

 CHECKLIST2 WEEKS
BEFORE

- Release any remaining pending forms that will not be completed by a rater. Only available inventory will be moved to your new MHS Online Assessment Center+ account.
- If you have sub-users, ensure any that you want to upgrade are active and have the correct email addresses associated. Download and save any reports that you want to keep from inactive users.

1 WEEK
BEFORE

- Review MHS Online Assessment Center+ account upgrade materials, including the FAQ, and the QuickStart Guide. Inform any sub-users you may have to review this content as well!

1-2 DAYS
BEFORE

- Watch the recorded webinar about the MHS Online Assessment Center+.
- Remind any sub-users that you will be receive the account upgrade in a few days and to refrain from logging into the site on upgrade day.

DAY OF

- Remind any sub-users that you will receive the account upgrade at your scheduled time.
- Be on the lookout for an email with your new login information for the MHS Online Assessment Center+
- Be sure to sign in at <https://assess.mhs.com/>
- Enjoy your improved MHS Online Assessment Center+ experience!