## **Manage WIIIP Licenses**

## Online Scoring and Reporting Quick Reference Guide

For organizations that have purchased *WJ IV Interpretation and Instructional Interventions Program* (*WIIIP*<sup>TM</sup>), 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:

Log in to <u>www.wjscore.com</u> using your user name and password. The *Online Scoring and Reporting* Dashboard appears.

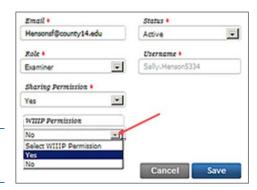


- In the Online Scoring and Reporting header, move the pointer over the Administration tab, select Examiners and click Search/Edit. The Search Examiner page appears
- 3 Enter parameters to find the user whose WIIIP permissions you want to change and click **Search**.
- Click the Edit icon for the user 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.



- 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.
- 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 Log in to <a href="www.wjscore.com">www.wjscore.com</a> using your user name and password. The Online Scoring and Reporting Dashboard appears.



- In the Online Scoring and Reporting header, move the pointer over the Administration tab, select Products and click License Information. The License Information page appears.
- 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.

Click the Details link to see which users are assigned WIIIP licenses at the bottom of the page.

User names, roles, and the dates and times the users were granted permissions appear in a table. To close the table, click the  $\mathbf{x}$  in the top-right corner of the table.

