



Welcome to the PRISM Risk Assessment Tool!

Here's a quick start guide to help you begin. Once you're logged in, all functions are found under the "Assessments" navigation tab, unless directed otherwise.

1. Assign an Assessment

- Click "Assign" from the left-hand menu under "Manage Assessments."
- Locate the assessment you want to assign, then click "Assign."
OR to select multiple assessments at once, click "Multiple Assessments."
- Choose the user you want to assign the assessment to by typing first, last, or full name in the "Search by Name" field, then click "Search Now."
- Confirm the resulting selection is correct, then click "Save and Continue."
- If the displayed user selection is correct, click "Assign Users."
- A list of all "Assigned Users" for the assessment will appear to the right.

2. Complete an Assessment

- Click on "My Assignments" in the left-hand menu.
- Locate the assessment and then click "Take Assessment" (we have provided a "Test" assessment for your convenience in familiarizing yourself with the process).
- You do not have to complete an assessment in one sitting. Simply click "Save Draft" to come back to it later.
- Once completed, click "Submit." You will be able to view a summary of the results. Your score is displayed at the bottom of the completed assessment. A comparison to all assessments taken is included once five assessments have been completed.

3. View Your Results

- Click on "My Assignments" in the left-hand menu.
- Locate the assessment you completed, then click "View Summary" to view the results of assessments you have taken.

4. Create a New User to Take an Assessment

- Navigate to the "Administration" tab in the horizontal bar at the top of the page.
- Click "Users" from the left-hand menu.
- Click the "add new user" button at the top of the page.
- Create a User ID (highly recommend the email address).
- Provide first name, last name, email address.
- Create a password that is at least 4 characters long (the user can change this once logged in for the first time).
- Click "Continue" to the User Permissions page.
- Choose "Assessor" from the profiles listed in the dropdown menu.
- Scroll to the bottom and click "Save."

5. Assign One or More Assessments to this New User (Refer to #1 above)

6. View Results for your Organization

- Navigate to the "Assessments" tab in the horizontal bar at the top of the page.
- Click on any of the links under the "Organizational Reports" section to view summary and detailed data for assessments assigned to your organization.

Finally, we encourage you to visit [PRISM TV, Risk Assessment Tool: General Overview](#), to review the previously recorded webinars for a basic understanding of the assessment tool's functionalities. Access requires your member login.



If you would like more information, please contact the Help Desk at 800-205-5262 or via email at HelpDesk@in2vate.com between the hours of 8 am and 5 pm CST.