MOVE ASSESSMENT (ONE USER TO ANOTHER)

1. This feature allows you to associate a report to a different user. Example: A completed report has the administrator's name instead of the participant's.

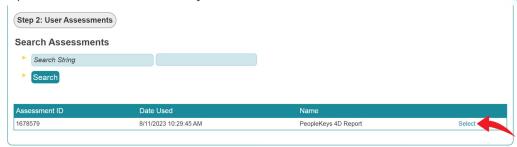
From your account homepage, in the Special Features box, click **Move Assessment (from one User to another**).



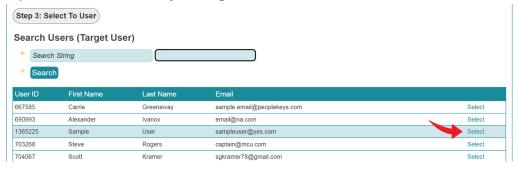
2. Step 1 is to select the "from" user. From the list provided, find the person you want and click **Select.**



3. Step 2 scroll to the bottom until you see User Assessments. Select the assessment by clicking Select.



Step 3 Select the "to" user by clicking Select.



5. Review your choices before clicking Save Changes.



5. Return to the home page by clicking Close.

