# maximus

### AssessmentPro User Guide— Becoming an Access Coordinator

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.

<u>To maintain proprietary content protection, this user guide does not capture all system fields.</u> All information appearing in this guide does not represent true and actual individuals.

<b>Obtaining Access—As</b>	sessmentPro	o Administr	ators			
STEP 1: Visit <u>www.assessmentpro.com</u>	9					
Click New User?	A S S E S S M E N T P R O					
	Login Email					
	Password					
	User Agreement					
	Forgot Password?	New User?				
STEP 2:	A S S E S S M E N T P R O					
Complete the <b>Registration</b> Form.	First Name	Last Name				
Check the <i>Request</i> <i>AssessmentPro Administrator</i> <i>access</i> box to obtain this access level.	Email Address			You <b>must</b> have a unique		
	Re-enter Email Address			login. It is never acceptable to change the name of a user to		
Hover over the <b>circled</b> if or	Phone - Business	Phone - Direct		a different person to give that		
additional information on password requirements.	Phone - Mobile	Phone - Fax		user's profile to a new person. If an email is role-specific and		
Click <b>Save</b> to proceed.	State			a new person is in that role, the new person must sign up		
	indiana. v					
	Facility 🚱			as a new user and the facility		
	The supert Assessment Pro Administrator access			AP Admin must terminate		
	Credentials Custom Credential			access for the previous user.		
	Select credentials	Custom credential	۲			
	Password 0					
You will receive an email confirmation request. Follow the instructions in the email within 72						
		nours.				

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### AssessmentPro User Guide— Becoming an AP Administrator

#### **STEP 3:**

Download the AssessmentPro Facility Administrator Agreement form.

Complete the form.

#### STEP 4:

Upload the AssessmentPro Facility Administrator Agreement form to the system.

Following approval, you will receive email notification.

A S S E S S M E N T P R O <sup>-</sup> You require further documentation to login to the system. Download and complete the document below, then return to this page to upload.	
Select file for upload	
Download AssessmentPro Facility Administrator Agreement	

Return to login