

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.

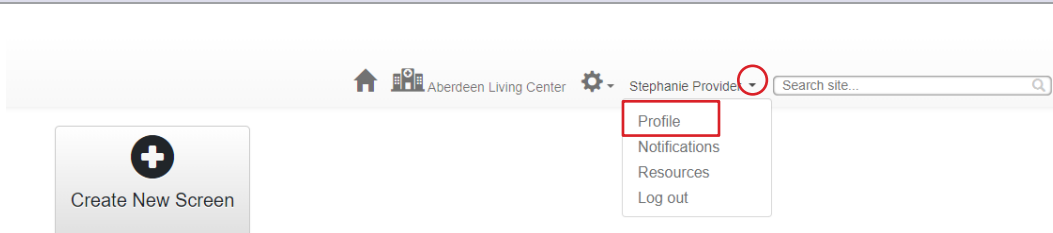
All information appearing in this guide does not represent true and actual individuals.

Access and Edit Account Information

From the AssessmentPro Home Page

Click the drop down arrow by your **name** in the upper right corner.

Select Profile to open your account information.



The Account page shows your user information and a list of facilities/agencies with which you are registered. You can also change your password in your account page.

Edit User Information

Click the **pencil icon** to edit your user information.

Stephanie Provider

User Information

Username: sprovider3
 Credentials: LCSW | MSW
 Phone- Business: (467) 875-6555
 Email Addresses: sprovider@email.com
 Approved by: Pettitt, Stephanie
 Approved on: 8/23/2021
 Last Login: 9/20/2021 10:27:00 AM CST
 Last Logout:



Add Facility Access

Click the **Add a Facility** to add additional facilities to for which you need access.

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Facilities

Download AssessmentPro Facility Administrator Agreement
 Facility: Aberdeen Living Center
 Contracts: North Dakota PASRR

Add a Facility+

Select your **state** from the **Contract** dropdown.

Select your **Facility** from the **Facility** dropdown.

Confirm your **email address** in the **Contact** space.

Click **Save** to proceed.

The new facility's AssessmentPro Administrator must approve your access and assign a role before you can submit a screen on behalf of the facility.

Change Password

Click Change Password to reset your password.

The system will prompt you to enter a new password.