

## MIDSA Initial Setup Guide

This is a guide to assist you in the initial setup of your new MIDSA software. You should print out this guide to refer to as you setup your first machine. Also we recommend you write down your temporary username and password (sent to you in an email) at the bottom of this guide. Please refer to the MIDSA Software Manual for more detailed information on installation, setup and everyday use of the MIDSA before your initial setup.

### ***First Login:***

1. Open the MIDSA program (Refer to the Software Manual for installation instructions).
2. Type your temporary username and password in the corresponding boxes and click **Admin Login**.
3. Enter in a new Administrator Username and Password of your choice and click **OK**.

### ***Setup a Session Manager:***

1. Select **Manage Session Managers** from the **Administrator Options** menu and click **OK**.
2. Select **Setup Session Managers** and click **OK**.
3. Click the **Create** button.
4. Fill in the appropriate fields including a username and password.
5. When you are done, click **Add to List**.
6. Click the **Return** button.
7. Select **Authorize Session Managers to Give Assessments**, then **OK** from the **Options** menu.
8. Click the **New Entry** button.
9. Select the Session Manager from the drop-down menu on the right.
10. Click the **Add to List** button, then the **Return** button.

### ***Setup a Respondent:***

1. Select **Manage Respondents** from the **Administrator Options** menu and click **OK**.
2. Select **Setup Respondents** and click **OK**.
3. Click the **Create** button.
4. Fill in the appropriate fields. The ID must be unique for each respondent.
5. When you are done, click **Add to List**.
6. Click the **Return** button.
7. Select **Authorize Respondents to Begin Assessments**, then **OK** from the **Options** menu.
8. Click the **New Entry** button.
9. Select the Respondent from the drop-down menu on the right.
10. Choose the appropriate Assessment from the drop-down menu.
11. Choose the Assessment Parts you would like to administer by clicking the corresponding checkboxes.
12. Click the **Add to List** button, then the **Return** button.

At this point you would either export this information for giving an assessment on another computer or logout and log back in as a Session Manager to begin the assessment on your current machine.

**Temporary Username:**

**Temporary Password:**