## maximus

## AssessmentPro User Guide— Add System User & Facility Access

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.

Add Facility to a Reg	istered System User		
For active users who need access to a second (or more) facility.			
STEP 1:			
Access your profile from the upper right corner of the system.	↑     1     1     1       ↑     Stephanie Provide     Search site     Q		
	Create New Screen	Notifications Resources Log out	C L L
STEP 2:	Facilities	Add a Facility+	
Click <b>Add a Facility+</b> to add a new facility to your account.			2
	Facility: ALEXANDRIA CARE CENTER		/
STEP 3:	Add This User to a Facility		
Select your <b>Contract</b> from the contract list.	CONTRACT Indiana .ඒා	_	
Select the <b>facility name</b> from the facility dropdown.	Allison Pointe Healthcare Center		
Click <b>Save</b> to retain the addition.	testguy1@email.com • •		
STEP 3:	Facilitian Add a Facility		
New Facility AssessmentPro Administrator must approve access and assign user			
	Contracts: Indiana		
role(s).	Contact Info: testguy1@email.com		
	Facility Koles: Nursing Facility Clinical User Request AssessmentPro Administrator Access		
	Facility: Allison Pointe Healthcare Center		
	Contracts: Indiana Contact Info: testguy1@email.com		
	Status: Unapproved. Contact an administrator for facility approval.	]	
	Request AssessmentPro Administrator Access		
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