



Licensing and Quick Start Instructions

Thank you very much for purchasing a PsychProfiler Kit and/or Multi-Use License.

We are sure you will find the PsychProfiler a very useful global screening tool and discover all the wonderful benefits it provides as you become more familiar with the instrument.

Your unique online administration and scoring 6-letter Multi-Use License Code is: **<your code>**

Below is an easy step-by-step outline of how you can get started using the online PsychProfiler straight away.

For a more detailed description, please see the PsychProfiler Software Guide at www.psychprofiler.com

Using the Multi-Use Licence:

1. Navigate to the PsychProfiler Assessment and Scoring Platform:
<https://www.psychprofiler.com/assessment/public> (we recommend you bookmark this address)
2. Enter your 6-letter Multi-Use Licence in the "Token Number/Licence Code" field and click the 'Go' button.
3. On this screen, you will see how many assessment tokens your Licence has remaining. Click 'Next'.
4. Select the required Assessment (i.e., Child or Adult) and Assessment Type (i.e., Self, Parent, Teacher, Observer) and enter some simple details such as the name of the person to be assessed.

Automatically deliver the hyperlink with embedded Token Number to the person that is to complete the assessment (e.g., the parent, teacher) by including their email address in the 'Token Email Address' entry field and again in the 'Confirm Token Email Address' entry field.

Automatically have a PDF copy of the report delivered to your preferred destination by including the email address in the 'Final Report Email Address' and 'Confirm Final Report Address' entry fields.

The check box for 'No Results Displayed on Completion' is activated automatically when you put in an email address for the report to be sent to. This stops the person completing the assessment form to be able to view the results.

Enter the Administrator's Full Name into the respective entry field. Note, this is a mandatory field*.

Tick the 'PsychProfiler Data Privacy Policy' checkbox and click 'Next'.

5. A 'Thank you' screen will appear indicating that the Token Number to access the questionnaire has been successfully emailed to the intended recipient, and details of the assessment have been emailed to the Administrator. Make a note of the Token number for safekeeping. Close the webpage if finished.

Scoring a Completed Paper Form:

1. Navigate to the PsychProfiler Assessment and Scoring Platform:
<https://www.psychprofiler.com/assessment/public> (we recommend you bookmark this address).
2. Enter your 6-letter Multi-Use Licence in the "Token Number/Licence Code" field and click 'Go'.
3. You will see how many assessment tokens your License has remaining. Click 'Next'.
4. Select the required Assessment (i.e., Child or Adult) and Assessment Type (i.e., Self, Parent, Teacher, Adult Observer) and enter some simple details such as the name of the person to be assessed. Do **not** enter any email details in the 'Token Email Address' or 'Final Report Email Address' fields. Click 'Next'.
5. A 'Thank you' screen will appear indicating that a Token has been successfully created. Click 'Next' and the questions will appear on screen.
6. Towards the top left of screen, you will see 'Method of Response'. Choose 'Quick Entry' and simply enter the individual item response values (i.e., 0-5,9) from the paper form and follow the reporting wizard.