

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.

Obtaining Access—AssessmentPro Administrators

STEP 1:

Visit www.assessmentpro.com

Click **New User?**

STEP 2:

Complete the **Registration Form**.

Check the **Request AssessmentPro Administrator access** box to obtain this access level.

Hover over the ***circled i*** for additional information on password requirements.

Click **Save** to proceed.

You **must** have a unique login. It is never acceptable to change the name of a user to a different person to give that user's profile to a new person. If an email is role-specific and a new person is in that role, the new person must sign up as a new user and the facility AP Admin must terminate access for the previous user.

You will receive an email confirmation request. Follow the instructions in the email within 72 hours.

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.



ASSESSMENTPRO

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](#)