

Maximus provides this user guide as an overview of system operations. Maximus will always support the current and most recent versions of Internet Explorer, Microsoft Edge, and Mozilla Firefox. Maximus recommends Adobe Reader 10 or later.

Ensure that your firewall does not block our URL.

Contact the IN Helpdesk for assistance:

MAXIMUS-INTIER2@maximus.com

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.

Change System User Email Address

This is a multi-step process requiring both the system user and the facility AssessmentPro Administrator.
From the AssessmentPro Home Page

System User Tasks

Step 1:
Select your name in the header.



Figure 1

Step 2:
Click the edit  icon.

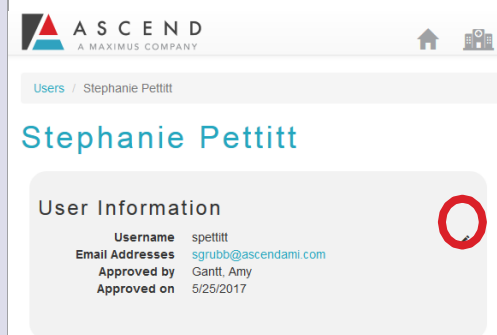


Figure 2

Step 3:
Click the email + icon to add the new email address.
Enter the new email address.
Click Save.

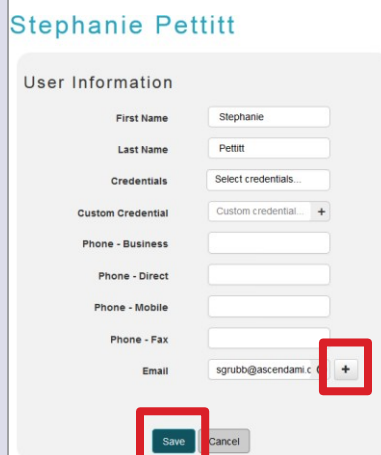


Figure 3

Step 4:
AssessmentPro will send an email to the newly added email address.
Open that email.
Click the link to confirm your new email address.

Notify your AssessmentPro Administrator of this change.

Before you can complete the next steps, your Facility Administrator needs to make a change with the email address associated with each facility to which you have access.
Following confirmation of change from your facility's AssessmentPro Administrator complete the following steps:

Step 1:
Select your name in the header.

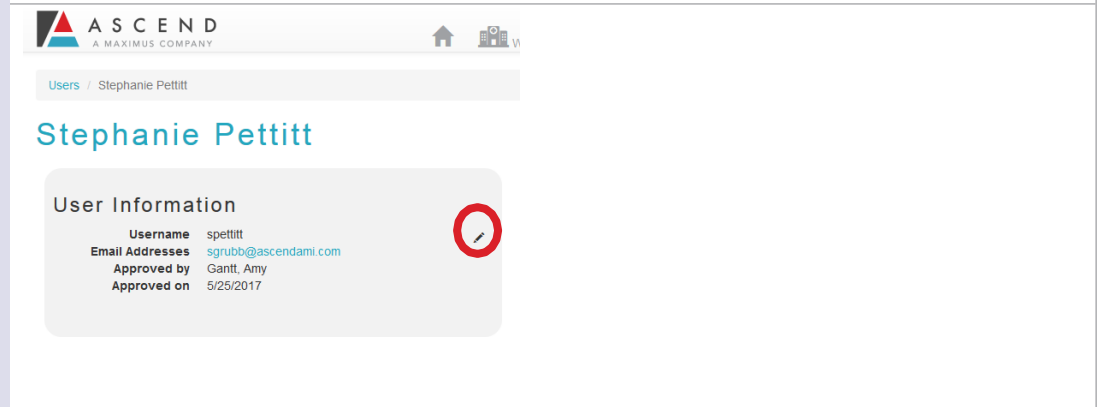
Step 2:
Click the edit icon.

Step 3:
Click the icon to delete the old email address.

Click **Save**.





Figure 4



Stephanie Pettitt

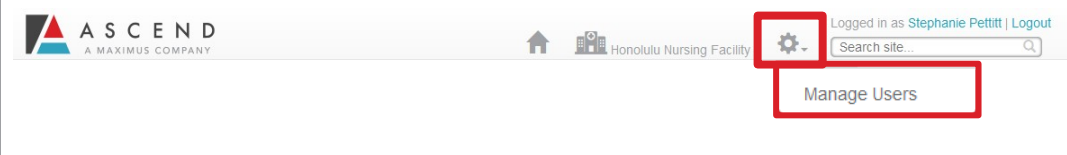
User Information

First Name	<input type="text" value="Stephanie"/>
Last Name	<input type="text" value="Pettitt"/>
Credentials	<input type="text" value="Select credentials..."/>
Custom Credential	<input type="text" value="Custom credential..."/> +
Phone - Business	<input type="text" value="(877) 431-1388 Ext. ___"/>
Phone - Direct	<input type="text"/>
Phone - Mobile	<input type="text"/>
Phone - Fax	<input type="text"/>
Email	<input type="text" value="BG@email.com"/> 
Email	<input type="text" value="sprovider@email.com"/>  +

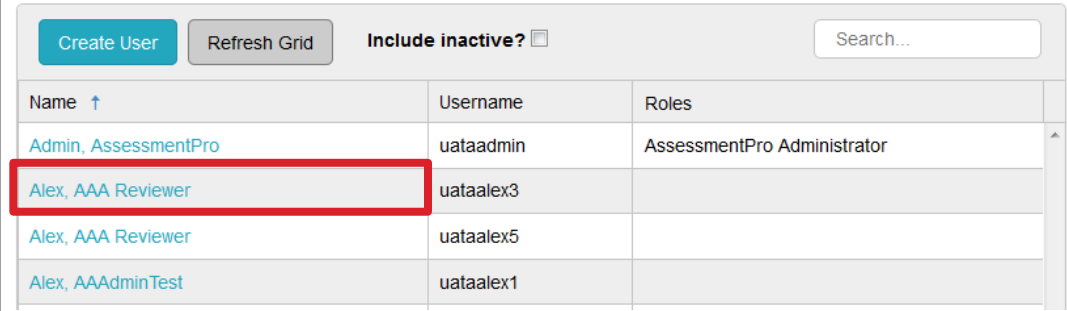
Upon deletion of the old email address, your login credentials will change. You must use your new email address to login. Your password will not change.

Facility AssessmentPro Administrator Tasks

Step 1:
Select *Manage Users* from the Administration Gear icon in the header.

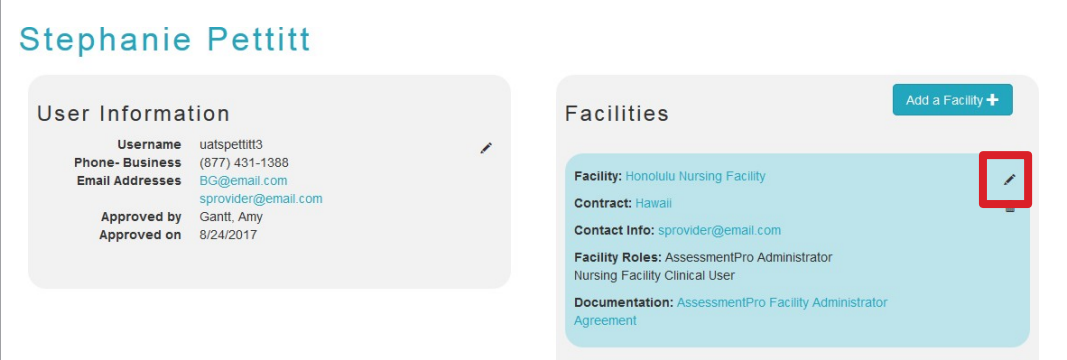


Step 2:
Click the user name from the list.



Name ↑	Username	Roles
Admin, AssessmentPro	uataadmin	AssessmentPro Administrator
Alex, AAA Reviewer	uataalex3	
Alex, AAA Reviewer	uataalex5	
Alex, AAAdminTest	uataalex1	

Step 3:
Click the edit icon to open the contact information in the Facilities area.



User Information

Username: uatpettitt3
 Phone- Business: (877) 431-1388
 Email Addresses: BG@email.com, sprovider@email.com
 Approved by: Gantt, Amy
 Approved on: 8/24/2017

Facilities

Facility: Honolulu Nursing Facility
 Contract: Hawaii
 Contact Info: sprovider@email.com
 Facility Roles: AssessmentPro Administrator, Nursing Facility Clinical User
 Documentation: AssessmentPro Facility Administrator Agreement

Step 5:
Select the new email address from the Contact Info dropdown.
Click **Save**.
Repeat this process for all facilities using this updated contact information.
Notify the system user this is complete.

