

Maximus provides this user guide as an overview of system operations. Maximus will always support the current and most recent versions of Google Chrome and Microsoft Edge. Maximus recommends Adobe Reader 10 or later.

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All information appearing in this guide does not represent true and actual individuals.

Approving Access—For AssessmentPro Administrators

From your AssessmentPro Home Page

Before assigning a user role, you will need to confirm training completion.

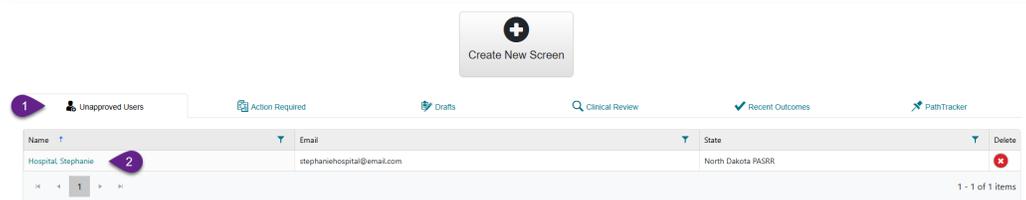
STEP 1:

Click the **Unapproved Users** tab.

STEP 2:

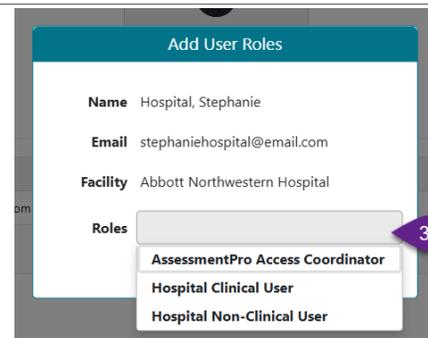
Click the **person's name** to open the **Add User Roles** feature.

Click the **Red X** to cancel the user's application for access.



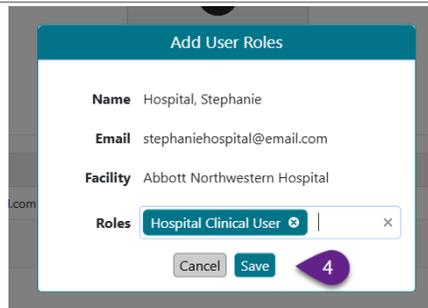
STEP 3:

Select the appropriate role for the user (*see the AssessmentPro User Roles—Table 1 below for role descriptions*).



STEP 4:

Click **Save**. *This will assign the user role and grant the person access to AssessmentPro.*



Upon role assignment, the user will receive emailed notification and will need to upload their completed training certificate

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AssessmentPro User Roles—Table 1

Access Coordinator	Responsible for confirming completion of required training, assigning user roles, and maintaining or terminating access; can complete all tasks available to clinical and non-clinical users
Clinical User	Completes and submits Level I screens, can access and upload supporting documentation, access completed records
Non-clinical User	Can initiate Level I screens, access and upload supporting documentation, access completed records

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