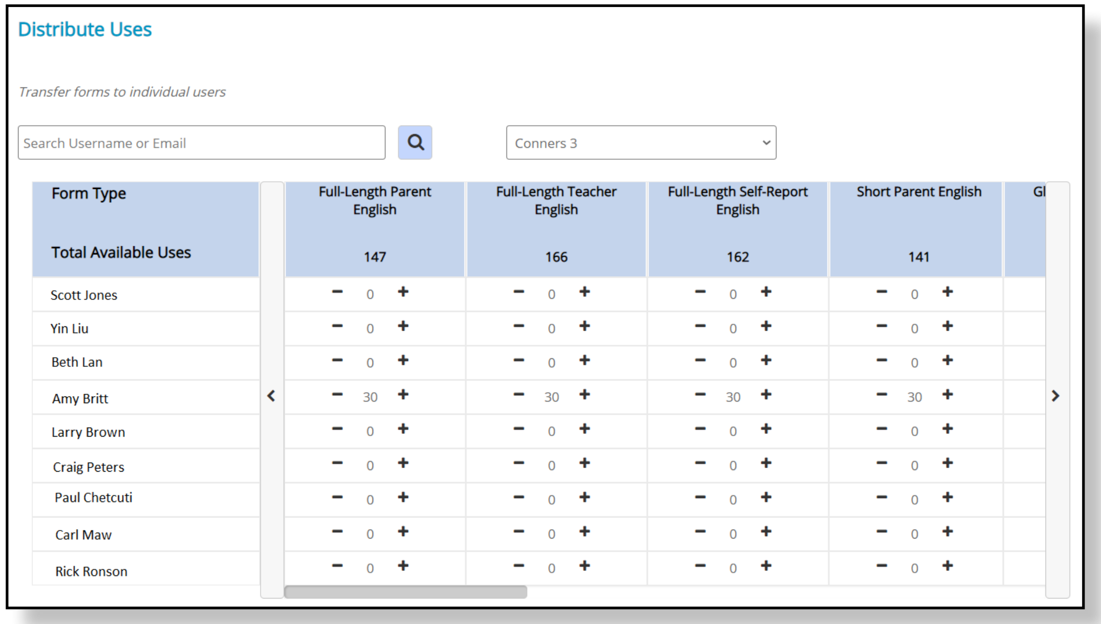
MANUAL DISTRIBUTION

To manually distribute your form uses:

1. Click **Manage Inventory > Distribute Uses** in the left menu.

   A table appears that displays all of your sub-users.

2. Select the assessment you want to allocate uses for in the dropdown menu.
3. Click the **+** or **-** symbol to add or remove uses for a specific form and sub-user.
4. Enter the number of uses to remove or add to the sub-user's account .


Distribute Uses

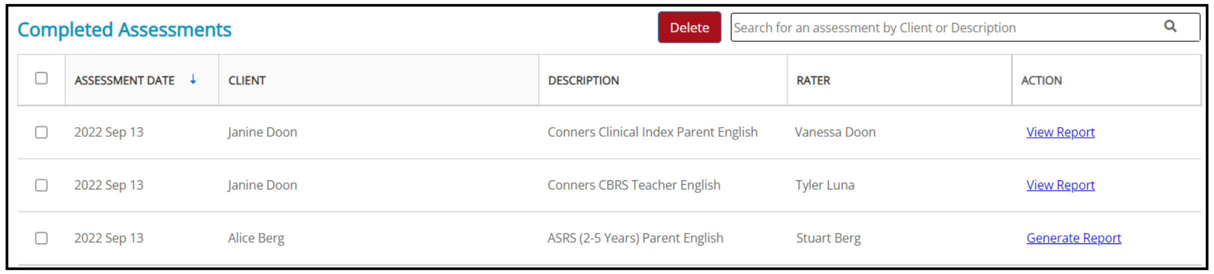
Transfer forms to individual users

Search Username or Email | Conners 3

Form Type	Full-Length Parent English	Full-Length Teacher English	Full-Length Self-Report English	Short Parent English	Gl
Total Available Uses	147	166	162	141	
Scott Jones	− 0 +	− 0 +	− 0 +	− 0 +	
Yin Liu	− 0 +	− 0 +	− 0 +	− 0 +	
Beth Lan	− 0 +	− 0 +	− 0 +	− 0 +	
Amy Britt	− 30 +	− 30 +	− 30 +	− 30 +	
Larry Brown	− 0 +	− 0 +	− 0 +	− 0 +	
Craig Peters	− 0 +	− 0 +	− 0 +	− 0 +	
Paul Chetcuti	− 0 +	− 0 +	− 0 +	− 0 +	
Carl Maw	− 0 +	− 0 +	− 0 +	− 0 +	
Rick Ronson	− 0 +	− 0 +	− 0 +	− 0 +	

Where to find your assessment data

You can find all of your assessments and reports on the Completed Assessments page.



	ASSESSMENT DATE	CLIENT	DESCRIPTION	RATER	ACTION
☐	2022 Sep 13	Janine Doon	Conners Clinical Index Parent English	Vanessa Doon	View Report
☐	2022 Sep 13	Janine Doon	Conners CBRS Teacher English	Tyler Luna	View Report
☐	2022 Sep 13	Alice Berg	ASRS (2-5 Years) Parent English	Stuart Berg	Generate Report

To view the Completed Assessments page:

1. Click **Completed Assessments** in the left menu.

   A table of your completed assessments appears.

2. To generate a report, click **Generate** in the ACTION column and then continue through the guided steps.

   - If this is the first time you are generating a report from that assessment, one form use will be deducted from your account.

   - However, if the assessment was transferred from the old Assessment Center, you will not be charged as the form use was previously deducted when you sent the invitation.

3. To view a generated report, click **View Report** in the ACTION column.

4. To delete an assessment, select the checkbox to the left of the assessments you want to delete, and then click **Delete**. To recover a deleted assessment, click **Deleted Items** in the left menu, select the deleted assessment, and then click **Recover**.

Assigning a client

If you want to generate or view a report from the old Assessment Center, you must first assign a client to that report or assessment.

This step only needs to be done once and only applies to assessment data transferred from the old Assessment Center.

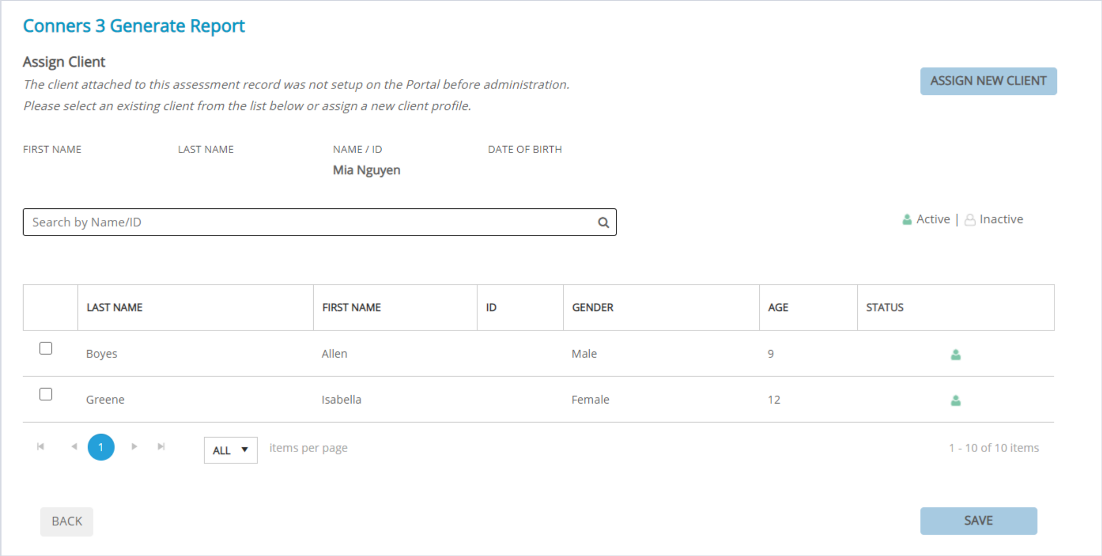
To assign a client to a completed assessment or report:

1. Click **Generate** or **View Report** on the Completed Assessments page.

   The Assign Client page opens.

2. If you have already created a profile for the client, select their name from the list and then click **SAVE**.

3. If you have not previously entered the client into the Assessment Center+, click **ASSIGN NEW CLIENT** then continue through the guided steps to create a client profile.



	LAST NAME	FIRST NAME	ID	GENDER	AGE	STATUS
☐	Boyes	Allen		Male	9	
☐	Greene	Isabella		Female	12	

How to add a client

The Online Assessment Center+ uses client profiles. You can organize clients by class and school, update their details, monitor their completed assessments, and track their progress over time.

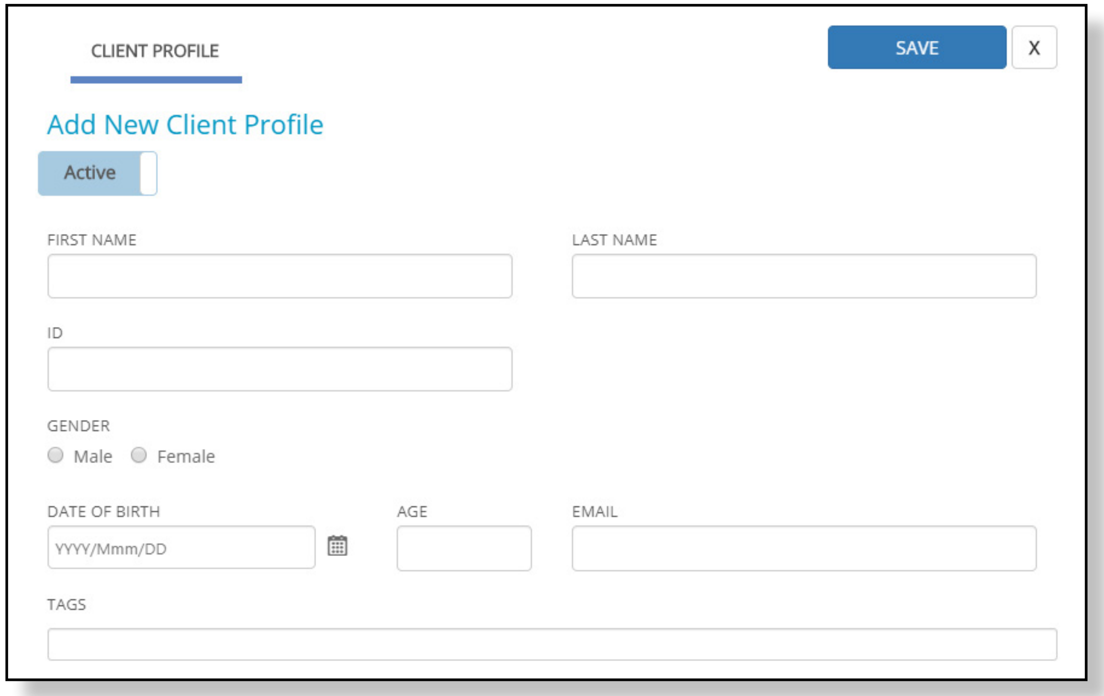
To create a client profile:.

1. Click **My Clients** on the left menu.

   The My Clients page appears.

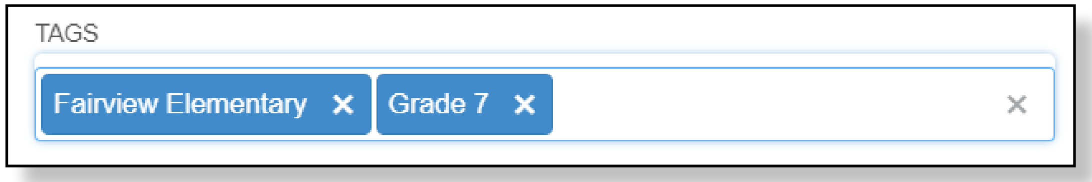
2. Click **ADD NEW CLIENT** at the top of the page.

   A new window called the Client Profile opens.



3. Enter the client details into the applicable text boxes. First name AND Last Name and/or ID is required.

4. To organize clients, enter specific terms into the TAGS field. For example, you can enter the name of the school or grade level of the client. Press **Enter** and it creates a tag.



   You can then filter the client table by entering one or more tags into the search bar.

5. Click **SAVE** when you are finished entering client details.

To edit a client, return to the My Clients page and double-click the name of the client you want to edit.

A note on status

The My Clients page shows a table of your clients organized under two tabs: **Active** and **All**.

Click the **Active** tab to view only those client profiles that you are currently working on.

Click the **All** tab to display all client profiles (both active and non-active) that you have entered.

To move a client from Active to All (or vice versa) click the checkbox beside the client's name, and then select **Remove from active list** or **Activate** from the drop-down menu at the top of the page.

How to manage clients

The admin client management feature lets you transfer clients between yourself and a sub-user, or from one sub-user to another. This could be useful when you or a sub-user is out sick, on maternity leave, or otherwise not available.

To transfer clients:

1. Click **My Clients** on the left menu.

   The My Clients page appears. By default, it displays a table of all of your own clients.

   (Note: If you want to transfer your own clients to a sub-user, you can skip ahead to step 4.)

2. Click the “View Clients by Clinician” dropdown menu at the top-left of the page. The menu opens to display the names of your active sub-users.

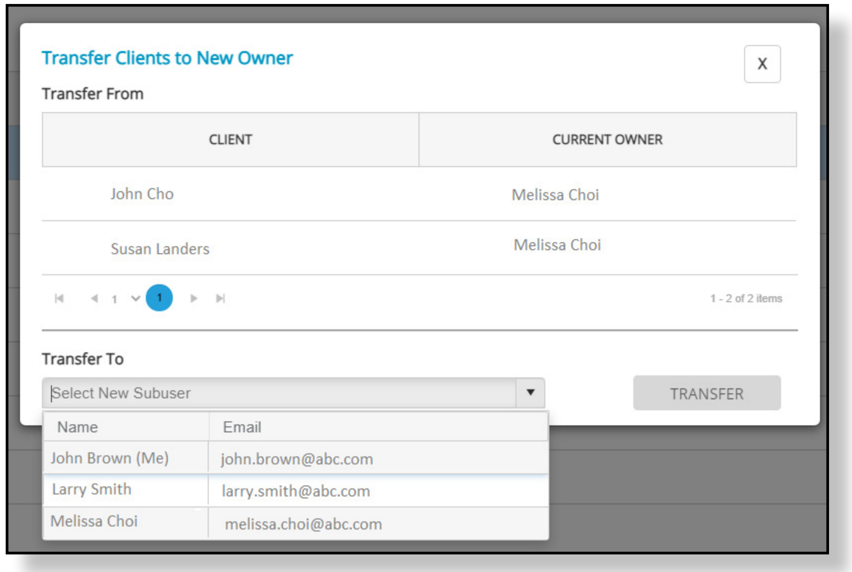
3. Select the sub-user you want to transfer clients ***from***.

   The table changes to show that sub-user’s clients.

4. Select the clients you want to transfer by clicking their respective checkbox.

5. Select **Manage Clients’ Owner** from the “Action” dropdown menu at the top-right of the page.

   The Transfer Clients pop-up appears. It displays a list of the clients you selected for transfer, along with the name of their current owner.



6. Click the **Transfer To** dropdown menu.

   This menu opens to display your name and the names of your active sub-users.

7. Select the clinician to transfer the clients to.

8. Click **TRANSFER**.

   A pop-up appears asking for confirmation of the transfer.

9. Click **CONFIRM**.

The clients are successfully transferred to the selected clinician.

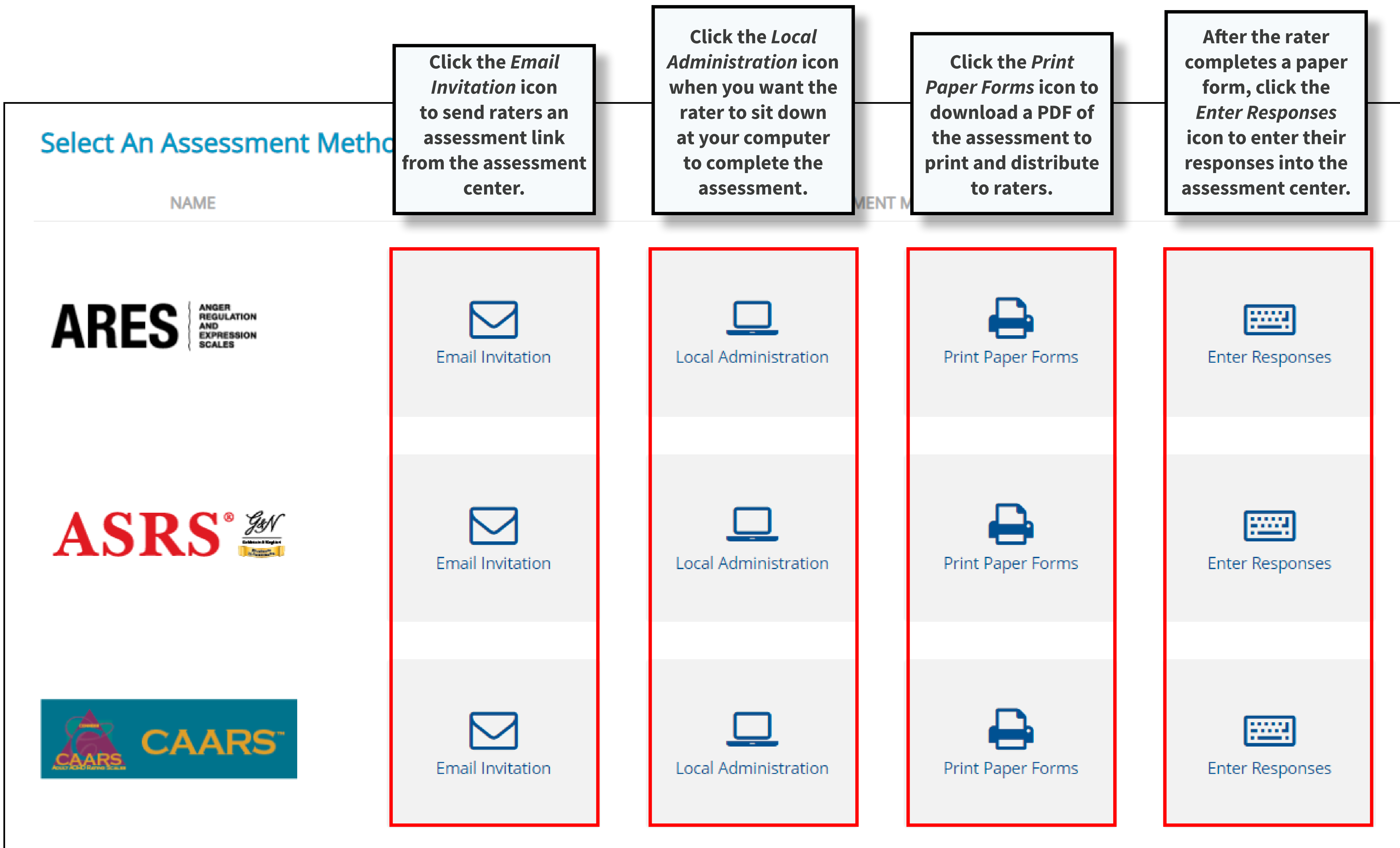
A note on client transfer

The moment the clients are transferred, it will trigger the portal to send a receipt to the former client owner, the new client owner, and the administrator. This receipt will confirm what was done and the clients that were transferred.

For the clinician that the clients were transferred to, the clients will appear on their My Clients page, and all the completed assessments and reports will become available on their Completed Assessments page.

How to start an assessment

The easiest way to start an assessment is to click the big blue “GO” button on the Dashboard. When you do that, the Express Launcher (shown below) opens with a list of the products you have access to. From there, you select the administration method for the product of your choice.



How to send reminders

If you want to **send a reminder to all your pending raters at once**, follow the directions below!

STEP 1

Click the **Send Reminders** button on the Dashboard.

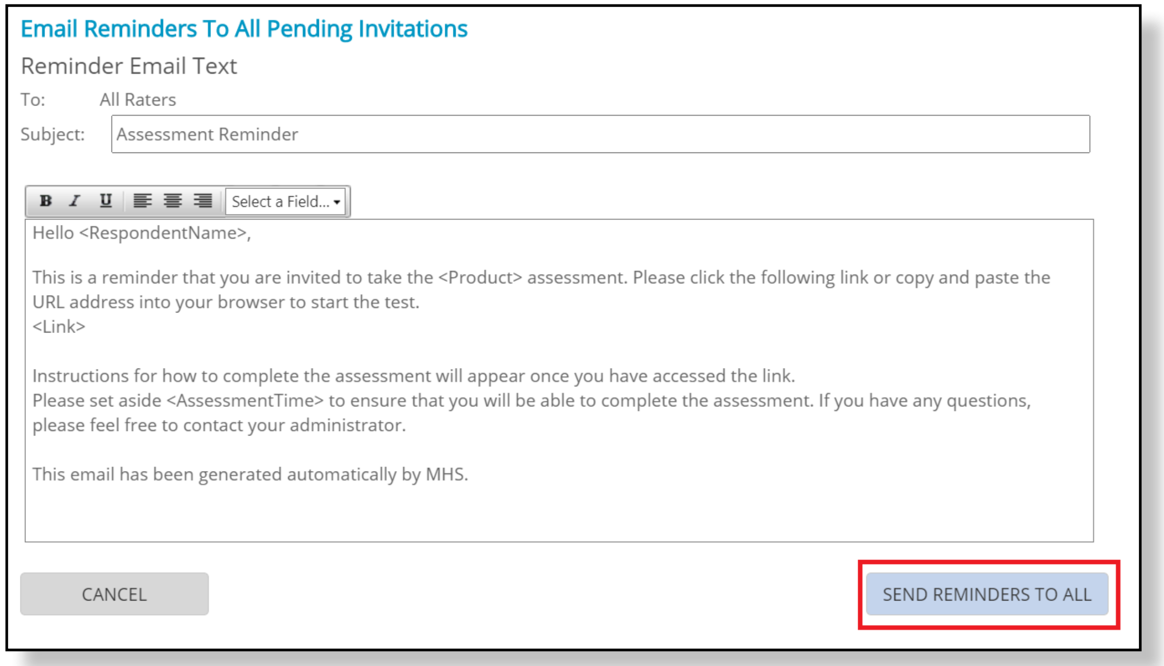
The Pending Invitations page appears.

STEP 2

Click the **Send reminders to all pending** button.

STEP 3

A window opens with the default text for the reminder. If you want to revise the email, make your changes directly to the text. Otherwise, you can leave the text as is.



STEP 4

Click **Send reminders to all**.

A message confirms the reminder was sent to all pending raters.

How to change your password

The Account Settings page lets you change your password and set a threshold for a low uses alert.

See steps below for how to change your password.

STEP 1

Click **Account Settings** in the left menu.

The Account Settings page appears. This is where you manage your account information.

STEP 2

1. Type your current password in the Old Password box.
2. Enter a new password in the New Password box.
3. Retype your new password in the Confirm Password box.
4. Click **Save**.

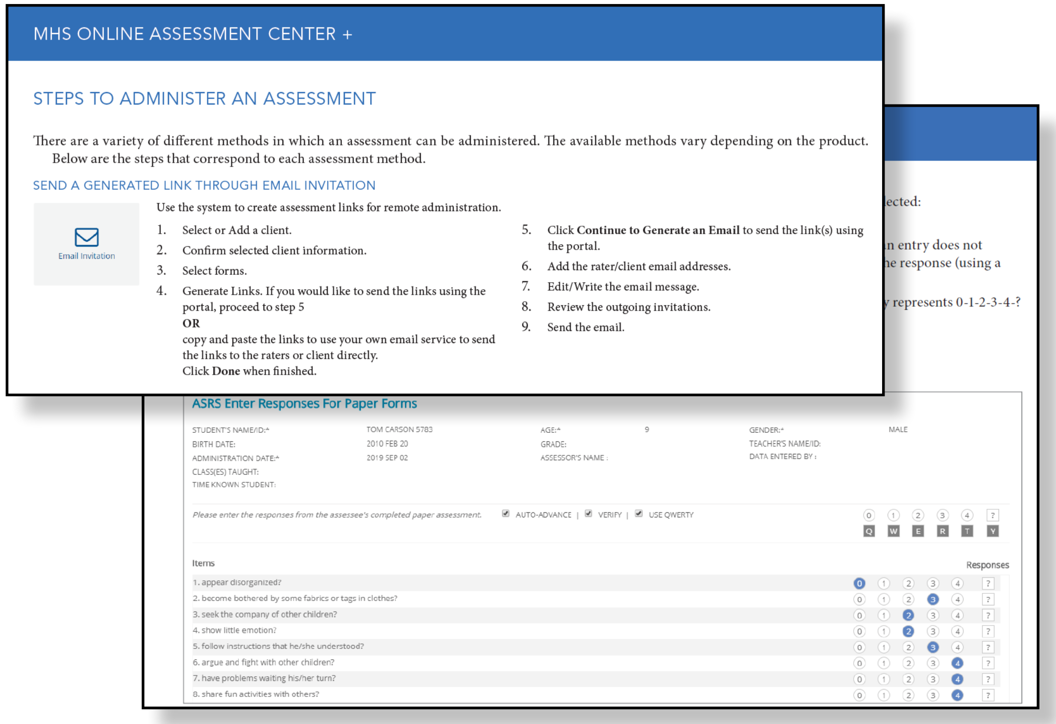
Your new password can now be used the next time you log in to the Assessment Portal.

Want to learn more?

For further assistance:

- Click the **Help** button in the left menu
- Consult the **Getting Started Guide** on the home page

You can also contact customer support at customerservice@mhs.com, or by calling one of the numbers listed on the next page.



Who Are We?

A leading publisher of scientifically validated assessments for more than 30 years, Multi-Health Systems Inc. (MHS) serves clients in corporate, clinical, educational, public safety, government, military, pharmaceutical, and research settings. With offices in North America and partners around the world, MHS is dedicated to strong product growth, and an optimal user experience. MHS has developed leading products such as the Emotional Quotient Inventory (EQ-i 2.0®), the Conners™ suite of ADHD assessments, and the Level of Service™ suite of assessments.

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