MHS

User Manual

MHS ONLINE ASSESSMENT CENTER+
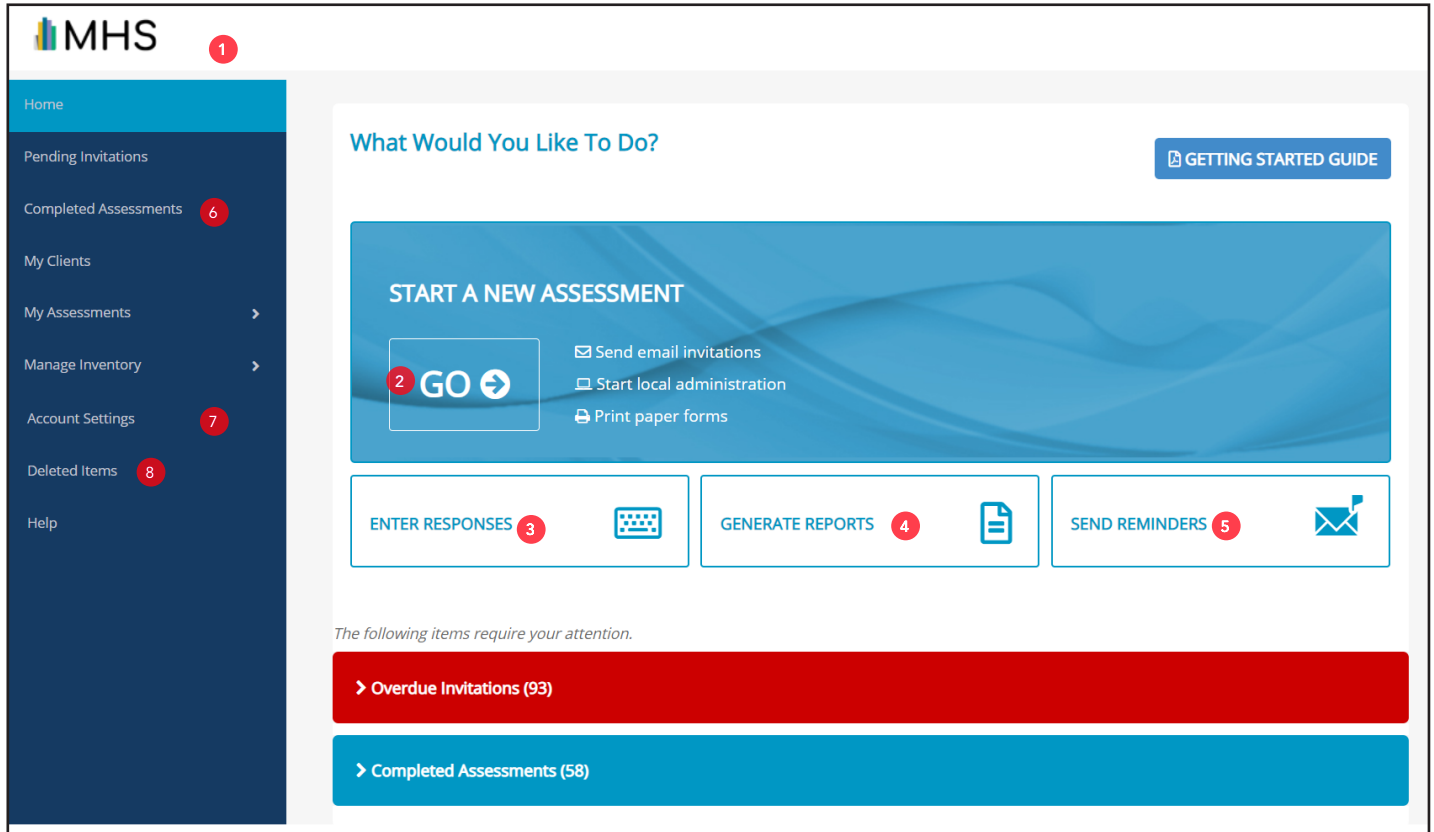
assess.mhs.com

DASHBOARD

The Dashboard is your Home page. Upon logging in, this is the first page you will see.

1 **MHS logo** — Click to return to the dashboard from any page within the assessment center.

2 **Express launcher** — Click to start a new administration for any assessment, using any method.

3 **Enter responses** — Click to enter responses for a paper form.

4 **Generate reports** — Click to generate a report from a completed assessment.

5 **Send reminders** — Click to view pending invitations and send reminders.

6 **Completed Assessments** — Click to view and generate reports. *If you have upgraded from the old assessment center, you will find your completed assessments here.*

7 **Account settings** — Click to change your password and modify your notification settings.

8 **Deleted Items** — Click to view your deleted assessments. You can also recover deleted assessments on this page.

MY CLIENTS

All assessment records on the MHS Online Assessment Center+ are linked to a Client Profile. To add, organize, and manage client profile information, click **My Clients** in the left menu.

1 **Search bar** — Enter any of the following details to search for a client: First Name, Last Name, Client ID, or tag.

2 **Add new client** — Click here to enter new client demographic information. A client must first be added to the MHS Online Assessment Center+ before an assessment can be administered to that individual.

3 **Active tab** — Click here 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.

4 **Action dropdown menu** — Select clients by clicking the checkbox, then use this dropdown menu to move the selected clients back and forth between the **Active** and **All** tabs.

5 **Client name** — Click a row to view or edit the client's demographic information, or begin a new assessment for the client (See *Client Profile* on Page 5 for more information).

CLIENT PROFILE

Client profiles can be viewed from the My Clients table. Clicking a client's name will open that client's profile.

1. **Client profile tab** — Click to display and edit the client's demographic information.

2. **Diagnoses and Medications tab** — Click to enter diagnoses and medications for the client. Note: You do <u>not</u> need to enter diagnoses and medications for a client in order to conduct an assessment.

3. **Completed Assessments tab** — Click to see a list of all the completed assessments for the client.

4. **Active status** — Indicates the status of the client. Click **Active** to change the status to *Inactive*.

5. **Tags** — Use tags, such as the name of a school or grade level, to identify and sort clients. To add a tag, enter the name of the tag in the text box, then press **Enter** to list the tag on the client profile. *NOTE*: Clients can have more than one tag.

6. **Start new assessment** — Click to begin a new administration for the selected client.

EXPRESS LAUNCHER

The Express Launcher is available on the Dashboard. The most common tasks can be quickly accessed through the Express Launcher.

1. Click **GO** to send a rater an email invitation to complete an assessment, begin a local administration, print a paper form, or enter responses.

2. Click the desired assessment method beside the associated assessment name and follow the subsequent steps.

What Would You Like To Do?

START A NEW ASSESSMENT

GO →
- ✉ Send email invitations
- ☐ Start local administration
- 🖶 Print paper forms

ENTER RESPONSES	GENERATE REPORTS	SEND REMINDERS

Select An Assessment Method

NAME	ASSESSMENT METHOD			
ARES ANGER REGULATION AND EXPRESSION SCALES	Email Invitation	Local Administration	Print Paper Forms	Enter Responses
ASRS	Email Invitation	Local Administration	Print Paper Forms	Enter Responses
CDI 2	Email Invitation	Local Administration	Print Paper Forms	Enter Responses
CEF Comprehensive Executive Function Inventory	Email Invitation	Local Administration	Print Paper Forms	Enter Responses
CONNERS 3rd Edition	Email Invitation	Local Administration	Print Paper Forms	Enter Responses

PRINT PAPER FORMS

🖨
Print Paper Forms

Access PDF versions of assessments to print and distribute to clients. Use the portal to score the responses automatically.

1. Select **Print Paper Forms** for the desired product on the Express Launcher page.
2. Click **Print Form** to open the PDF form. The PDF form will open in a separate tab within the browser.
3. Print and distribute to your clients.

Upon completion of the form, click **Enter Responses** to enter the assessment information on the portal.

Print Paper Forms

ASRS   *Uses will not be consumed by printing.*

Please ensure that you send the form with the appropriate age range for your client.

DESCRIPTION	RATER	LANGUAGE	REMAINING	
ASRS (2-5 Years)	Parent	English	20	Print Form
ASRS (2-5 Years)	Teacher/Childcare Provider	English	23	Print Form
ASRS (2-5 Years) Short Form	Parent/Teacher/Childcare Provider	English	21	Print Form
ASRS (6-18 Years)	Parent	English	22	Print Form
ASRS (6-18 Years)	Teacher	English	25	Print Form
ASRS (6-18 Years) Short Form	Parent/Teacher	English	23	Print Form
ASRS (2-5 Years)	Parent	Spanish	24	Print Form
ASRS (2-5 Years)	Teacher/Childcare Provider	Spanish	25	Print Form
ASRS (2-5 Years) Short Form	Parent/Teacher/Childcare Provider	Spanish	24	Print Form
ASRS (6-18 Years)	Parent	Spanish	25	Print Form
ASRS (6-18 Years)	Teacher	Spanish	25	Print Form
ASRS (6-18 Years) Short Form	Parent/Teacher	Spanish	25	Print Form

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ENTER RESPONSES

You can automatically score paper forms by entering responses for completed forms within the portal.

1. Select **Enter Responses** for the desired product on the Express Launcher page.
2. Click **Select** for the required form from one of these two sections:
   - Saved Drafts - continue entering responses for a saved paper form
   - New Forms - select a new form

ASRS Enter Responses For Paper Forms

⌄ Saved Draft

CLIENT	FORM	RATER	LAST UPDATED	
Mary Andrews	ASRS (6-18 Years)	Parent	2019 Sep 10	Select

|◀◀ ◀◀ **1** ▶▶ ▶▶| Page size: 10 ▼ | | 1 items in 1 pages |

› New Forms

DESCRIPTION	RATER	LANGUAGE	REMAINING	
ASRS (2-5 Years)	Parent	English	20	Select
ASRS (2-5 Years)	Teacher/Childcare Provider	English	23	Select
ASRS (2-5 Years) Short Form	Parent/Teacher/Childcare Provider	English	21	Select
ASRS (6-18 Years)	Parent	English	22	Select
ASRS (6-18 Years)	Teacher	English	25	Select
ASRS (6-18 Years) Short Form	Parent/Teacher	English	23	Select

3. Select the checkbox for the applicable client and then click **Next**.
   - For a *new client* who has not been added to the assessment center, click **Add New Client**.
4. Confirm selected client information and click **Next**.

5. Enter demographic information exactly as it is entered on the completed paper form. Click **Next** to proceed.
    - NOTE: Administration Date is required

ASRS Enter Responses For Paper Forms

Demographic Information

Enter the information exactly as it appears on the paper form.

STUDENT'S NAME/ID:*	AGE:*	GENDER:*
Tom Carson 5783	9	◉ Male ○ Female

BIRTH DATE:	GRADE:	TEACHER'S NAME/ID:
2010 Feb 20	Select a Grade ▾	

CLASS(ES) TAUGHT:	TIME KNOWN STUDENT:	
	[ ] Years [ ] Months	

ADMINISTRATION DATE:*	ASSESSOR'S NAME	DATA ENTERED BY
2019 Sep 02		

Date assessment was administered.

*Indicates Required Field

Back   Next

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6. Enter the responses from the completed paper assessment. By default, the following options will be preselected:

   - **Auto-advance:** After a response is entered, the form will automatically advance to the next item.
   - **Verify:** After the initial entry of responses, you must enter responses a second time as verification of entry. IF an entry does not match, a Verification Alert will appear in the center of the screen. The Verification Alert requires you to click the response (using a mouse/touch-screen, NOT a keyboard) for the item that does not match the initial entry.
   - **Use QWERTY:** Allows you to enter responses with Q-W-E-R-T-Y letters on your keyboard. Q-W-E-R-T-Y entry represents 0-1-2-3-4-? entry.

   NOTE: De-select the checkbox to turn the above options off.

7. When all responses have been entered and verified, click **Next**.

ASRS Enter Responses For Paper Forms

STUDENT'S NAME/ID:* TOM CARSON 5783	AGE:* 9	GENDER:* MALE	
BIRTH DATE: 2010 FEB 20	GRADE:	TEACHER'S NAME/ID:	
ADMINISTRATION DATE:* 2019 SEP 02	ASSESSOR'S NAME :	DATA ENTERED BY :	
CLASS(ES) TAUGHT:			
TIME KNOWN STUDENT:			

Please enter the responses from the assessee's completed paper assessment. ☑ AUTO-ADVANCE | ☑ VERIFY | ☑ USE QWERTY

	0	1	2	3	4	?
	Q	W	E	R	T	Y

Items	Responses
1. appear disorganized?	**0** 1 2 3 4 ?
2. become bothered by some fabrics or tags in clothes?	0 1 2 **3** 4 ?
3. seek the company of other children?	0 1 **2** 3 4 ?
4. show little emotion?	0 1 **2** 3 4 ?
5. follow instructions that he/she understood?	0 1 2 **3** 4 ?
6. argue and fight with other children?	0 1 2 3 **4** ?
7. have problems waiting his/her turn?	0 1 2 3 **4** ?
8. share fun activities with others?	0 1 2 3 **4** ?

Enter Responses for Paper Form

Responses for item 2 did not match
Original Response: **3**   Verification Response: **4**
Please select the correct response for that item in order to continue

0 1 2 3 4 ?

Verification Alert

8. Once the form is saved, you can continue to score the report by clicking **Generate Report**; continue entering responses by clicking **Enter Responses for another Form**; or click **Exit** to return to the Product Landing page.

ASRS Enter Responses For Paper Forms

This form has been saved.

What would you like to do next?

Generate Report	Enter Responses for another ASRS Form

Exit

EMAIL ASSESSMENT INVITATIONS
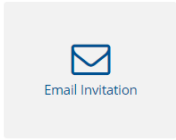
The Email Invitation assessment method allows you to create assessment links for remote administration.

1. Select **Email Invitation** for the desired product on the Express Launcher page. A list of clients appears.
2. Select or Add a client.
   - For an *existing client*, select the client name and click **Next**.
   - For a *new client*, click **Add New Client**.

ASRS Email Invitation

Select Client   Add New Client

Please select a client from the list below or add a new client profile.

Search Client 🔍   ▲ ACTIVE | ⌂ INACTIVE

^ LAST NAME	FIRST NAME	ID	GENDER	AGE	STATUS
☐ Ainsworth	Sean	1234	Male	19	▲
☐ Andrews	Mary		Female	9	▲
☐ Braun	Felicia		Female	7	⌂
☐ Brewer	Rob	52896	Male		⌂
☐ Capabara	Tiana		Female	9	⌂
☐ Carson	Tom	5783	Male	9	▲
☐ Chan	Scott	MAS-089			▲
☐ Dahl	Linda		Female	15	⌂
☐ G	Sara		Female	7	▲
☐ Gill	Bob		Male	25	▲

|◀ ◀◀ ◀ **1** 2 3 4 5 6 7 8 ▶ ▶| Page size: 10 ▼   80 items in 8 pages

Back   Next

3. Review the Client Information, making changes as necessary. If it is correct, click **Save**.
4. Select the forms that you want to be completed and enter the name of each rater. Click **Next**.
    *   To add additional raters to the assessment invitation, click **Add Another Rater.**

ASRS Email Invitation

Please select the forms that you would like to generate and enter the name of each rater.

	Description	Rater Type	Language	Rater Name	Remaining
✖	ASRS (6-18 Years) ▾	Parent ▾	English ▾	Sarah Gill	22

+ ADD ANOTHER RATER

Back   Next

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5. Review rater and form types. Click **Generate Links**.
6. The assessment links for your raters will be generated and displayed.
    *   To send the assessment links using your own email service, copy and paste the links into your email. Click **Done** when finished.
7. To send the assessment links using the portal, click **Continue to Generate an Email**.

ASRS Email Invitation

You have generated the assessment link(s) for your rater(s). You can copy these links and send to the raters using your own email service. To email the links using this site, click CONTINUE TO GENERATE AN EMAIL.

RATER NAME	FORM TYPE(S)	ASSESSMENT LINK(S)
Sarah Gill	ASRS (6-18 Years) Parent English Form	http://s.mhs.com/Jy24Lo

DONE

CONTINUE TO GENERATE AN EMAIL

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8. Add the rater/client email addresses. Click **Next**.
9. A default email template will be displayed for the email invitation. Assessment links will automatically be added within "<Link>". You can edit the email message or leave as is. Click **Next** to proceed.

    - Save As New Template - saves the email content as a new template
    - Update Template - updates an existing email template from the template drop-down
    - Delete Template - removes an existing template from the email template drop-down

ASRS Email Invitation

Email

1. Select a template to use for the invitation

| Default ▼ | DELETE TEMPLATE |

2. Enter the text the participant will receive in the email.

Subject*

Request for Assessment

Email Body*

> **B** *I* <u>U</u> | ≡ ≡ ≡ | Select a Field... ▼
>
> Hello,
>
> You are being asked to complete the <AssessmentName> - <RaterType>. Please click the following link or copy and paste the URL address into your browser to start the test.
>
> Start Test Now
>
> <Link>
>
> Instructions for how to complete the <AssessmentName> - <RaterType> will appear once you have accessed the assessment. Please set aside <AssessmentTime> to ensure that you will be able to complete the assessment in one sitting.
>
> Thank you for your cooperation.

| PREVIEW EMAIL | | UPDATE TEMPLATE | SAVE AS NEW TEMPLATE |

* Indicates required field.

** Default Templates cannot be modified.

| Back | Next |

10. Review the outgoing invitations.
11. Click **Send Email**.

    - The email is sent out from noreply@mhs.com. If the rater or client does not receive the emailed inviation, ask them to check their spam folder.

LOCAL ADMINISTRATION

Local Administration
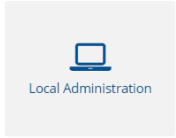
Use Local Administration to administer an assessment in person using your own computer.

1. Select **Local Administration** for the desired product on the Express Launcher page. A list of available forms appears.
2. Click **Select** for the form that you want.
3. Select or Add a client.
    *   For an *existing client*, select the client name and click **Next**.
    *   For a *new client*, click **Add New Client**.
4. Confirm selected client information and click **Save**.
    *   NOTE: The client's first & last name or ID are required fields.
5. Click **Start Now** to begin.
    *   You will be automatically taken to the web version of the assessment. The system will also log you out of the assessment center to ensure your privacy.

ASRS Local Administration

Caution: By clicking on the "Start Now" button,
you will be logged out of your account and taken to another screen
to begin administration of the assessment

Start Now

☑ Display client information in the assessment ⓘ

PENDING INVITATIONS

Pending Invitations are assessments that have been emailed for completion, but are still not completed.

- Assessment links that were emailed to raters through the assessment center will have red or blue envelope icons in the ACTION column. *Pending Invitations* are indicated by a blue icon. *Overdue invitations* are indicated by a red icon.

- Click these envelope icons to send the rater a reminder to complete the assessment.

- **Overdue Invitations** - By default, assessment links sent using the assessment center will become *overdue* after 7 days. You can adjust the days a pending invitation becomes overdue by clicking **Account Settings** in the left menu.

- Assessment links that were sent using your own email service will have *no* icon in the ACTION column. To send email reminders to the rater for these pending invitations, you can copy and paste the assessment links from the table into your own email.

Pending Invitations

SEND REMINDERS

1 ☑ Automatically send reminders EDIT

2 SEND REMINDERS TO ALL PENDING

	⌄ DATE	CLIENT	ASSESSMENT	RATER TYPE	LINK	ACTION
☐	2019 Sep 09	Tom Carson	ASRS	Parent	http://s.mhs.com/a5H4DcY	✉ **3**
☐	2019 Sep 05	Sara G	Conners 3	Parent	http://s.mhs.com/Ly5o3Y9	✉
☐	2019 Aug 29	Sean Ainsworth	CAARS	Observer	http://s.mhs.com/n3JQp4i	✉
☐	2019 Aug 29	Mary Andrews	Conners 3	Parent	http://s.mhs.com/i9KDg8o	✉

⏮ ◀◀ ① ▶▶ ⏭ Page size: 20 ▼   4 items in 1 pages

DISMISS SELECTED **4**

1 **Automatically send reminders** — Click the checkbox to automatically send an email reminder to pending invitations that become overdue. To edit the email template, click **Edit**.

2 **Send reminders to all pending** — Click to send an email reminder to *all* pending invitations that were sent using the assessment center.

3 **Send reminder icons** — Click an icon to send an email reminder to a rater or client. Blue icons represent pending assessments; red icons indicate overdue assessments.

4 **Dismiss selected** — Select the pending assessment links you want to remove from the the table, and then click here.

VIEWING AND GENERATING REPORTS

All of your completed assessments and generated reports are displayed on the Completed Assessments page.

If your account has been upgraded from the old Assessment Center to the Online Assessment Center+, you will find all your generated reports and completed assessments on the Completed Assessments page. This includes any pending assessments that are completed after you have successfully upgraded your account.

To view your completed assessments:

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

    A table of your completed assessments appears.

2. Look in the RATER column to determine which rater completed the assessment.

3. 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 completed from an invitation sent from the old Assessment Center, you will not be charged as the form use was previously deducted when you sent the invitation.*

4. To view a generated report, click **View Report** in the ACTION column. A PDF of the report will be downloaded to your computer

    (Note: If you are dowloading a report for the Conners 4, the report will be downloaded as an MS Word document.)

DELETING ASSESSMENTS

To delete an assessment:

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

   A table of your completed assessments appears.

2. Select the checkbox to the left of the assessments you want to delete, and then click **Delete** at the top of the table.

   A message appears asking you to confirm the deletion.

3. Click **Delete**. The assessment is removed from the table and moved to the Deleted Items page.

RECOVERING A DELETED ASSESSMENT

After an assessment is deleted, it is moved to the Deleted Items page where it remains for seven days before being permanently deleted. During that seven-day period, you can recover a deleted assessment.

To recover a deleted assessment:

1. Click **Deleted Items** in the left menu.

   A table of your deleted assessments appears.

Deleted Item(s)
Note: Item(s) will be permanently deleted after 7 days   Recover   Delete

	ASSESSMENT DATE ↓	CLIENT	DESCRIPTION	RATER
☐	2022 Sep 13	Alice Berg	ASRS (2-5 Years) Parent English	
☐	2022 Aug 03	Vanessa Doon	CEFI (5-18 Years) Teacher English	

2. Select the checkbox to the left of the assessments you want to recover, and then click **Recover** at the top of the table.

   A message appears asking you to confirm the recovery.

3. Click **Recover**.

   The assessment is moved back to the My Assessments page.

Note: If you want to permanently delete an assessment before the seven-day period is over, select the assessment on the Deleted Items page, and then click **Delete** at the top of the table.

ASSIGNING CLIENTS

> Note: The following only applies to assessments and reports transferred from the old Assessment Center. Any assessment that originates from the Online Assessment Center+ will have a client associated with it from the start.

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.

After an assessment has been completed, you can generate a report for the client through the Express Launcher.

1. Select the assessment and the type of report you wish to generate.

2. Select the client name for whom you wish to generate a report and click **Next**.

3. Ensure that the client's demographic information is correct. Changes can be made to the demographic information by clicking **Edit**.

Generate Report

ASRS Interpretive Report

1. Client Information

Note: The following information comes from the assessment record, and may not reflect the information in the Client List.

CHILD'S NAME/ID:*	BIRTH DATE:	AGE:*	GENDER:*
Priya Bali	2010 MAY 19	2	Female

PARENT'S/TEACHER'S NAME/ID:	ADMINISTRATION DATE:*	CHILDCARE SETTING:
Ms Smith	2019 Apr 09	Childcare Center
	Date assessment was administered	

TIME KNOWN CHILD:
0 **Years** 0 **Months**

RATER : TEACHER/CHILDCARE PROVIDER
*Required Field

EDIT

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4. Scroll down to the report and norm options (if applicable). Make changes as needed.
   - If this is the first time an assessment report is being generated for this client and form type, you will consume 1 use.
   - If the report has been previously scored and generated, you will not be charged for regeneration.

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2. Report Options

☑ Items By Scale

Scoring Options
◉ Standard Scoring
○ Scoring for Individuals with Limited or No Speech

Confidence Interval
◉ 90%
○ 95%

*Generating this report will consume **0 ASRS (2-5 Years) Short Form Parent/Teacher/Childcare Provider English** Use.*
Please note you are not charged for reports that have previously been generated.

BACK   VIEW RESPONSES   GENERATE REPORT

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5. Click **Generate Report**.

    - Once the report has been successfully generated, you will be navigated to the View Reports page.

6. Click **View Report** to open the PDF file. You will be able to access this PDF on the View Reports page for 7 days.

    - NOTE: If you are on the Conners 4 View Report page, the **View Report** link will be replaced by separate links for **PDF** and **Word**. Click the appropriate link to download the report in the format you prefer.

    - NOTE: After 7 days, you must regenerate the report (at no cost). Raw data from completed assessments can always be accessed on the Generate Reports page.

ASRS View Reports

> Your report has been generated. ✕

Reports will automatically be deleted 7 days after being generated. To view older reports, they must first be regenerated.

[Action for selected report(s) ▾] [OK]

	ASSESSMENT DATE	CLIENT	FORM TYPE	RATER NAME	REPORT DATE	REPORT TYPE	
☐	2019 Apr 09	Priya Bali	ASRS (2-5 Years) Short ...	Ms Smith	2019 Sep 10	Interpretive	View Report

⏮ ◀◀ ① ▶▶ ⏭   Page size: [20 ▾]   1 items in 1 pages

[Action for selected report(s) ▾] [OK]

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ACCOUNT BALANCE

You can view your account balance for each assessment, broken down by form type (if applicable). To do this:

1. Select **Manage Inventory > Account Balance** from the left menu.
2. Select the desired assessment from the list.
    You will see the number of uses remaining for that product.

Account Balance

⌄ Conners 3rd Edition (Conners 3)

DESCRIPTION	RATER	LANGUAGE	REMAINING
Full-Length	Parent	English	160
Full-Length	Parent	Spanish	195
Full-Length	Parent	French	210
Short	Parent	English	176
Short	Parent	Spanish	211

VIEW USAGE HISTORY

You can view your usage history for all the assessments you have access to. You are able to view how many uses were consumed during a specific time period.

1.   Select **Manage Inventory** > **View Usage History** from the side menu.
     The assessment center shows you how many uses were consumed per month within the current year.
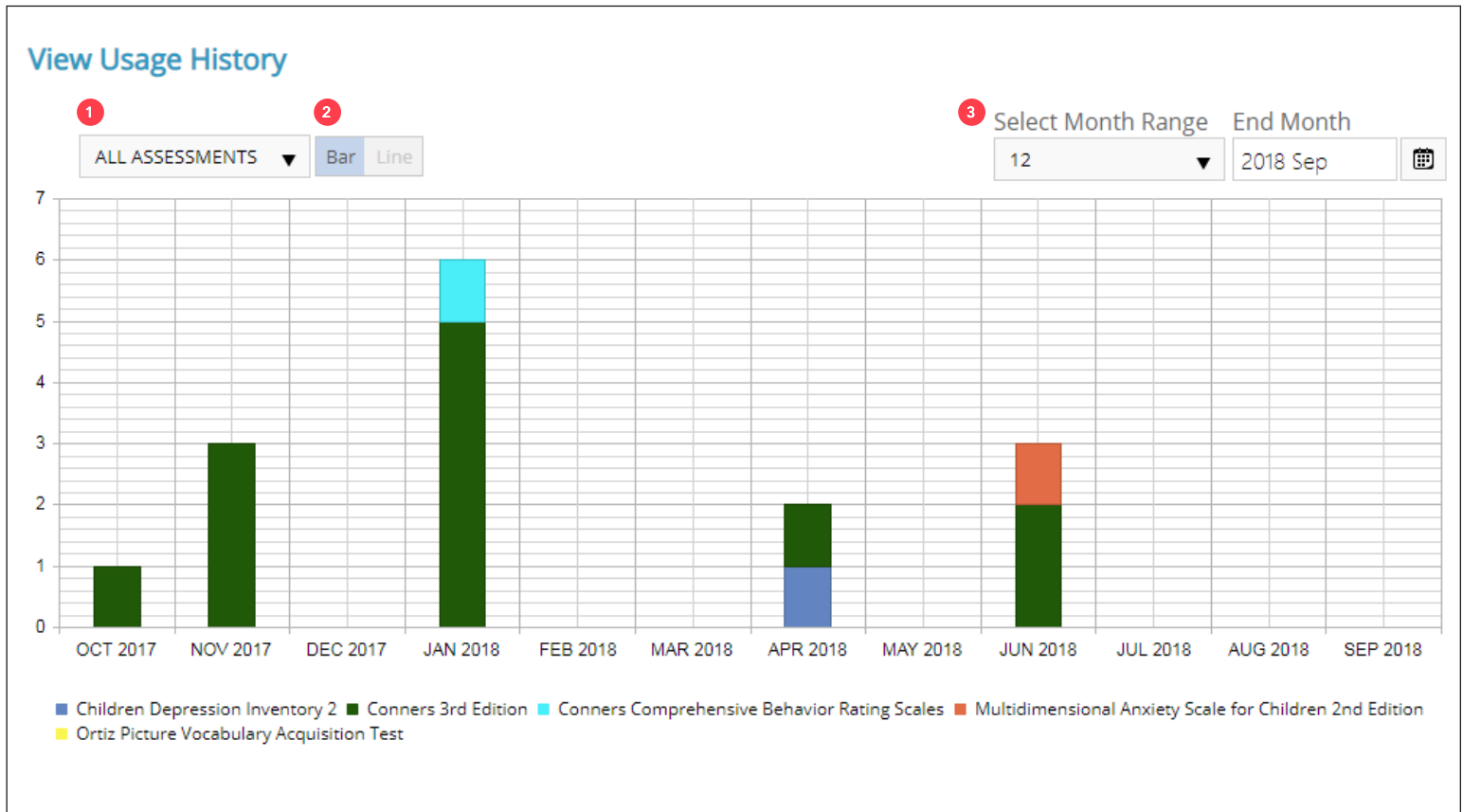
❶ **Assessment dropdown menu** — Select **ALL ASSESSMENTS** to view your usage history of all your products, or select a specific assessment to only see that product's usage history.

❷   **View options** — Choose to view your usage history in either a bar graph or a line graph.

❸ **Time range** — Select the time range of the data you wish to view. For example, choose 12 under the "Select Month Range" dropdown to view 12 months worth of information. By default, "End Month" displays the current Month and Year.

MANAGE ACCOUNT SETTINGS

View or modify information related to your account in your Account Settings, accessible through the side menu.

Account Settings

FIRST NAME	LAST NAME	EMAIL ADDRESS
David	Watson	dwatson@abc.com

OLD PASSWORD	NEW PASSWORD	CONFIRM NEW PASSWORD
1		

Notification Settings

Assessment invitation reminder threshold
Pending invitations will be marked as Overdue Invitations after the following threshold *(minimum 1 day, maximum 60 days)*
2 [1] **day(s)** ☑ *Send me an email notification*

Completed assessment notification
Notification will be sent when a rater has completed an assessment
3 ☑ *Send me an email notification*

⚠ **Account Balance Low Uses Alert**
Low Uses Alert will appear for account balances below the following threshold for each form
4 [22] **use(s)** ☑ *Send me an email notification*

Notification Email
Notification Emails will be sent to the following email address(es):

dwatson@abc.com

5 [Enter email address] **ADD**
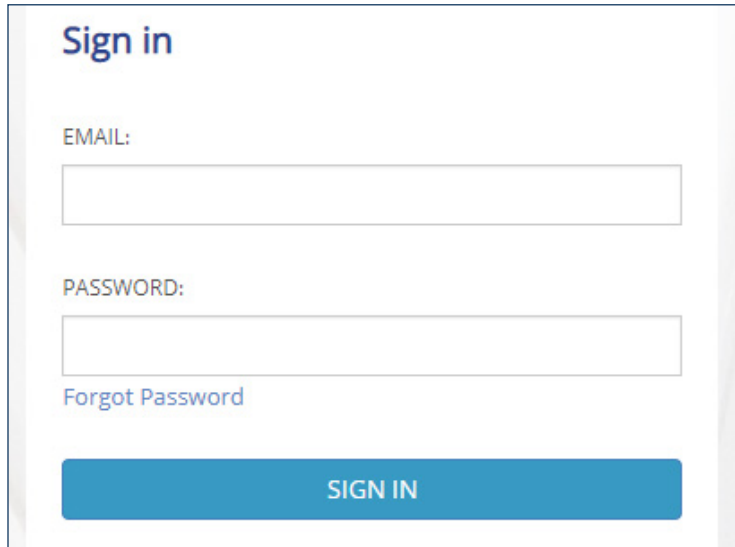*Add Additional Email Address (maximum 5)*

6 CANCEL   SAVE

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❶ Change your password — Enter your old password, then enter and re-enter your new password.

❷ Assessment invitation reminder threshold — Set and adjust the overdue threshold for pending invitations. Check the box to receive an email notification when a pending invitation is overdue.

❸ Completed assessment notification — Check the box to receive an email notification when a rater has completed an assessment.

❹ Account balance low uses alert — Set and adjust the threshold for receiving a Low Uses alert. This will display warning signs on your Account Balance page when any of your forms falls below your set threshold amount.

❺ Notification email address — Enter the email address to be associated with this account and then click **ADD**. Up to 5 separate email addresses can be added in total. These are the addresses where all notification emails will be sent.

❻ Save — Click **SAVE** when you're finished making changes to your account.
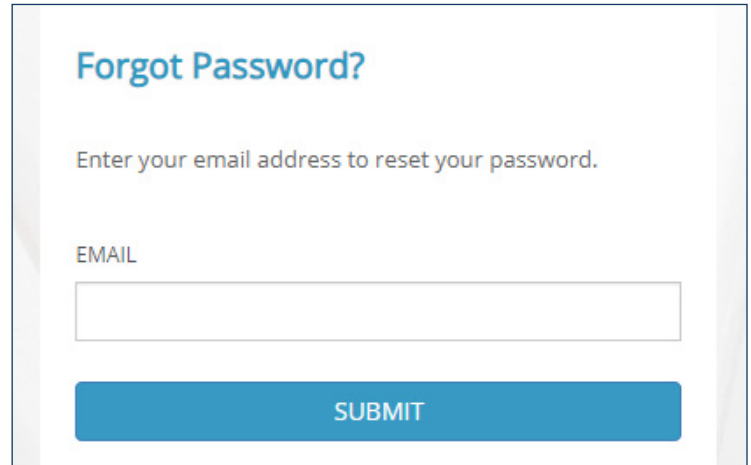
FORGOTTEN PASSWORD

If you forget your password when you're trying to log in:

1. Click **Forgot Password** on the MHS Online Assessment Center+ login page.
2. Type your email address in the Email field. Click **Submit**.
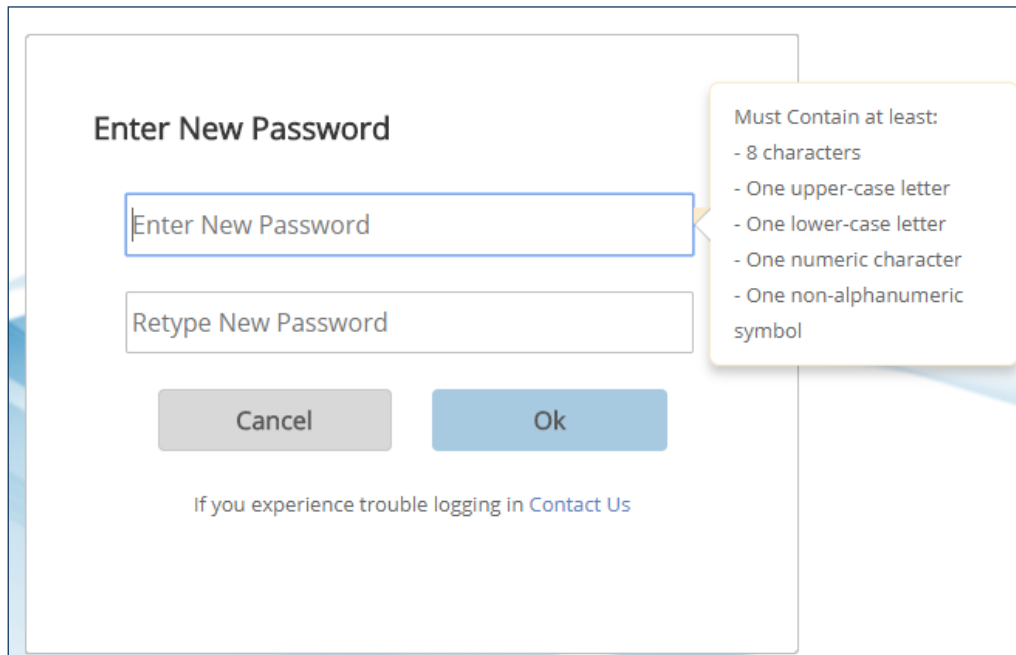
Click Forgot Password.

Enter email address

3. You will be sent an email notifying you that your password has been reset. Click the link and log in to the MHS Online Assessment Center+ using your user name and the temporary password that was automatically generated.
4. Enter a new password by following the password requirements. Click **OK**.

Enter new password

STARTING AN ASSESSMENT

What are the options for emailing a form?
- Using the Online Assessment Center+: send assessment links with a template or custom email from noreply@mhs.com
- Using your own email service: copy and paste assessment links and send an email through your own email service

What do these words symbolize (<Assessmenttime>, <Product>, etc) on the email invitation page?
- Those words are the dynamic text fields that can be used to draft an email
- The word will be replaced based on the product, form, and even rater type selected
- For example, "<Assessmenttime>" will change to reflect a form's average completion time; <Product> will say ASRS if the assessment invitation is for the ASRS
- To view the text in the dynamic fields as they will appear to the user, click **Preview**.

GENERATE REPORTS

How can I check a rater's response before scoring?
- Select the client's assessment record

Will my reports or data be deleted from the site after a number of days?
- Athough reports will be automatically deleted from the View Reports page after 7 days, the raw assessment data will be kept indefinitely (unless you choose to delete the record)
- Simply re-generate reports for any older assessments as required

MANAGE CLIENTS

What are tags and how can I use them?
- Tags can be used to help identify or sort clients
- For example, you can tag clients by school, teacher, clinician, etc.
- Add tags when editing/creating client profiles within My Clients

INVENTORY

When is a Use consumed?
- A Use is consumed the first time you score results and generate a report
- Re-generating a report does not consume a Use

ACCOUNT SETTINGS

Where can I manage my account notifications?
- Click **Account Settings** on the main menu
- Under Notification Settings, you can change the following: Email notifications; Uses that trigger low balance alert; and when pending invitations become marked overdue

There are a variety of different methods in which an assessment can be administered. The available methods vary depending on the product. Below are the steps that correspond to each assessment method.

SEND A GENERATED LINK THROUGH EMAIL INVITATION

✉
Email Invitation
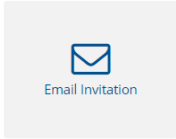
Use the system to create assessment links for remote administration.

1. Select or Add a client.
2. Confirm selected client information.
3. Select forms.
4. Generate Links. If you would like to send the links using the portal, proceed to step 5
   OR
   copy and paste the links to use your own email service to send the links to the raters or client directly.
   Click **Done** when finished.

5. Click **Continue to Generate an Email** to send the links using the portal.
6. Add the rater/client email addresses.
7. Edit/Write the email message.
8. Review the outgoing invitations.
9. Send the email.

CONDUCT A LOCAL ADMINISTRATION

🖥
Local Administration
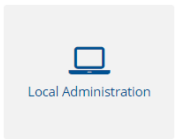
Use Local Administration to administer an assessment in person using your browser.

1. Select a form.
2. Select or Add a client.
3. Confirm selected client information.
4. Click **Start Now** to begin.

Note: Upon clicking **Start Now**, you will be automatically taken to the web version of the assessment. The system will also log you out of the assessment center.
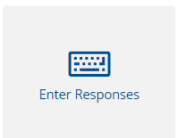
PRINT PAPER FORM & ENTER RESPONSES

🖨
Print Paper Forms

Access PDF versions of the assessments to print and distribute to the client. Use the portal to score the responses automatically.

1. Open the PDF form by clicking **Print Form**.
2. Print and distribute to your clients.

Upon completion of the paper form, use the **Enter Responses** button to enter the assessment information into the portal.

⌨
Enter Responses

3. Select form.
4. Select or Add a client.
5. Confirm selected client information.
6. Enter demographic information as entered on the completed paper form.

7. Enter responses.
8. If **Verify** is turned on, you must enter the responses a second time to validate the information.

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PHONE & FAX

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WEBSITES

MHS ONLINE ASSESSMENT CENTER+: assess.mhs.com

MHS WEBSITE: www.mhs.com