Quick-Start Guide for
Free Online Scoring and Reporting

STEP 1

Go to platform.wpspublish.com and click **Register** to create an account.
Important Note:

   a. If you are an independently practicing professional, click **No** in the first step of registration and continue with the process.

   b. If you are part of an organization of any kind, see the reverse side of this guide for additional instructions before continuing with registration.

STEP 2

Log in to your account and select **My Assessments** in the upper right corner of your screen. From here–your bookshelf–you can see all products that offer free scoring and reporting features.

STEP 3

Click **New Client** on the lower left side of your screen. Enter the client's demographic information and click **Save**. Verify that all client information is entered correctly.

STEP 4

Click **New Administration** in the client box on the upper left side of your screen. Select the assessment for which you wish to score your client's responses.

STEP 5

Editing the title and/or description in the Create Administration screen is optional. Click **Save**. Then click **Add Form** and select the form you wish to score. Click **Save & Enter Data**.

STEP 6

Enter the client's responses exactly as they appear on the record form you used to administer the assessment. Click **Validate Form** at the top of the screen. Review the data you have entered to verify accuracy before scoring. Click **Score Form** (red button) at the top of the screen.

STEP 7

The report opens in a new window as a PDF document. You may print it or save it to your computer.

STEP 8

The report is stored securely on the WPS Online Evaluation System™. It can be accessed at any time by selecting your client, then the **Reports** tab, and clicking on your administration in the Administrations table. Click the **View** icon for your report.

Note: Free scoring and reporting features are offered for assessments that do not lend themselves to digital administration. These features are provided by WPS free of charge to save you time and help prevent scoring errors.

The WPS Online Evaluation System (OES) also offers assessments that can be digitally administered. **Click here** to see a complete list of assessment and intervention products available on the OES.

For more information, visit **platform.wpspublish.com/UserGuide**

Individual vs. Organizational Accounts on the WPS Online Evaluation System

The WPS Online Evaluation System (OES) offers easy-to-manage features for organizations and teams.

- Organization Managers (OMs)—most often the head of the department—have the ability to:

  - Manage organization users

  - Transfer clients, administration licenses, and digital resources such as manuals from one organization member's account to another

  - View available administration licenses for all members, purchase and activate bulk licenses, and distribute them to organization members as needed

Follow these steps to register your organization and create an Organization Manager account.

STEP 1
Go to platform.wpspublish.com and click **Register**.

STEP 2
Click **Yes** on the initial Account Registration page.

STEP 3
Check that your organization does not have an existing account by searching the alphabetical drop-down list.

STEP 4
Click **Create New Organization** and enter the name and address of your organization.

STEP 5
Then, click **I agree** to confirm that you are authorized to order WPS assessments on behalf of this organization, and that the organization has qualified professionals who can supervise the use of these assessments.

STEP 6
Click **Next** to create your own account as a user within the new organization. Enter your name and email address and create a password.

STEP 7
Click **Next** to confirm your account information.

STEP 8
Review the WPS Business Associate Agreement that appears, paying careful attention to the roles and responsibilities of WPS and yourself in complying with the requirements of HIPAA and FERPA. Read the entire agreement, then click **I agree**.

STEP 9
Click **Register**. You will receive an email at the address associated with your account. Click the link in that email to activate your account.

STEP 10
Return to the reverse of this page, and begin at Step 2.