


### Select a System User Role

- **Administrator** – This user is responsible for the review and approval of your facility’s other users. This role must be set up first.
- **Clinical User** – This role applies to individuals who can begin and submit a Level I screen, such as Hospitals and Nursing Facilities (NFs).
- **Non-Clinical User** – Applies to individuals who can begin but cannot submit a Level I screen.

*You can sign up for multiple roles. For example, an Administrator can also be a Clinical User. This program redesign impacts PASRR stakeholder roles and existing processes. The guide below outlines how you and your team will be affected moving forward.*

### Create an AssessmentPro Account

Visit [AssessmentPro.com](https://AssessmentPro.com) > Click **New User?**




The image shows the AssessmentPro login and registration interface. At the top is the AssessmentPro logo, which consists of a stylized 'A' inside a circle. Below the logo is the text 'ASSESSMENTPRO'. There are two input fields: 'Login Email' with a person icon and 'Password' with a lock icon. Below these fields is a link for 'User Agreement'. There are two buttons: 'Log In' and 'New User?'. The 'New User?' button is highlighted with a red border. There is also a link for 'Forgot Password?'.

Complete Registration Form > Hover over circled *i* for more info > Click **Save** to proceed

Enter data into the fields depicted at right and select Illinois from the **State** dropdown (even if your facility is in a nearby state), then an additional field will appear for **Facility**. If you plan to choose the AssessmentPro Administrator role, be sure to select the checkbox under *Facility*, which says "*Request AssessmentPro Administrator Access*"

You will receive an email to activate your account. The link will be valid for 72 hours. Follow the instructions in your email.



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First Name

Last Name

Email Address

Re-enter Email Address

Phone - Business

Phone - Direct

Phone - Mobile

Phone - Fax

State

Credentials

Custom credential


Password

Re-enter Password

Return to [AssessmentPro.com](https://www.AssessmentPro.com) > Enter your Login info: Email and Password

Review User Agreement before first login > Click Log in

\*Reminder: **Your UserName will always be your email address**



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[Forgot Password?](#) [New User?](#)