

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.

2 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
- **WIIP Permission (Not available in WMLS III):** For organizations that purchased *WIIP*, determines whether the user has the permission to apply *WIIP* 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

Add Examiner Information

<i>First Name</i> *	<i>Last Name</i> *
<input type="text"/>	<input type="text"/>
<i>Email</i> *	<i>Status</i> *
<input type="text"/>	Active <input type="button" value="v"/>
<i>Role</i> *	<i>Username</i> *
Select Role <input type="button" value="v"/>	<input type="text"/>
<i>Sharing Permission</i> *	Auto-generate a unique username.
Select Sharing Permission <input type="button" value="v"/>	
<i>WIIP Permission</i>	Not in WMLS III.
Select WIIP Permission <input type="button" value="v"/>	
<i>Data Export Permission</i> *	Only for Admins
Select Data Export Permission <input type="button" value="v"/>	
<i>Building Level Association</i> *	Only in WMLS III
<input type="text"/>	

4 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
- Review caseload folders of all administrators and examiners in the organization
- 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
- Record test results
- Create reports