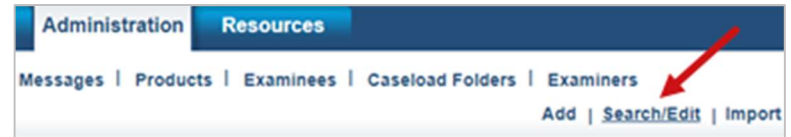# Manage WIIIP Licenses
Riverside Score™ **Quick Guide**

For organizations that have purchased *WJ IV Interpretation and Instructional Interventions Program* (*WIIIP™*), 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 *WIIIP* 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 *WIIIP* 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 **WIIIP Permission** field appears.

5 Apply WIIIP permissions, as appropriate. If rights were never assigned for the user, **Select WIIIP Permission** appears in the field indicating that the user does not have WIIIP rights.

- **Yes:** Select to apply WIIIP permissions
- **No:** Select to remove WIIIP permissions.

6 Click **Save**. A confirmation message appears.

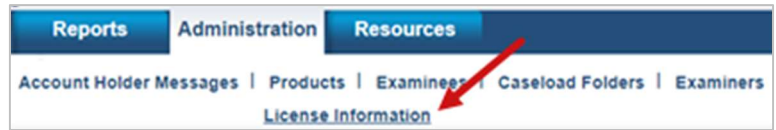**7** Click **OK** to confirm the *WIIIP* permission changes.

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

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To view *WIIIP* 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 **WIIIP** tab. Information for *WIIIP* **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 *WIIIP* licenses at the bottom of the page.

Usernames, 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.