PEARSON ALWAYS LEARNING

Pearson Clinical Assessment
Q-interactive™ User Guide

Site Administrator – Set up a new user

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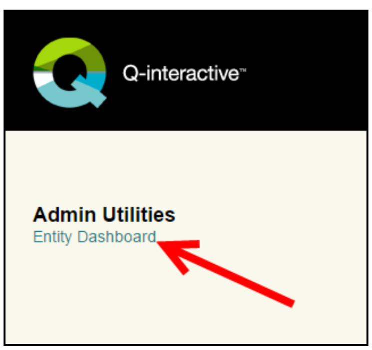
Site Administrator: Set up a New User

1. Only the assigned Q-interactive site Administrator can add or de-activate users.

Using your login and password log into Q-interactive Central (www.qiactive.com)

2. Click on '*Admin*'

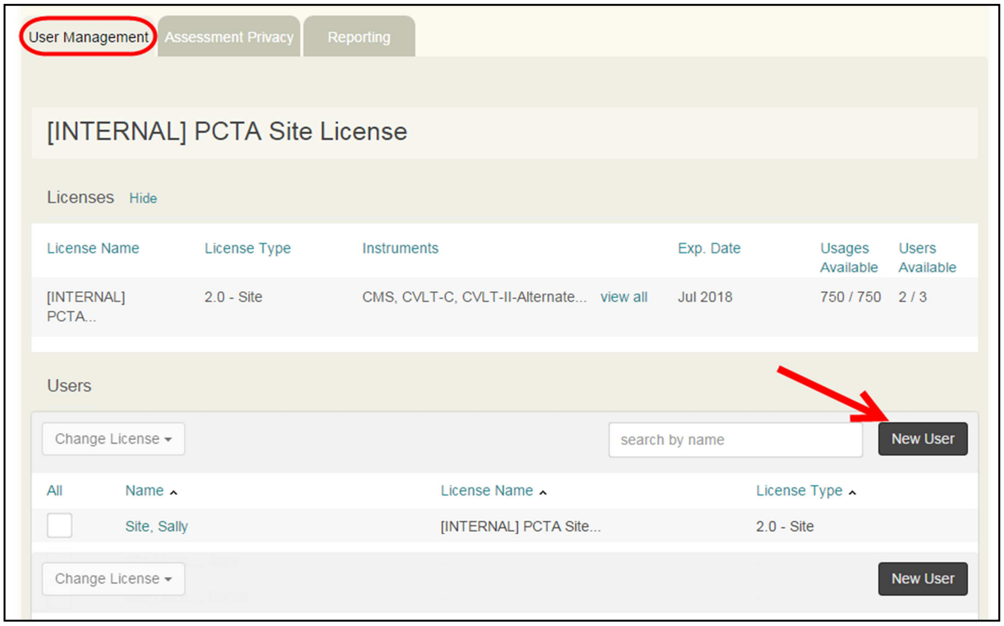
3. Select '*Entity Dashboard*'



There are 3 tabs:

1. **User Management:** where you create new users, see existing users and view the number of user Users available.
2. **Assessment Privacy Tab:** where you specify who will view client assessment information.
3. **Reporting tab:** where you can view license usage by Practitioner, Client or Test by dates specified.

4. Under the '*User Management*' tab **Click** '*New User*'

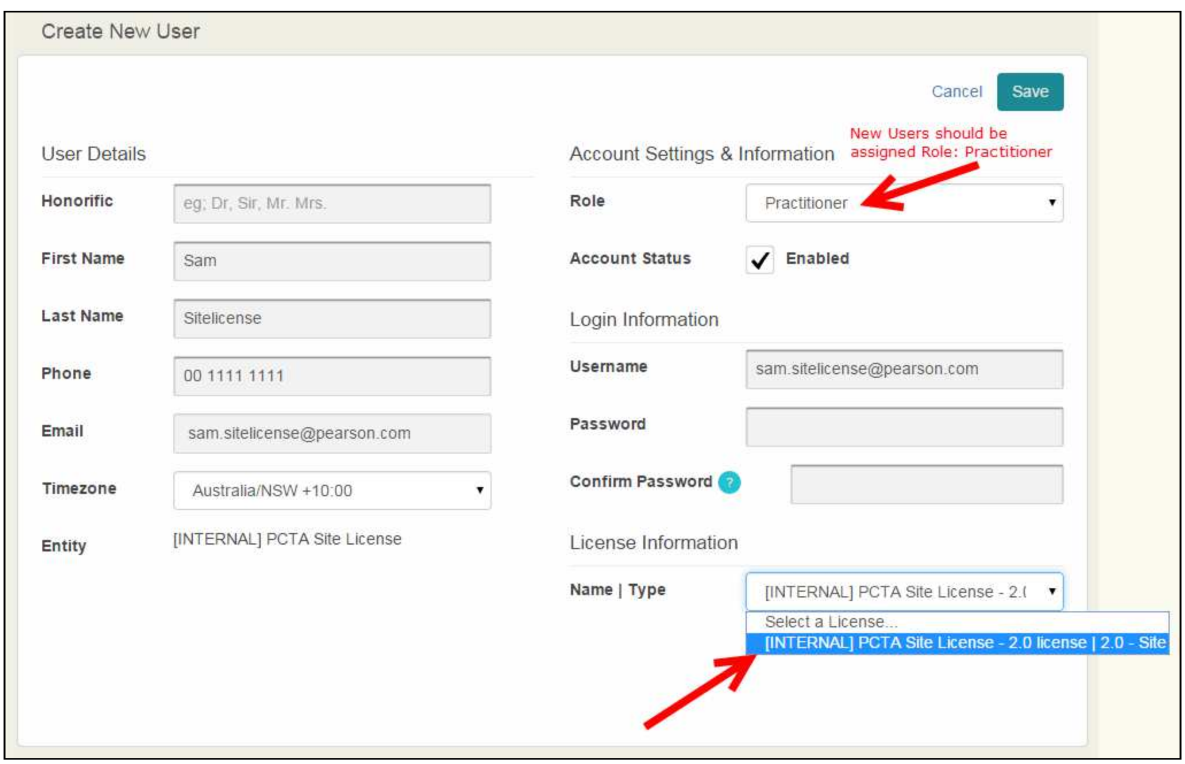


Enter all the required information then **click** '*Save*'. See '*Create New User*' image below.

1. **Username**
   Create a unique Username for each user e.g. user email address.

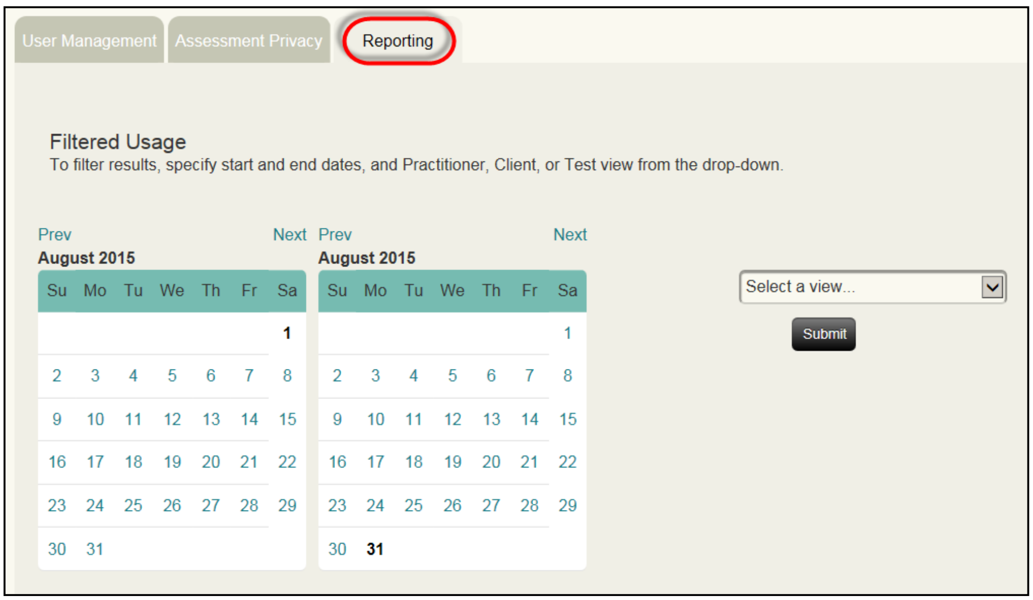
2. **Role**
   All new users should be assigned Practitioner Role **ONLY**

3. **Name | Type**
   Select a License to assign to the user.



5. Under the *'Assessment Privacy'* tab **select** viewable by and **click** *'Save'*
    - **Administering Practitioner and Entity Admin Only -** Candidates, assessments and results can be viewed by the Administering Practitioner and the account admin only.
    - **Entire Entity -** Candidates, assessments and results can be viewed by all users.

6. Under the *'Reporting'* tab you can view the license usage by Practitioner, Client or Test by dates specified.



7. **Click** on the Q-interactive logo to return to the home page.