Add Administrators and Examiners

Riverside Score™ Quick Guide

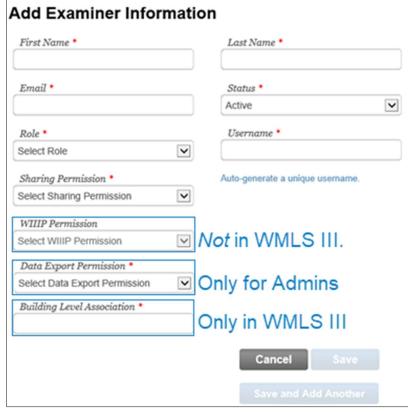
Users with the role of administrator or examiner typically perform testing with examinees, then enter scores, check lists, and records in *Riverside Score* and use its reporting functions to run and view reports.

Only an account holder can add administrators. Both account holders and administrators can add examiners.

Before You Begin: Compile names and email addresses of the administrators and examiners to add.

- 1 Sign in to https://www.riversidescore.com using your user name and password. The *Riverside Score* Dashboard appears.
- In the header, move the pointer over the Administration tab, select Manage Examiners and click Add. The Add Examiner Information page appears.
- 3 Enter the following information. Fields with an asterisk (*) are required.
 - *First and Last Name
 - *Email
 - *Status: Active allows a user to access OS&R
 - *Role: See Roles and Permissions for role details
 - *Username: Type a unique username or click Auto-generate a unique username.
 - *Sharing Permissions: Enables or disables a user's ability to share examinees or test records with other administrators and examiners
 - WIIIP Permission (Not available in WMLS III): For organizations that purchased WIIIP, determines whether the user has the permission to apply WIIIP to examinees
 - *Data Export Permission (Admins only): Allows or disallows an admin to run a data export
 - *Building Level Association (WMLS III only): Identifies buildings a user is associated with for organizational reporting
- Click Save and Add Another to enter additional users or click Save to end the process to add users.

Note: A newly added administrator or examiner receives an email providing a user login name and a link to create a password. The link opens *Riverside Score* in the user's default browser.



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Roles and Permissions

 Account Holder: The account holder is the primary contact for Riverside Score with permissions to perform all tasks in Riverside Score, including the following.

Note: Only one user can be assigned the account holder role, although WMLS III allows for a secondary account holder.

- Add administrators and examiners
- o Review caseload folders of all administrators and examiners in the organization
- o View all examinees and test records in an organization
- Administrator (Admin): An admin holds all the permissions of an examiner as well as the following.
 - Add examiners
 - Review caseload folders of all examiners in the organization
- **Examiner:** The examiner is the basic user role with permission for the following.

Note: An examiner can access only their own caseload folders.

- Add caseload folders, examinees, and test records
- o Record test results
- Create reports

