

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 > 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, with the text 'ASSESSMENTPRO' below it. Below the logo are two input fields: 'Login Email' with a person icon and 'Password' with a lock icon. Below these fields is a 'User Agreement' link. There are two buttons: 'Log In' and 'New User?'. The 'New User?' button is highlighted with a red border. At the bottom left, there is a 'Forgot Password?' link.

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.



ASSESSMENTPRO

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 > 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**



ASSESSMENTPRO

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