

Getting Started With



Multi-User Account

Table of Contents

1.	Introduction	1
2.	Before You Begin	2
3.	Entering Scoring Organizer	2
4.	Navigating in Scoring Organizer	3
5.	Defining Account Manager Settings	4
6.	Setting Up an Administrator	5
7.	Creating an Assessment Group	6
8.	Assigning Login Codes and Passwords for Respondents	7
9.	Scoring a Completed Assessment	9
10.	Viewing Reports	10
11.	Uses	11

1. Introduction

Welcome to MHS Scoring Organizer. MHS Scoring Organizer is a tool for managing the administration, scoring, and reporting of your MHS online assessments. You perform all of these tasks on one convenient website: www.mhsassessments.com.

This guide will help you start using MHS Scoring Organizer by taking you through the set-up process step by step. Please review and print this guide before performing any tasks within MHS Scoring Organizer. You can get additional help by clicking Help in the upper right corner of each MHS Scoring Organizer page.





2. Before You Begin

MHS Scoring Organizer is made up of 2 main levels: the account management level and the assessment groups administration level.

The **account management** level is the highest level of MHS Scoring Organizer. As account manager, you have access to all levels and functions of MHS Scoring Organizer. The account manager controls the purchasing and distribution of uses and sets up accounts for project administrators. The account manager also has access to all the functions at the assessment group administration level.

The **assessment groups administration** level is the second level of Scoring Organizer. At this level, administrators can set up assessment groups, have clients complete online assessments, score completed assessments, and receive reports. Administrators do not have access to all the functions available to the account manager.

Account managers and administrators enter Scoring Organizer at the same place: www.mhsassessments.com. Once at the site, account managers and administrators click *Click here to manage accounts*. Your ID and password determine the level you have access to. For account managers, an ID and password have been provided by an MHS Client Service Specialist. For administrators, an ID and Password are assigned by the account manager.

When clients (respondents) are going to complete an online test or questionnaire, they also go to www.mhsassessments.com. A client's code and password automatically direct him or her to the assessment that he or she has been requested to complete.

3. Entering the Scoring Organizer

Before you can begin administering the online tools you have purchased, you need to complete a few administrative tasks at the account management level (see the previous section for level descriptions). You do this from within MHS Scoring Organizer.

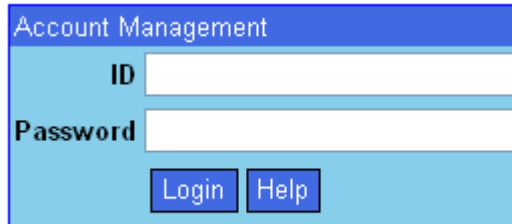
 You should never give your respondents information on how to access Account Management in Scoring Organizer.

To login to Scoring Organizer,

1. Navigate to www.mhsassessments.com.
2. Click Click here to manage accounts.



3. Enter the ID and Password given to you by your MHS Client Service Specialist. The ID is usually an email address.



[Click here if you forgot your password.](#)

4. Click Login.

You have now logged in to MHS Scoring Organizer at the account management level. The first page you see is the **Terms and Conditions of Use** page. This page only appears the first time you log in. When you have read and agreed to the terms and conditions outlined on this page, click / *Accept* to continue.

Next, the **Change Password** page opens. This page also only appears the first time you log in. To ensure that only you can access your data, change your temporary password to something more meaningful to you.

To change your password,

1. Complete the fields on the **Change Password** page. Remember, your new password must be at least 6 characters long.

In the Hint field, enter anything that will remind you what your password is. This hint will be automatically emailed to you when you click *Click here if you forgot your password*. This link appears at the **Login** page.

2. Click Update.

Your password has been changed. The next time you log in, use this new password. You will go to the **Accounts** page. We recommend that you change your password often to protect the privacy of your data. You can change your password at any time by clicking Options in the top right corner of each page.

4. Navigating in Scoring Organizer

Moving from one page to another in Scoring Organizer is quite simple. Each time you move to a new Scoring Organizer page, a link appears in the top left corner of the new page. This link, when clicked, takes you back to the previous page. As you move from page to page, these links continue to appear like a chain, tracking where you have been.

If, from the Account page, you click on **Groups**, an *Account* link appears in the upper left corner of the Groups page. When you click this link, you return to the **Account** page. Clicking any of the links along the chain brings you back to the corresponding page.



This series of links is called **Breadcrumbs**. Clicking on any of these breadcrumbs will bring you back to previous pages while working within the Scoring Organizer website. Use the breadcrumb links to navigate within Scoring Organizer: your browser's Back and Forward buttons have been disabled so that the information that is saved as you move from page to page will be processed correctly.

5. Defining Account Manager Settings

From the **Account** page, you have the option to define your account manager settings. The contact information you enter in this page is for your record-keeping purposes only. It is not linked to any MHS databases, therefore, completing these fields is optional.

The only field that is not optional is the Share Uses field. This field determines whether all your administrators have access to all the uses you purchase for this account, or you control all your uses and distribute them to your administrators as necessary (see section 10 for more details). The default setting for this field is **Yes**, which means that all your administrators will have access to all the uses purchased for this account.

If you would like to enter your contact information in MHS Scoring Organizer for your records or if you would like to change the setting in the Share Uses field to **No** and restrict access to your uses, follow the instructions below. Otherwise, go to the next section, entitled *Setting Up an Administrator*.

To define your account manager settings,

1. Click Define Manager. You move to the **Manager** page. Your account number is noted at the top of the page.
2. Enter your contact information into the appropriate fields (optional).
3. Select Yes or No for the Share Uses field. This setting allows you to control the distribution of the online assessment uses (or administrations/scorings) you have purchased. If you select **Yes**, you are selecting to freely share your uses among all of your administrators. If you select **No**, you are selecting not to share your uses among your administrators. Instead, you are selecting to keep control of all your uses and to transfer them to specific administrators as required (see section **11, Uses** for more information on this feature).
4. Click Save. The **Account** page opens.

You have defined your account manager settings. Before you can administer an online assessment, you have to set up an administrator and create an assessment group.



6. Setting Up an Administrator

An administrator can administer online assessments to clients, score assessments, and view reports for his or her completed assessments. All of these functions are part of the assessment groups administration level (the second level of MHS Scoring Organizer; see section 1), which administrators have access to. Administrators do not have access to the functionality available at the account management level.

While still on the **Account** page, you will notice that a default Administrator ID has already been set up for you. This Administrator ID corresponds to your assessment groups. An assessment group comprises a set of respondents and organizes all the administration information for those respondents. When you click the number in the Administrator ID column, you move to the **Groups** page where you will see a list of all your assessment groups, including the number of total and unscored assessments within each group. To return to the **Account** page at any time, click *Account*. This link appears at the top of the **Groups** page.

You can modify this default Administrator ID by clicking *Edit*. This link appears to the left of the default Administrator ID on the **Account** page. You move to the **Administrator** page where you can modify the information in the ID field. Once you have made your modifications, click Save at the bottom of the page. You return to the **Account** page. See below for details about the other fields on the **Administrator** page.

You can set up additional IDs if more than one person will administer tools from this account.

To add and define a new administrator,

1. From the **Account** page, click Add Administrator. The **Administrator** page opens.
2. The first 4 digits that appear in the Administrator ID field identify your account. Enter up to 3 more characters (numbers or letters) to identify the new administrator. This 5- to 7-character ID becomes the ID that the new administrator will enter at the Login page.
3. Complete the Password field. What you enter in this field will be the new administrator's password for the Login page. For privacy protection, the new administrator will be prompted to change this password when he or she logs in to MHS Scoring Organizer for the first time.
4. Complete the Email field.
5. Complete the Description field. The description can be anything that will identify the administrator. For example, it can be the administrator's name or the name of the project he or she will be involved with.
6. Click to place a checkmark next to the tools that this new administrator should have access to. The complete list of tools reflects the tools you have purchased online uses for (see section 11, **Uses** for more information about how uses work).
7. Ensure the Status field indicates that the administrator is Active.
8. Click Save. The **Account** page opens.

You have added an administrator to your account. To access MHS Scoring Organizer and administer online assessments, the new administrator will go to

www.mhsassessments.com and enter the Administrator ID and Password that you assigned to him or her in the above steps.

When the new administrator enters the ID and Password for the first time, he or she will move to the **Terms and Conditions of Use** page. This page only appears the first time the new administrator logs in. When the new administrator has read and agreed to the terms outlined on the page, he or she will click I Accept to continue.

Next, the new administrator will move to the **Change Password** page. This page also only appears the first time the new administrator logs in. This page instructs the new administrator to change the password you assigned. The next time the new administrator enters MHS Scoring Organizer, he or she will use this new password and go directly to the **Groups** page.

Repeat the above steps every time you add a new administrator to this account. You can alter an administrator's settings by clicking *Edit*. This link appears to the left of the Administrator ID column. If one of your administrators forgets his or her password, you can reset the password by clicking *Edit* and entering a new password into the Password field.

The next section provides details on what assessment groups are and how to set them up.

7. Creating an Assessment Group

Assessment groups allow you to organize your respondents and their assessments into groups; analogous to "files" or "projects". Based on your individual requirements, you may wish to organize your respondents into groups based on organization, project (e.g. recruiting for a specific position), a department, or a timeframe.

Clicking the number in the Administrator ID column on the **Account** page brings you to the **Groups** page. Administrators enter MHS Scoring Organizer at this page, which is the first page of the assessment groups administration level (see section 1 for level descriptions). Administrators do not have access to functionality described in the two previous sections. Such functionality is reserved for account managers.

The **Groups** page lists all of the assessment groups that pertain to a particular Administrator ID and password. An assessment group comprises a set of respondents and organizes all the administration information for those respondents. If no assessment groups have been created yet, this list will be empty. Before administering an online assessment to a respondent, you need to create an assessment group to which that respondent will belong.

To create an assessment group,

1. From the Groups page, click Add Group. The **Settings** page opens.
2. The 4 digits that appear in the Group ID field identify the account. The next 1 to 3 characters (letters or numbers) identify the administrator. These characters are set by the account manager when he or she defines the administrator (see section 6, **Setting Up an Administrator**). To complete the Group ID, enter up to 3 more characters (letters or numbers) in the field. These characters will identify the new assessment group.

3. Complete the Description field. The description can be anything that describes the assessment group and helps you easily recognize it.
4. Complete the Contact Name field. Contact Name refers to the name of the person responsible for the assessment group, and the person to whom reports for this assessment group will be sent.
5. Complete the Email and Phone fields. Enter a Fax number if you have one.
6. Under Status, determine if this assessment group is to be active or inactive. If you will be entering assessments and generating reports, your status should be active.
7. To be notified by email each time a respondent from this assessment group has completed an assessment, click the **Yes** bubble adjacent to Receive Email Notifications. If you do not want to be notified each time a respondent completes an assessment, click the **No** bubble.
8. Click Save. The **Groups** page opens.

You have now created an assessment group. Your assessment group may have many respondents completing different online assessments (e.g., 12 individuals completing EQ-i[®] and MSCEIT[™] for an emotional intelligence evaluation), or it may involve a few respondents who will all complete the same online assessment (e.g., 3 respondents completing EQ-i[®]).

To view the components of a specific assessment group, simply click the number in the Assessment Groups column. The **Setup** page opens, displaying a list of the online tools that are part of the particular assessment group.

To return to the **Groups** page at any time, click *Groups*. This link appears at the top of each page. To return to the **Account**, click *Account*. This link appears at the top of each page. For administrators who logged in at the assessment groups administration level, the *Account* link will not be available because administrators do not have access to the account management level (see section 1, **Introduction** for level descriptions).

The next section provides details about giving respondents access to the online tools by assigning them Codes and Passwords.

8. Assigning Login Codes and Passwords for Respondents

Now that you have set up an assessment group, you need to add respondents to it and give those respondents access to the online tools. A respondent is an individual who completes an assessment by responding to the assessment items. An assessment group can have any number of respondents. In some cases, the respondents may be asked to complete a few different online assessments.

Respondents access online assessments by going to www.mhsassessments.com and entering a code and password. All the respondents of a particular assessment group use the same Code. The code is the Group ID you created in 7, **Creating an Assessment Group**.

The password is assigned by you. The password identifies the tool that the respondents in the assessment group are being asked to complete. If respondents within the same assessment group are being asked to complete three different online assessments, they

will use three different passwords. For example, if 4 respondents from the same assessment group have been asked to complete MSCEIT, all 4 use the same Code and Password to access MSCEIT; however, if the same 4 respondents have been asked to complete MSCEIT and EQ-i, they will use one password to access MSCEIT and a different password to access EQ-i.

To create a password for respondents,

1. From the **Groups** page, select the relevant assessment group by clicking on the corresponding assessment group number. You move to the **Setup** page.
2. From the **Setup** page, click Add Access. The User Access code is already determined (it is the Group ID) so you do not need to assign a Code.
3. To assign a password, enter a password in the Password column.
4. Select a tool from the drop-down menu in the Tool column. This determines which online tool respondents will have access to.
5. Click Save. The new Password and the tool to which it is assigned now appear in the list on the **Setup** page.

Repeat these steps for every tool that the respondents within the assessment group need access to. You can change an assigned Password at any time by clicking *Edit*. This link appears to the left of each row.

You must give each respondent the User Access Code and password as they appear on the **Setup** page. Respondents should be instructed to go to www.mhsassessments.com and enter this Code and Password to gain access to the online assessment.

A quick and easy way to inform individuals that they are being requested to complete an online assessment is to use the Generate Email feature. When you click *Generate* in the Email column for the relevant tool and Password, a new page opens containing recommended text for an email that can be sent to each respondent. This text informs the recipient that he or she is being asked to complete an online assessment, gives the name of the assessment, states the website that the individual must visit to complete the online assessment, and provides the code and password. Simply copy and paste the text into an email and ensure that the code and password are correct before sending. Click OK to return to the **Setup** page.

After a respondent has completed an online assessment, the number in the Total Assessments column and the number in the Unscored Assessments column on the **Groups** page will change. If, when you set up this assessment group, you selected to be notified by email when a respondent completes an assessment, you will receive an email each time the number in the columns increases (see **7, Creating an Assessment Group**).

Once you have finished assigning your User Access Codes and Passwords, you can return to the **Groups** page by clicking *Groups*. This link appears at the top left corner of the page.

9. Scoring a Completed Assessment

After a respondent has completed an assessment, the next step is to score the assessment.

To score an assessment,

1. From the **Groups** page, click Reports. The **Reports** page opens.

If more than one tool appears in the left-hand Tools column, click the tool that the respondents completed.

2. Click the type of report you wish to generate. The **Scoring** page opens.



Instead of generating a standard report, researchers can generate a scored dataset. Scored Datasets are MS Excel files that include only scores which can be imported into any spreadsheet or statistical software program. Datasets are available for research purposes to those who have been approved for an MHS research discount.



Your assessment tool may offer group reports. Select the group report type. The Scoring page displays all the clients in this group. Click to place checkmarks beside all the administrations you want to include in the group report. Enter a group report name.

3. If applicable, ensure that the demographic information for individual respondents has been completed. (To verify this, click *View List*, then click *Edit Info* for each respondent. Return to the Scoring page when finished.)
4. To score all assessments in a group, click to place a checkmark in the box next to the Assessment Group.

To score individual assessments within a group, click View List in the applicable assessment group row. The Assessment Group opens, listing all the clients in this group who completed an assessment. Click to place checkmarks beside all the administrations you want to score.

5. Select from the available scoring options. (Scoring/Norming options vary from tool to tool, and some tools do not offer scoring options.)
6. Click Score Selected. The **Confirmation** page opens.
7. Verify the options you have selected, then click *Score* to confirm that you want to score these administrations. The **Receipt** page opens. The Receipt page **is your receipt**. You may want to print it for your records.




The Score button will not appear if you do not have enough uses to score the selected administrations.


8. After you have viewed and/or printed your receipt, click OK. The Scoring page opens.

You have now scored the selected assessments and your uses have decreased accordingly.

Reports remain on the **Reports** page for 5 days from the time they are received. If you have not saved a report to another location within 5 days, you must regenerate the report to view it again. To regenerate a report, you need to score the assessment again. See section 5 and repeat the steps for scoring an assessment.

 You do not spend another use when you *regenerate* a report with the same scoring options (your receipt will show 0 uses consumed).

To return to the **Setup** page at any time, click **Groups** and click the appropriate Assessment Group number. To return to the **Groups** page, click Account > Groups.

 If your respondent omitted several items when taking the assessment, you may not be able to score it. In this case, on the Respondents page (browse to Account > Groups > Respondents), the status for this respondent is Invalid. To verify the permitted number of omitted items, check the documentation for the assessment tool you are using.

10. Viewing Reports

The **Respondents** page keeps track of your completed assessments and whether or not they have been scored. Once you have scored a completed assessment, the assessment's status changes from Complete to Processing. Processing means the report is being generated. When the status changes to Scored, the report is finished and waiting to be viewed. The report may be available even before the page refreshes and the status is updated.

Reports can be viewed in three ways:

- As an Adobe® PDF file.

For a free copy of Adobe® Acrobat® Reader®, click *Get Adobe Reader* in the bottom right corner of the **Reports** page, or visit www.adobe.com.

- As an editable MHS RDF file.

If you wish to edit and/or customize your reports, or save them as another format (RTF, PDF, XLS, HTM, or TIF), download MHS Report Viewer by clicking *Get MHS Report Viewer* in the bottom right corner of the **View Reports** page.

- From MHS SmartLink after importing (see below for instructions on importing to SmartLink).

If you are also an MHS SmartLink customer, you may choose to import administrations into MHS SmartLink for scoring.

By default, reports are provided as Portable Document Format (PDF) files. You can change the default setting for viewing reports to RDF format at the **Options** page, which you access by clicking Options in the top right corner of the **Groups** page. Select RDF from the drop-down menu under the Report Format field.

To view reports,

1. Score the assessment (see section **9, Scoring a Completed Assessment**).

2. From the **Groups** page, click **Reports** at the top right corner of the page. Select *View Reports* from the top right corner of the Reports page. You move to the **View Reports** page where you see a list of the reports that have been generated
3. Click the *Open* link in the Report column of the relevant report.
4. A message appears asking if you would like to save the report or open the report. If you choose to save the report to your hard drive or network, click Save (**recommended**). If you choose to open the report without saving it, click Open. The report opens on a new page.

You have opened a report. You can access reports from the View Reports page for 5 days from the time they were generated.

Scoring Organizer also allows you to download zipped reports. You can zip multiple reports and save them all to your computer as a .zip archive.

 You will need a zip program to view your reports.

To download zipped reports,

1. On the **View Reports** page, select the reports you want to zip by placing checkmarks in the left hand column boxes.
2. Click Zip Selected on the bottom of the page.

Zip Selected

Scoring Organizer begins zipping your reports. A new report type called Zipped Report is added to the top of the list of reports with a Processing link in the Report column. Zipping is complete when this link changes from Processing to Open.

3. To download the zipped reports to your computer, click Open.

A message appears asking if you would like to open the report or save the report.

To save the report to your hard drive or network (recommended), click Save and save the zip file to the desired location.

If you choose to open the report without saving it, click Open. This launches your zip program.


You have zipped your reports.

11. Uses

Uses allow you to score assessments and generate reports. You purchase different types of uses for scoring with different norm options or for generating certain types of reports (e.g., a Group Report use allows you to score an assessment and generate a Group

Report; a North American Norms use allows you to score an assessment with North American Norms). Prices of different types of uses vary.

Each page of Scoring Organizer has a Manage Uses button in the upper right corner. You can view a list of all your remaining uses at any time by clicking this button. If you click Manage Uses from a page at the account management level, you move to the **Uses** page where you see a list of the total uses available to the account. If you click Manage Uses from a page at the assessment groups administration level, you move to a different **Uses** page where you see a list of uses available to the specific administrator (see below for more information about sharing/distributing uses). You can also obtain a summary of how and when your uses were spent.

 The ability to obtain a summary of the dates and times of your spent uses, and the ability to purchase uses are only available at the Account level.

To obtain a summary of spent uses,

1. Account managers click Manage Uses on the Account page.

Account



All other users click Manage Uses from any Scoring Organizer page.

You move to the **Uses** page.

2. Click *View* in the Uses History column for the type of use you want to query. You move to the **Uses History** page where you find a complete list of transactions for the particular type of use.

Scoring Organizer allows account managers to purchase uses online by linking to the MHS Online Catalog.

To purchase uses,

1. On the **Account** page, click Manage Uses. The **Uses** page opens.

[Account](#) > **Uses**



Logout

Help

Your available uses are listed below. To purchase uses, click Purchase or contact MHS or your authorized MHS distributor.

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13			
Tool	Uses available	Uses History	
ADSY	984	View	Purchase
BarOn EQ-i Comparative Report: Group Across Administrations	979	View	Purchase
BarOn EQ-i Comparative Report: Group to Group	973	View	Purchase
BarOn EQ-i Comparative Report: Individual Across Administrations	966	View	Purchase
BarOn EQ-i Comparative Report: Individual to Group	964	View	Purchase
BarOn EQ-i Development Report	835	View	Purchase
BarOn EQ-i Group Summary Report	950	View	Purchase
BarOn EQ-i Individual Summary Report	823	View	Purchase
BarOn EQ-i Leadership Report	934	View	
BarOn EQ-i Norms: Australian (Continuous Use)	1000	View	

[Refresh](#)

2. Select the report for which you want to order uses. Click Purchase. The MHS Online Catalog Shopping Cart opens, showing the report you selected.
3. Select the quantity you want and proceed to Checkout or continue shopping.



To purchase Scored Datasets or Continuous Uses, please contact MHS or your authorized MHS distributor.

Account managers are ultimately responsible for all the uses purchased for their account and for indicating at the time of defining the account manager settings whether uses will be shared among all of the administrators or whether the account manager will control the distribution of them. See the *Defining Account Manager Settings* section for more information about where and how you make this choice.

When you choose to share uses, all the administrators that have been added to the account have equal access to all the purchased uses; everyone draws from the same pool of uses. When they have all been spent, the account manager must purchase more. This means that the list of remaining uses on each administrator's **Uses** page is the same as the list on the account manager's **Uses** page (the account manager and all the administrators have the same amount).

When you choose not to share your uses, but rather to remain in control of them, you can distribute them to specific administrators as necessary by using the Transfer feature. The Transfer feature is only available in the account management level on **Uses** page.



To transfer uses,

1. Click Manage Uses on any page in the account management level. You move to the **Uses** page.
2. Click *Transfer* at the bottom left corner of the page. This button appears only if you previously chose **not** to share uses at the **Manager** page. See section 4 for more information about this. You move to the **Transfer** page.
3. From the drop-down menu, select where to transfer the uses from. If you have no uses to transfer, nothing will happen. Click *Account* at the top of the page to return to the **Account** page and continue working within MHS Scoring Organizer. Contact an MHS Client Service Specialist to purchase more uses. If you have uses to transfer, a second drop-down menu appears.
4. From the second drop-down menu, select where to transfer the uses to.
5. In the Transfer Uses column, enter the number of uses to transfer for each tool.
6. Click OK. You move to the **Confirmation** page.
7. Verify that the information is correct, and click *Transfer* to complete the transaction. You return to the **Uses** page.

Repeat the above steps every time you need to distribute uses to an administrator.

Continuous Use is a special type of use that never decreases. It usually appears in brackets after regional or language norms under the Tool column. When you purchase a particular Norm Option, you have unlimited use of those norms. Although a number may appear in the Uses Available column, that number will never decrease.

Again, we welcome you to MHS Scoring Organizer. Please contact an MHS Client Service Specialist Monday to Friday between 8:00am and 8:00pm EST if you need further assistance.

Please visit our software support page online at <http://support.mhs.com>

Email: customerservice@mhs.com

Phone: 1-800-456-3003 (U.S.A.)

0845 601 7603 (U.K.)

1-800-268-6011 (Canada)

+1-416-492-2627 (International)