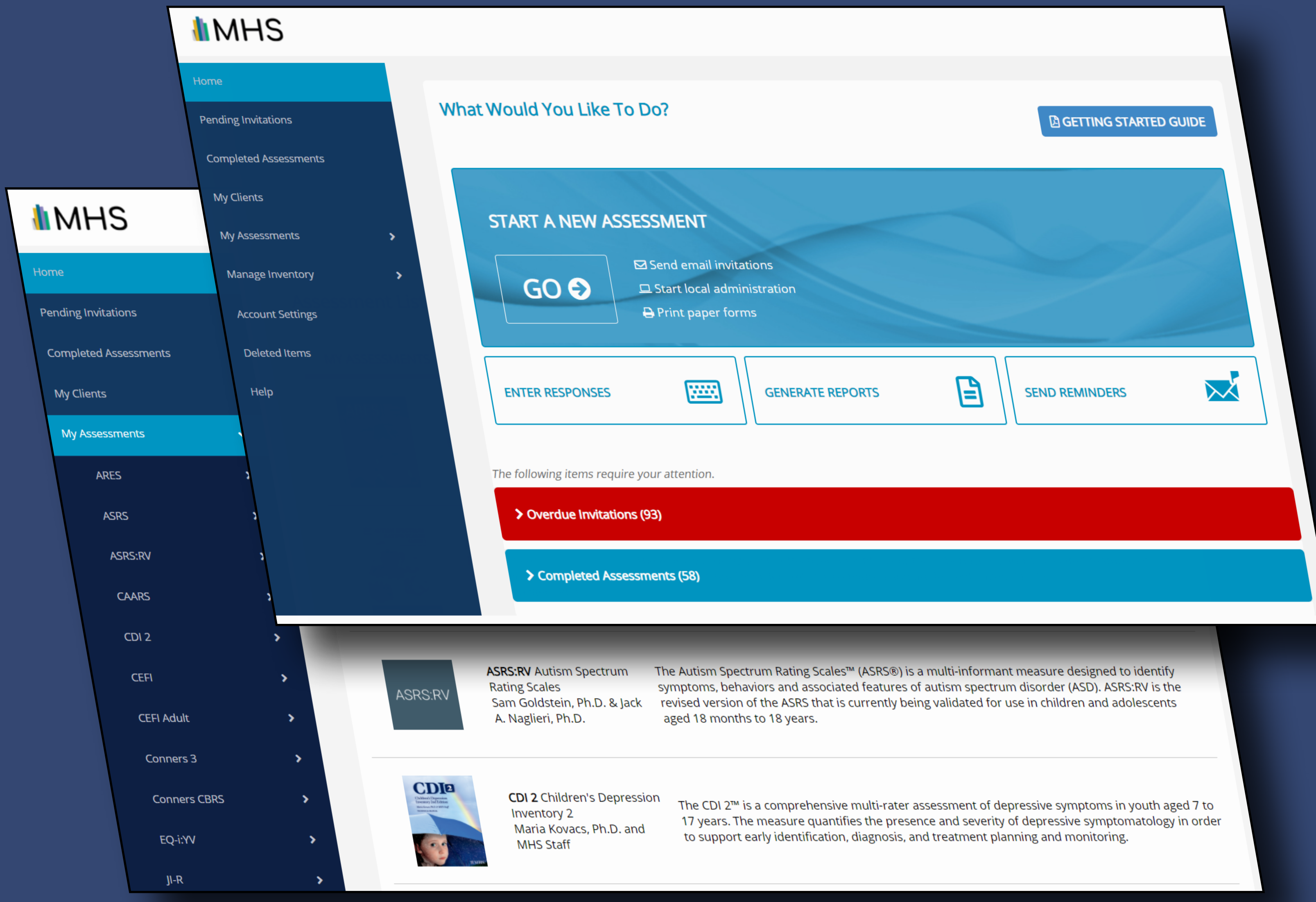
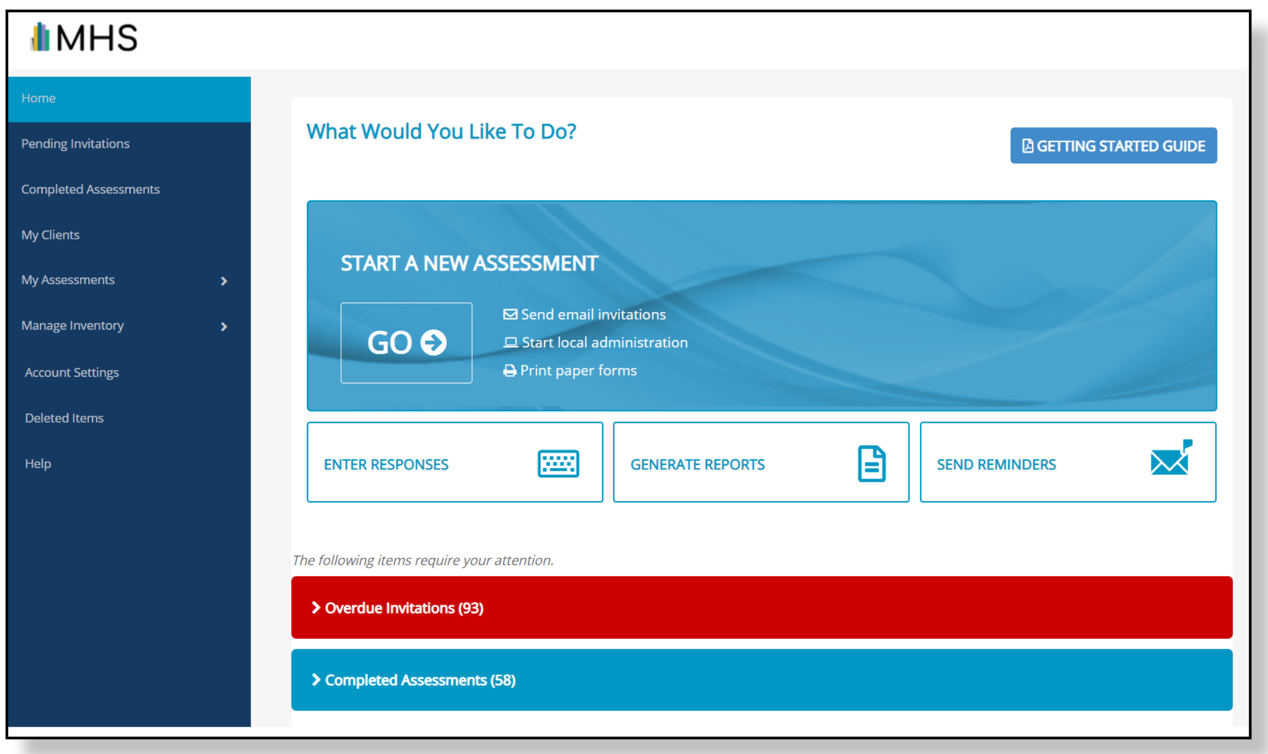
QuickStart Guide

MHS Online Assessment Center+



MHS

Welcome to the MHS Online Assessment Center+

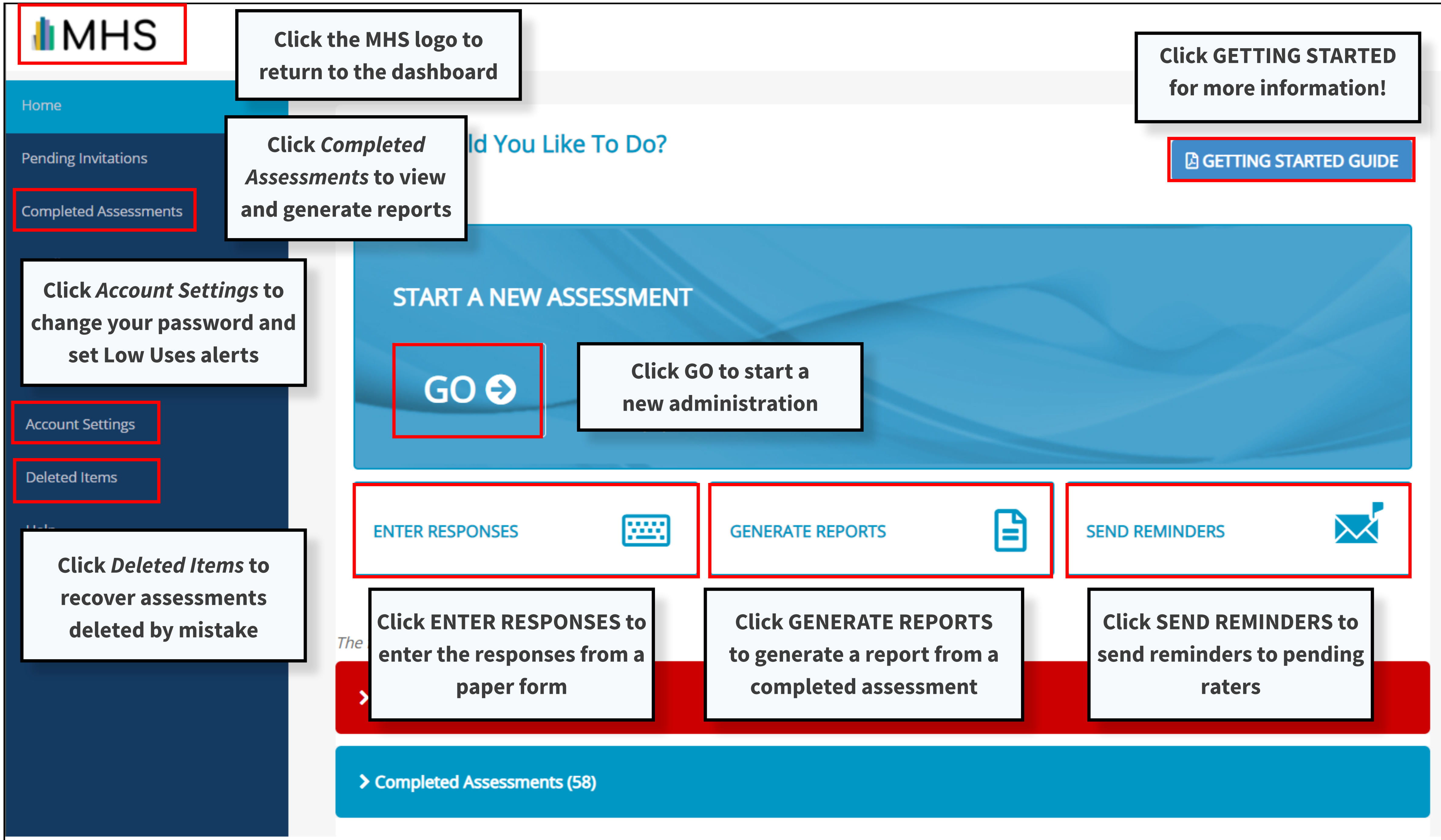


We want you to see what the Online Assessment Center+ has to offer!

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

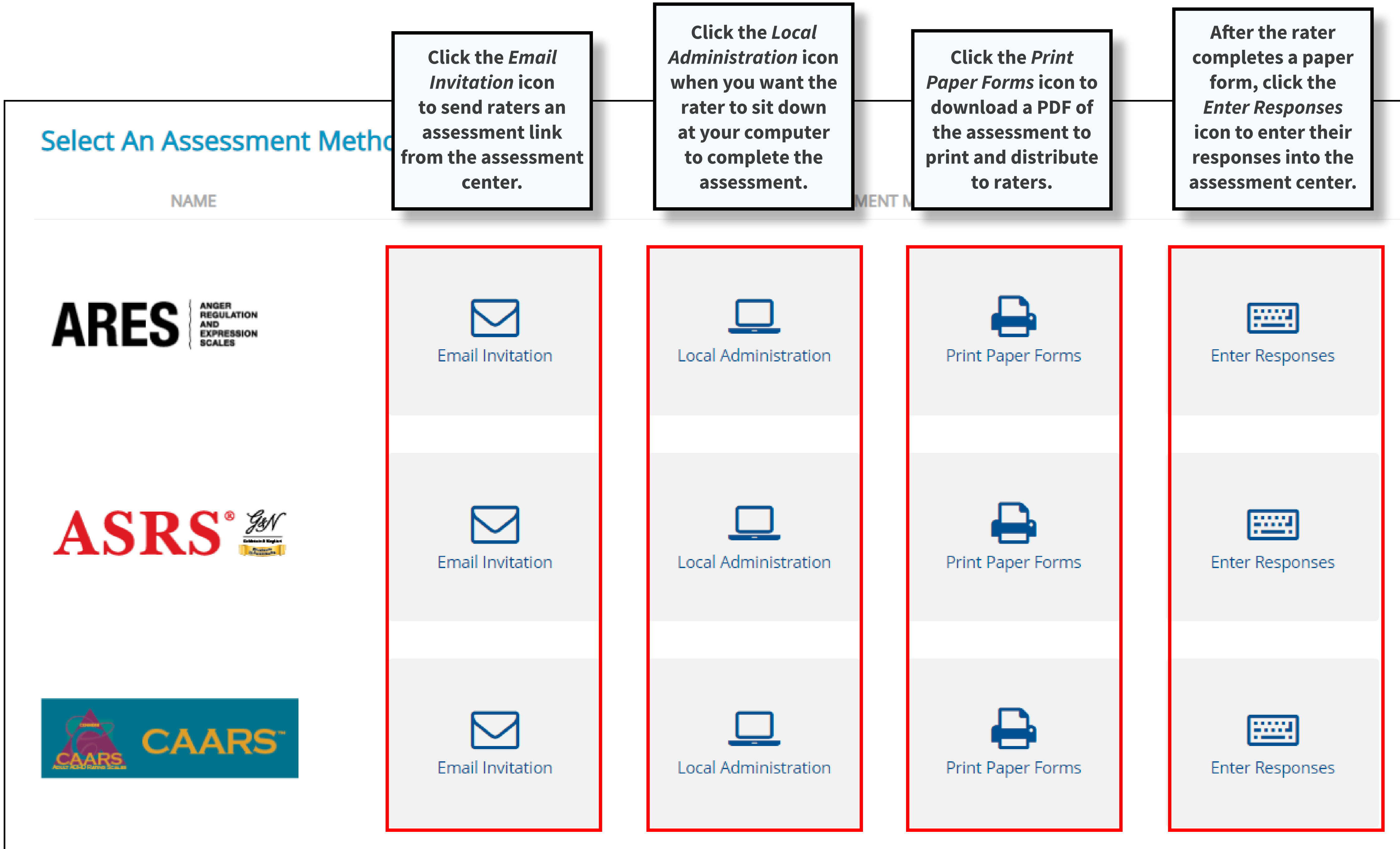
How to navigate the portal

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.



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.



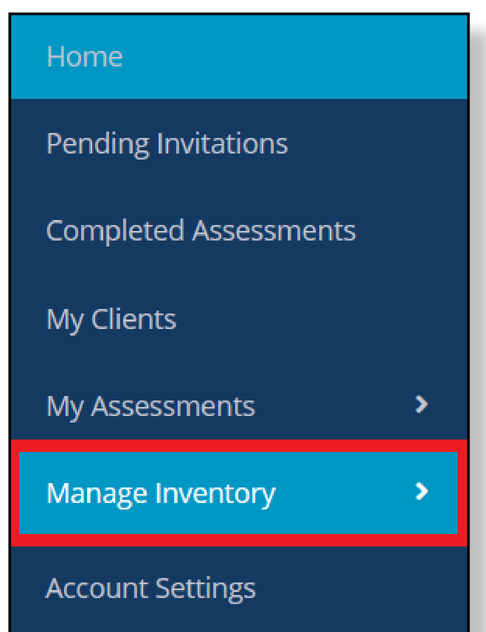
Where to find your forms

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

STEP 1

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

Two sub-menu items appear: **Account Balance** and **View Usage History**.

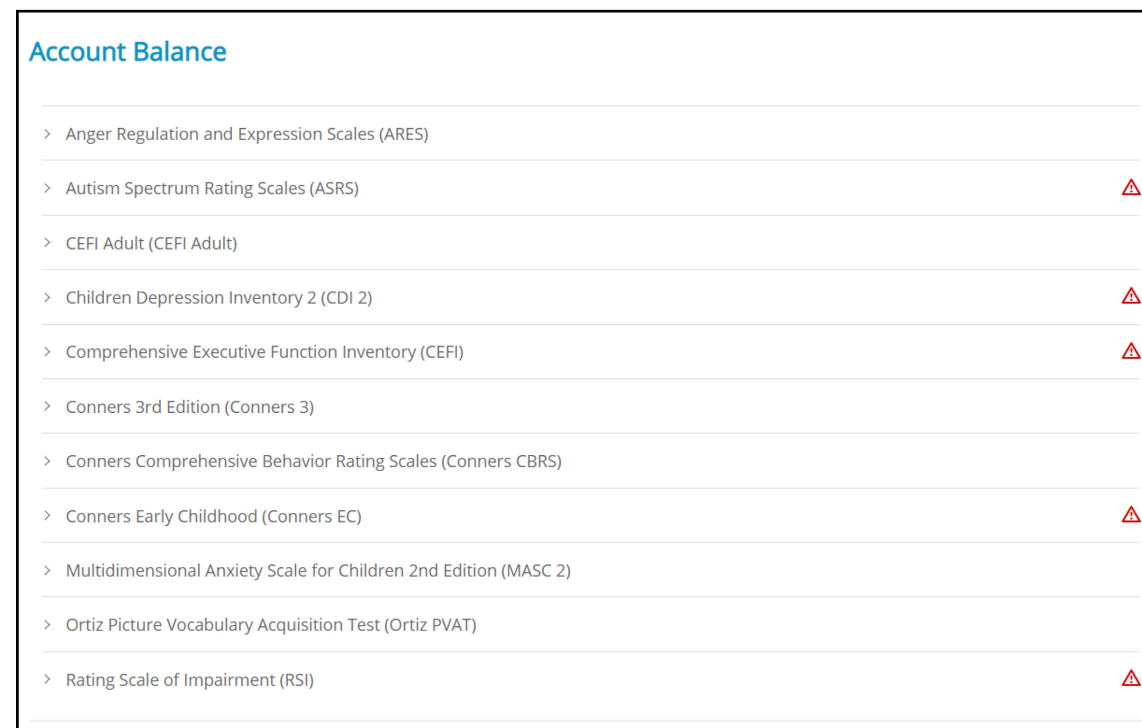


STEP 2

Click **Account Balance**.

The Account Balance page appears.

A red alert symbol appears beside products that have a low number of forms. This symbol appears when forms fall below a number determined by you in account settings.



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?

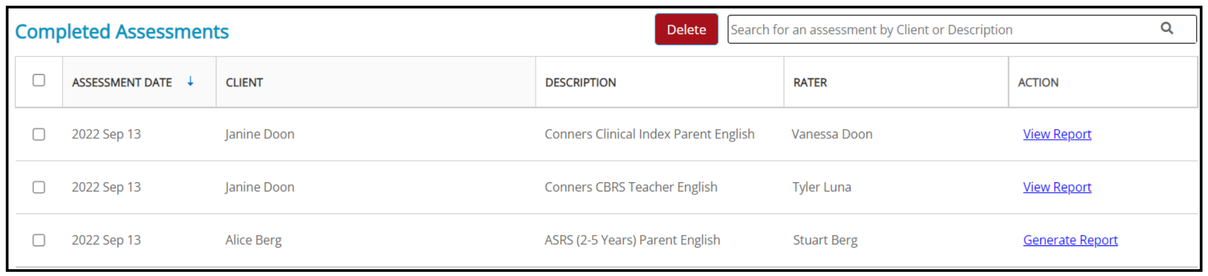
You don’t have to! You can see the forms you’ve sent out to raters on the Pending Invitations Page.

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.

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.

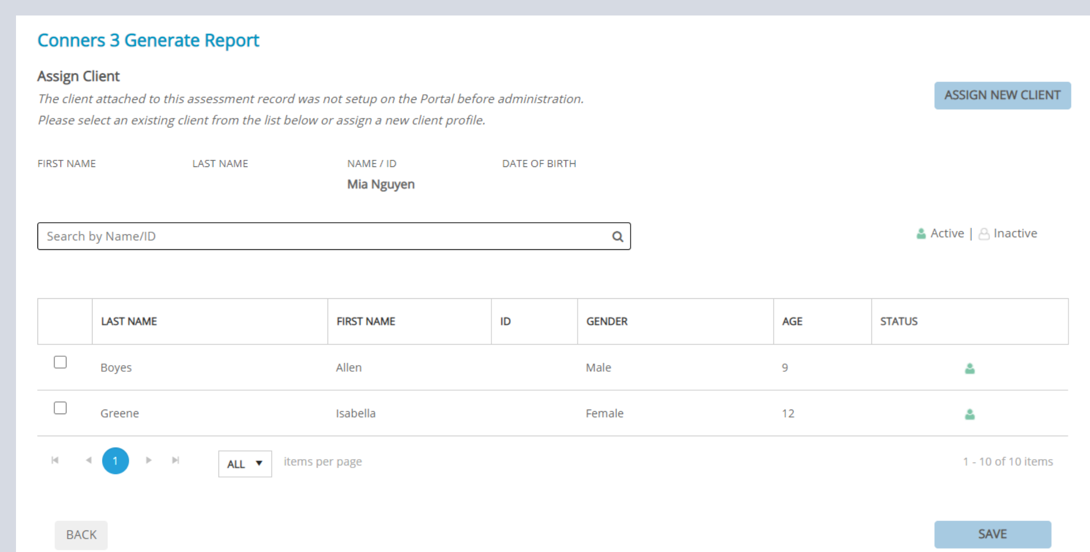
To assign a client to a completed assessment or report:

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.



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.

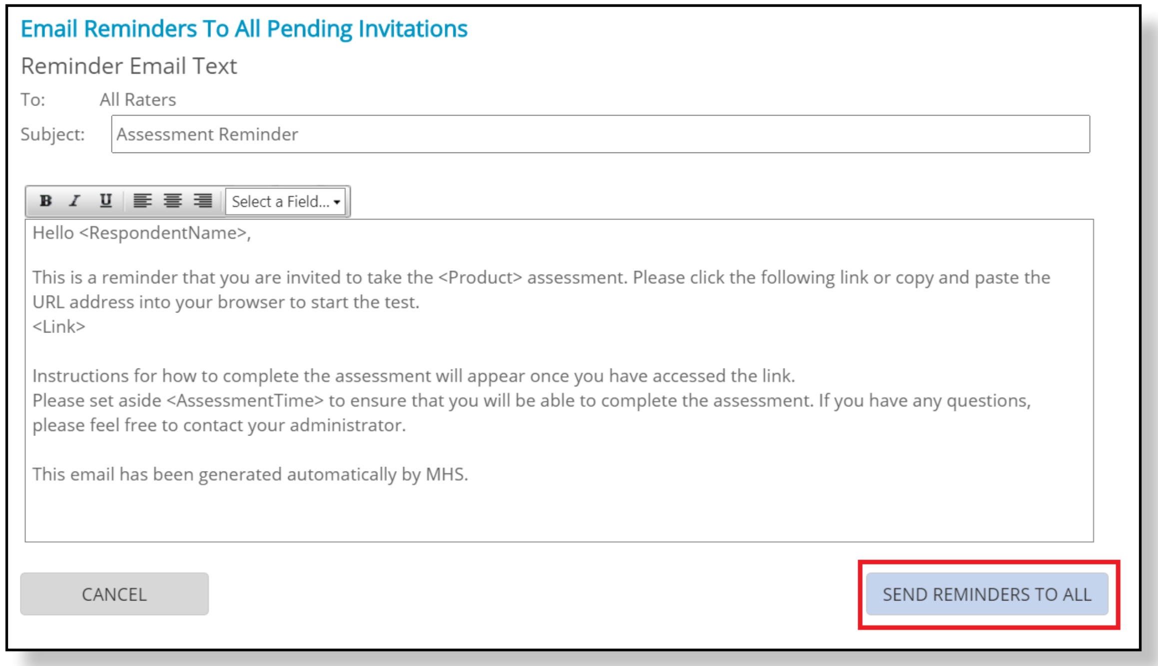
The Pending Invitations page appears.

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 instructions!

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**.

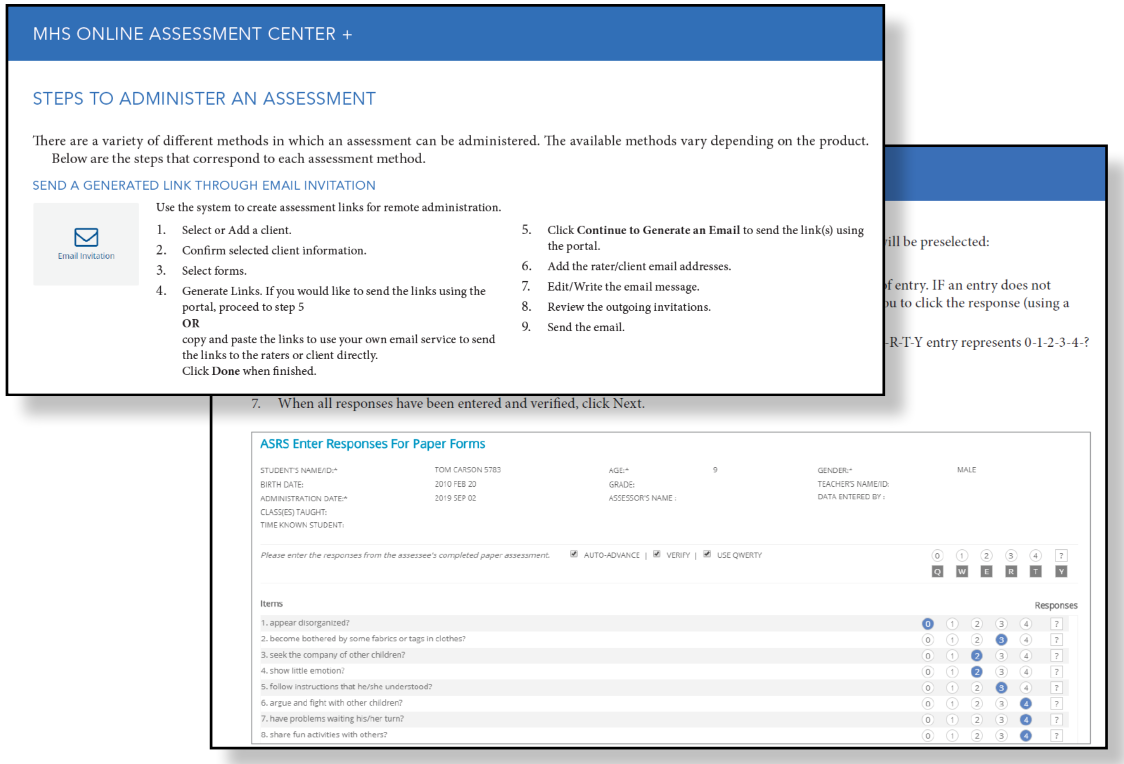
Your new password can now be used the next time you log in to the Assessment Portal.

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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