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### **USER REGISTRATION TRAINING**

~	TRAINING TOPIC	VIDEO LINK: Click to view	USER GUIDE: Click to open	AUDIENCE
	1. Establishing Access as an AssessmentPro System User	<u> Video - 1:58</u>	<u>PDF</u>	Facility Users
	2. Becoming an AssessmentPro Administrator (AP Admin)	<u>Video – 2:09</u>	PDF	Facility AP Admins
	<ol> <li>Approving Access as an AP Admin for System Users</li> </ol>	<u>Video – 1:17</u>	PDF	Facility AP Admins
	4. Maintaining an Accurate System User List for AP Admins	<u>Video – 1:00</u>	PDF	Facility Users
	5. Change System User Email Address for AP Admins	<u>Video – 1:00</u>	PDF	Facility AP Admins
	<ol> <li>Change System User Email Address for System Users</li> </ol>	<u> Video – 1:32</u>	PDF	Facility Users
	7. Adding Additional Users to System	-	<u>PDF</u>	AP Admins
	8. Changing/Adding System User Roles to Existing System Users	-	PDF	AP Admins

### **GENERAL SYSTEM TRAINING**

~	TRAINING TOPIC	VIDEO LINK: Click to view	USER GUIDE: Click to open	AUDIENCE
	1. Accessing your Account	<u>Video – 0:42</u>	<u>PDF</u>	All Users
	2. Logging into AssessmentPro	<u>Video – 0:53</u>	PDF	All Users
	<ol> <li>Adding Additional User Facilities in AssessmentPro</li> </ol>	<u> Video – 1:29</u>	PDF	All Users
	4. Changing User Facilities	<u>Video – 0:50</u>	<u>PDF</u>	All Users
	5. Document Submission	<u>Video – 2:43</u>	<u>PDF</u>	All Users
	6. Searching for an Individual	<u>Video – 0:49</u>	<u>PDF</u>	All Users
	7. Viewing your Facility Screens	<u>Video – 1:05</u>	PDF	All Users
	8. Changing Demographics after Completion	<u>Video – 1:05</u>	PDF	All Users
	9. Updating Individual Demographics	<u>Video – 1:27</u>	<u>PDF</u>	All Users

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### AssessmentPro System Training Checklist - SMHRF

### **SCREENING ACTIVITY TRAINING**

~	TRAINING TOPIC	VIDEO LINK: Click to view	USER GUIDE: Click to open	AUDIENCE
	1. Accessing Outcomes	<u>Video – 0:36</u>	<u>PDF</u>	All Users
	<ol> <li>Completing a SMHRF referral in AssessmentPro</li> </ol>	-	PDF	All Users
	<ol> <li>Opening Draft or Incomplete Screens in AssessmentPro</li> </ol>	<u>Video – 0:37</u>	PDF	All Users

### PATHTRACKER ACTIVITY TRAINING

✓	TRAINING TOPIC	VIDEO LINK: Click to view	USER GUIDE: Click to open	AUDIENCE
	1. Discharging an Individual in PathTracker	<u> Video – 1:05</u>	<u>PDF</u>	All Users
	2. Admitting an Individual in PathTracker	<u>Video – 3:53</u>	<u>PDF</u>	All Users
	3. Editing an Admission Notice in PathTracker	<u> Video – 0:59</u>	<u>PDF</u>	All Users
	4. Creating the Census	<u>Video – 3:41</u>	<u>PDF</u>	All Users
	5. Running a Census Report	<u>Video – 0:47</u>	<u>PDF</u>	All Users