


# Manage WIIP Licenses

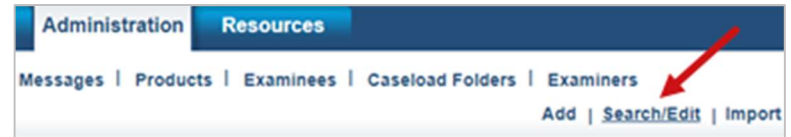
## Riverside Score™ Quick Guide

For organizations that have purchased *WJ IV Interpretation and Instructional Interventions Program (WIIP™)*, account holders and administrators can assign licenses to the number of administrators and examiners allowed by the tier purchase. Account holders control licenses for administrators and examiners; administrators control licenses for examiners only.

**Note:** You can use this procedure to add a new examiner to your system. To do this, instead of searching for and editing an existing user, add a new examiner, enter all required (\*) field information, and perform steps 5 - 7 of this procedure.

### To assign or change WIIP permissions for a user:

- 1 Sign in to <https://www.riversidescore.com> using your username and password. The *Riverside Score Dashboard* appears.
- 2 In the header, move the pointer over the **Administration** tab, select **Examiners** and click **Search/Edit**. The **Search Examiner** page appears
- 3 Enter parameters to find the user whose *WIIP* permissions you want to change and click **Search**.
- 4 Click the **Edit** icon  for the user in the **Examiner Activities** column. The **Edit Examiner** Information page opens with the user's information. At the bottom of the left column, a **WIIP Permission** field appears.
- 5 Apply *WIIP* permissions, as appropriate. If rights were never assigned for the user, **Select WIIP Permission** appears in the field indicating that the user does not have *WIIP* rights.
  - **Yes:** Select to apply *WIIP* permissions
  - **No:** Select to remove *WIIP* permissions.
- 6 Click **Save**. A confirmation message appears.
- 7 Click **OK** to confirm the *WIIP* permission changes.








**Search Examiner**

First Name  Last Name  Email Address

Inactive Examiners **Export** **Search**

13 Matches found

Last Name	First Name	Role	WIIP Permission	Examiner Actions
Adams	Tom	Examiner	Yes	
Berkowski	James	Examiner	Yes	
Jackson	Thomas	Examiner	No	
Jenkins	Bill	Examiner	Yes	
Miler	George	Examiner	No	

**Edit Examiner**

**Email \***  **Status \***

**Role \***  **Username \***

**Sharing Permission \***

**WIIP Permission**

**Cancel** **Save**

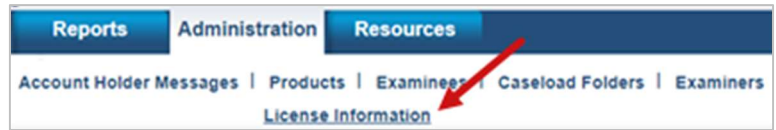
**Note:** If you added *WIIP* rights (**Yes**), the user can use *WIIP* checklists and the Comprehensive report. If you revoked a user's rights (**Yes to No**), the user can no longer administer and draw from *WIIP* resources.

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### To view *WIIP* license availability and current distribution to users:

- 1 Sign in to <https://www.riversidescore.com> using your username and password. The *Riverside Score* Dashboard appears.
- 2 In the header, move the pointer over the **Administration** tab, select **Products** and click **License Information**. The **License Information** page appears.
- 3 Click the **WIIP** tab. Information for **WIIP License Type** (tier, including the number of licenses permitted in the tier), **License Length** (duration), and **License start date** appear.



**Note:** The end date appears in red text after the **License start date** field.

- 4 Click the **Details** link to see which users are assigned *WIIP* licenses at the bottom of the page.

Username, roles, and the dates and times the users were granted permissions appear in a table. To close the table, click the **x** in the top-right corner of the table.

### License Information

If you would like to purchase additional licenses for the current year, please contact Riverside customer service at 800.323.9540. You can also communicate directly with a local sales representative in your area. To find the sales representative in your area, visit <https://www.riversidesights.com/support/representatives>.

WJ IV    WMLS-R    **WIIP**    ECAD    Bateria IV

#### Manage WIIP License

Organization Name: Stephen Pike

The number of users in your organization must not exceed the License Type Tier size that you purchased (shown below). If the number of users exceeds the Tier size at any time after purchase, you agree that you will be upgraded to a higher Tier level and billed for the difference in price.

To renew or upgrade WIIP licensing please contact your account executive.

License Type: Tier I (2-5) **Details** ←

License Length: 1 Year

License start date: 12/13/2018 The license period will end on 12/12/2019

#### License Renewal

License Type:

License Length:

License start date:

Examiner Name ▼	Role ▼	Timestamp ▼
Adams, Tom	Examiner	Permission granted on 12/17/2018 at 11:57 AM EST
Bentkowski, James	Examiner	Permission granted on 02/04/2019 at 3:08 PM EST
Jenkins, Bill	Examiner	Permission granted on 01/03/2019 at 3:14 PM EST
Pike, Stephen	Account Holder	Permission granted on 12/13/2018 at 5:57 PM EST
Roezler, Randy	Examiner	Permission granted on 01/09/2019 at 4:05 PM EST
smith, joe	Examiner	Permission granted on 02/24/2019 at 7:27 PM EST