

MHS Assessment Center User Guide for Administrator Of Multi user accounts



Introduction

This document will help you through the user setup of the MHS Assessment Center. It pertains only to the individual who has the authority to add and edit users to the account. A separate getting started guide is available for users who will be administering assessments. If you have questions about this documentation or the product contact PAA Customer Service by phone between 9am and 5pm AEST.

Accessing the MHS Assessment Center

To access the MHS Assessment Center browse to www.mhsassessments.com/mac. Enter the ID (your email address) and temporary password provided to you by MHS. Click Login.

A screenshot of a web browser window showing a login form titled 'Account Management'. The form has a light blue background and a darker blue header. It contains two input fields: 'ID' and 'Password'. Below the 'Password' field are two buttons: 'Login' and 'Help'.

[Click here if you forgot your password.](#)

The first page that opens is the Terms and Conditions of Use page. This page appears only the first time you log in. When you have read and agreed to the terms and conditions outlined on this page, click I Accept to continue.

Next, the Change Password page opens. This page also appears only the first time you log in. To ensure that only you can access your data, change your temporary password to something more meaningful to you.

To change your password

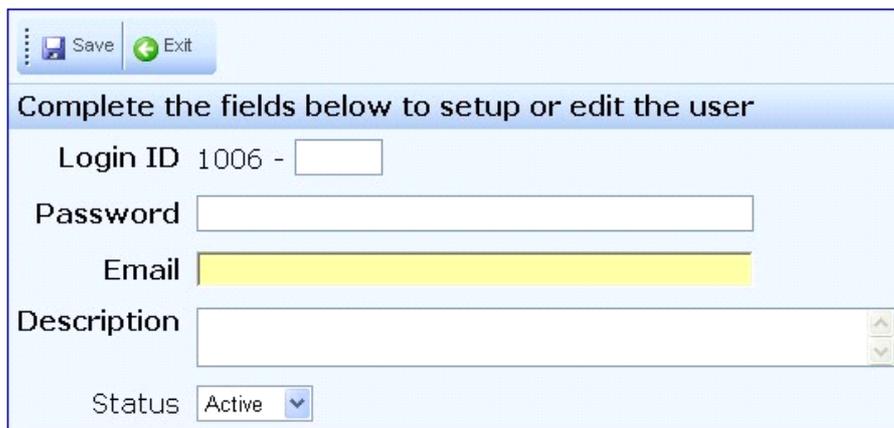
1. Complete the fields on the Change Password page. Your new password must be at least 6 characters long.
2. In the Hint field, enter something that will remind you what your password is. This hint will be emailed to you when you click [Click here if you forgot your password](#) on the Login page

3. Click Update
Your password has been changed and the Users page opens. The next time you log in, use your new password. You can change your password at any time by clicking Settings on the Users page.

Setting Up Users

The Users page allows you to set up user logins and passwords. To add a new user, click Add New User.

► [Users](#) ► User Setup



The screenshot shows a web form for setting up or editing a user. At the top left, there are 'Save' and 'Exit' buttons. Below them is a header: 'Complete the fields below to setup or edit the user'. The form contains the following fields:

- Login ID**: 1006 - [input field]
- Password**: [input field]
- Email**: [input field, highlighted in yellow]
- Description**: [text area]
- Status**: Active [dropdown menu]

The first four digits of the Login ID are fixed for all users in your account. Enter up to three additional alphanumeric characters. It may be useful to use a consistent system while setting up Login IDs. For example, you may wish to use the first three letters of the person's last name.

Enter a temporary password for the user. The user will be prompted to change the password at first login.

Enter the user's email address and a description for the user's account (e.g., the user's name). Click Save. You will need to give the login ID and password to the user so that he or she can access the MHS Assessment Center.

You have set up a new user.

To edit a user's account, click Edit next to the user's account on the Users page. You can change the user's Login ID, Password, Email, and account description. You can also set the status to Inactive for users who will no longer be accessing the system. If you set the status to Inactive, the user will no longer be able to log in to the MHS Assessment Center.