AssessmentPro User Guide—Adding User Roles – Only Admins

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.

Ensure that your firewall does not block our URL.

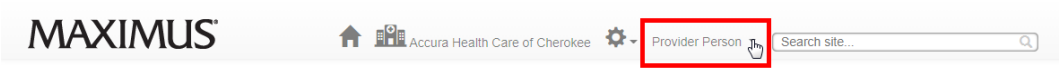
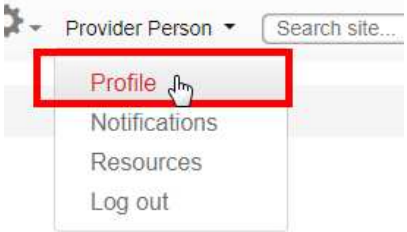
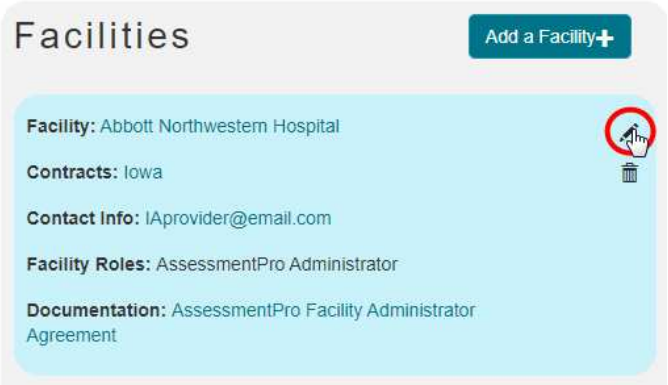
To maintain proprietary content protection, this user guide does not capture all system fields.

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

Updating Your System User Roles

This is a multi-step process requiring the role of facility AssessmentPro Administrator.

From the AssessmentPro Home Page

System User Tasks	
STEP 1: Select dropdown next to your name in the top right **header.**	
STEP 2: Select **profile** in the dropdown**.**	
STEP 3: Click the edit icon**.**	

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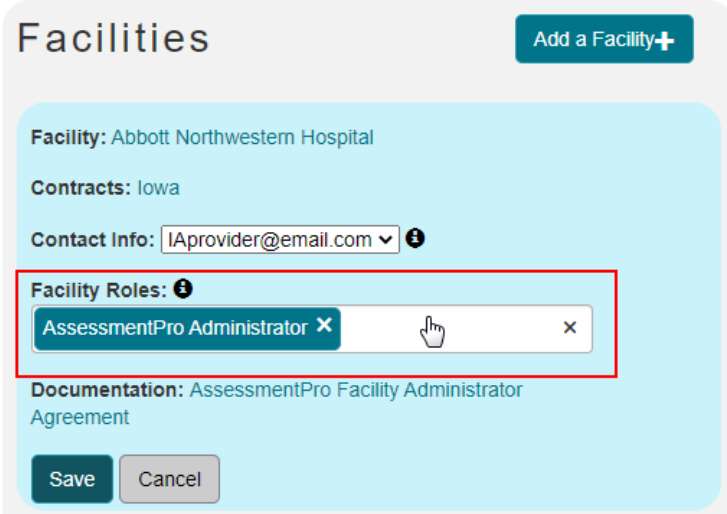
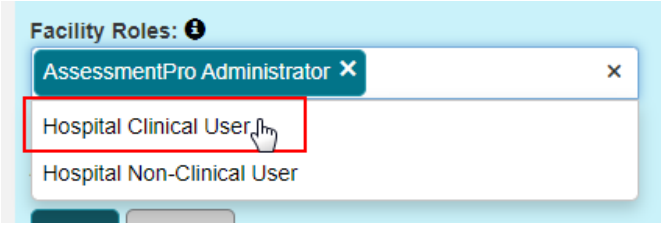
STEP 3:
Click the **Facility Roles** box to display other facility role options.

STEP 4:
Select the desired role to add to users' profile.

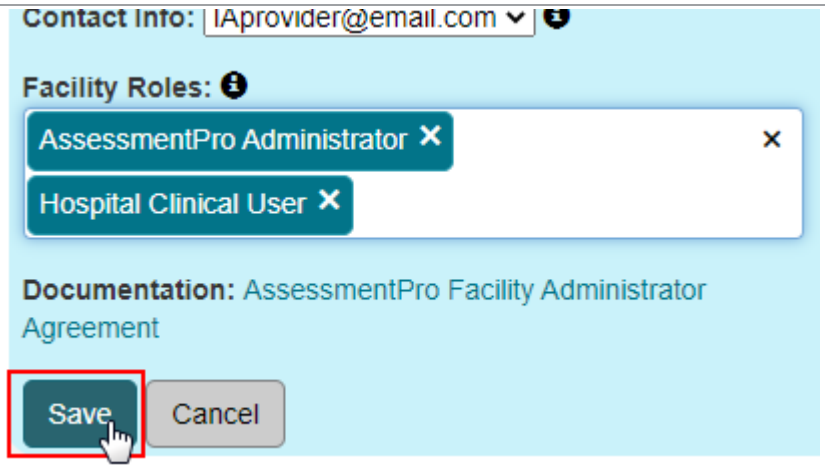


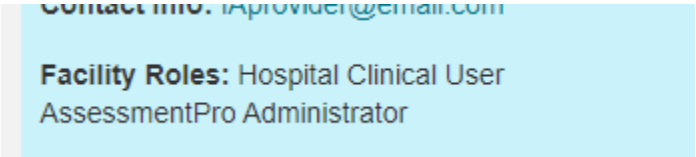


STEP 5:

Click Save when complete.

PAGE WILL REFRESH WITH USER ROLE ADDED.





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Updating Other Users' System User Roles

This is a multi-step process requiring the role of facility AssessmentPro Administrator.

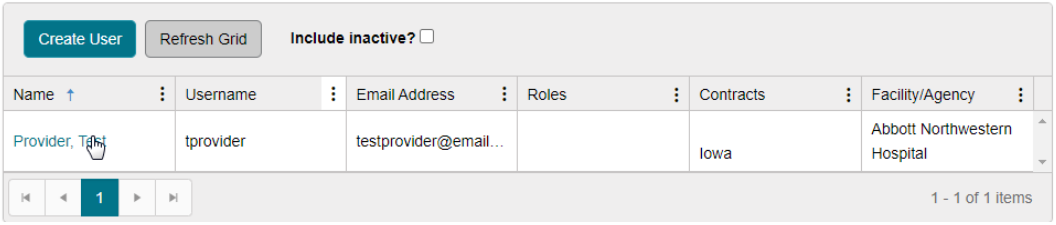
From the AssessmentPro Home Page

STEP 1:

Click the settings gear icon dropdown and select **Manage Users**.

STEP 2:

Select the employee's **Name** in the Manage Users page to open their user profile.



STEP 3:

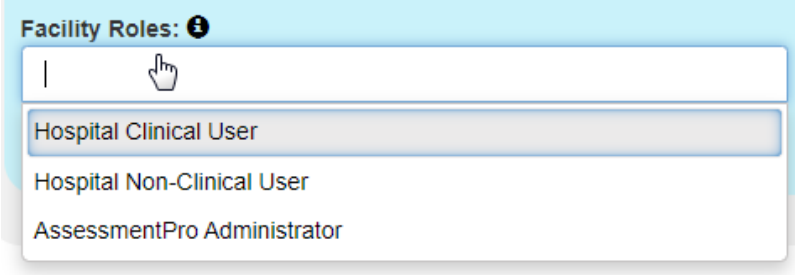
Click the edit icon to open the facilities edit screen.

STEP 3:

Click inside **Facility Roles** Select the role the user needs to have.

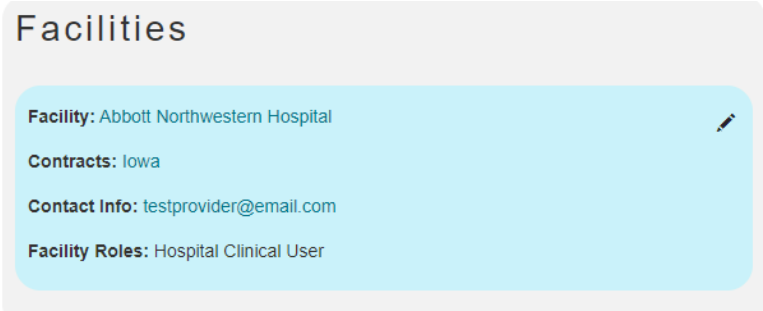
STEP 4:

Click **Save** and to save updates to the facilities screen.



STEP 5:

View the changes to ensure correct changes were made.



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