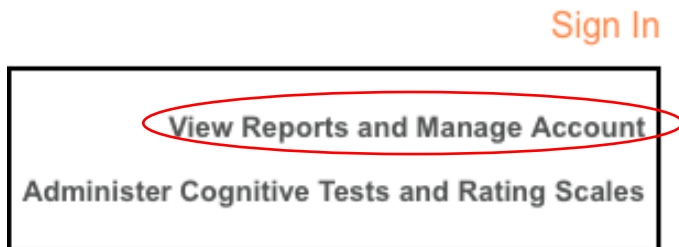# CNS Vital Signs – Adding Users
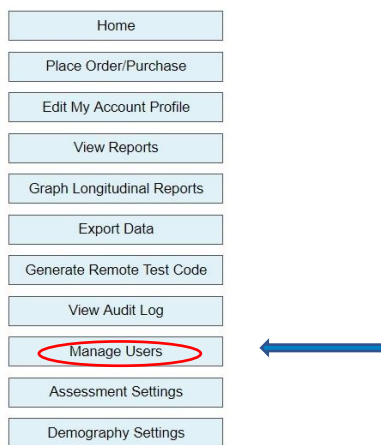
① **②** **③**

- ❑ Go to www.cnsvs.com
- ❑ In the upper right-hand corner of the page select **Sign In**
- ❑ Select **View Reports and Manage Account**

Sign In

View Reports and Manage Account

Administer Cognitive Tests and Rating Scales

④

- ❑ Find **Manage Users** in the left-hand column of your account management page.

Home
Place Order/Purchase
Edit My Account Profile
View Reports
Graph Longitudinal Reports
Export Data
Generate Remote Test Code
View Audit Log
Manage Users
Assessment Settings
Demography Settings

- ❑ Assign each person with access to CNS Vital Signs their own username and password
- ❑ This is important for security, tracking activity in the Audit Log, and with sending End of Test (EOT) notifications
- ❑ The three User Types are:
  - ❑ **Test Technician** – lowest level user, can only test In-Clinic; cannot log in and View Reports
  - ❑ **Test Coordinator** – middle level user. Can send Remote Links, View Reports, Graphs and Purchase. Typically the main type of user.
  - ❑ **Account Admin** – highest level user and the 'Jedi Knight' of CNS VS. Can Add/Delete Users, View the Audit Log and customize Assessments & the Account itself.
- ❑ There is no limit to the number or type of users. For example, you can have five Account Admins if you want.

Adding Users

CNS Vital Signs

CNS Vital Signs – Adding Users

⑤

- ☐ To add a new user, complete the blank form and select **Add New User**
- ☐ To update an existing user, select **Edit** for that user
- ☐ To remove an existing user, select **Delete** for that user

HINT: If the username and password field are filled out already, this is from your browser's autofill settings and does **NOT** mean you are viewing an existing user's profile. Clear these fields before proceeding.

Use these buttons to update or remove **EXISTING USERS**

Use this form to add **NEW USERS**

The fields circled in gold are the most important. The other fields are optional.

Don't forget to click here to save your new user

Adding Users

CNS Vital Signs