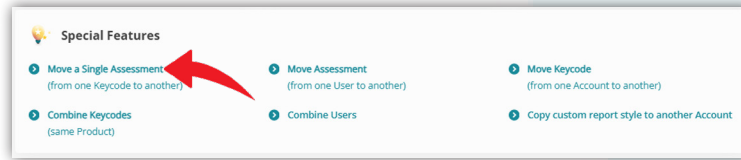


MOVE A SINGLE ASSESSMENT

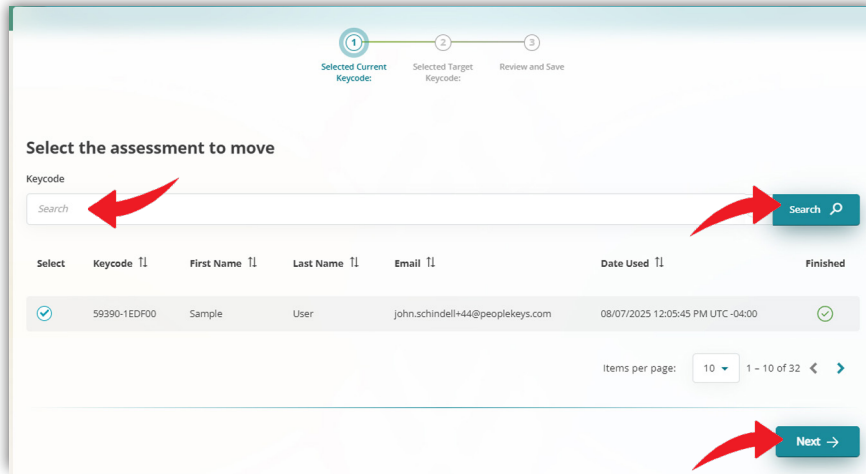
1. This feature allows you to move a single assessment from one keycode into another. From your account homepage, in the Special Features box, click **Move a Single Assessment (from one KeyCode to another)**.



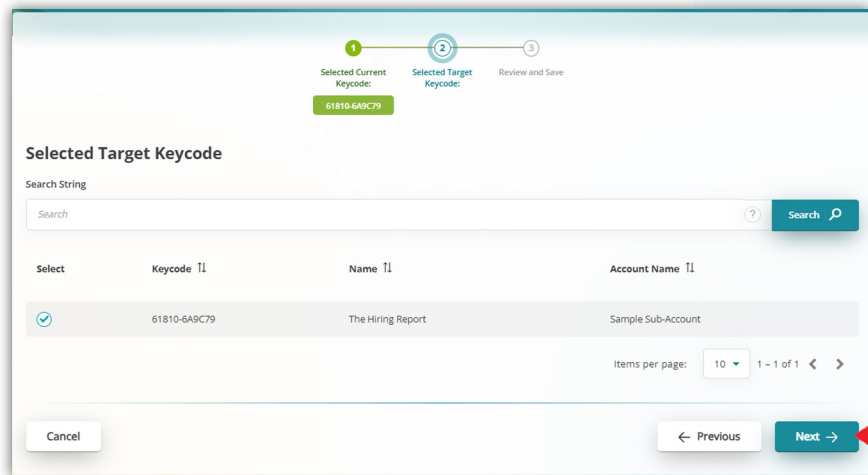
2. On the following page, select the report you want to move.

Use the search window to search by first name, last name, or email address, then click the **Search** button.

From the list, select the report by placing a check next to their name and then click **Next**.



3. Select the target keycode. Then click **Next**.



4. Confirm the current and target keycodes are correct and click **Save Changes**.

