

CHECKLIST

2 WEEKS BEFORE

- Schedule a time in your calendar that you would like to complete the selfserve upgrade. If you have sub-users, Inform them of this date as well!
- If you have sub-users, ensure any that you want to upgrade are active. Download and save any reports that you want to keep from inactive users.

1 WEEK BEFORE

- Review MHS Online Assessment Center+ account upgrade materials, including the FAQ, and the QuickStart Guide. Inform any sub-users you may have to review this content as well!
- Release any remaining pending forms that you have. Only available inventory will be moved to your new MHS Online Assessment Center+ account

1-2 DAYS BEFORE

- Watch the recorded webinar about the MHS Online Assessment Center+.
- Remind any sub-users that you will be completing the account migration very soon.

DAY OF

- Remind any sub-users that you will be doing the account upgrade at your scheduled time.
- Access the Account Upgrade Self-Serve Wizard via your current MHS Online Assessment Center account.
- Enjoy your improved MHS Online Assessment Center+ experience!