

# Getting Ready for the Migration

There are just a few steps you'll need to know in order to ensure a smooth transition:

1. Currently, there will be no access to the old MHS Online Assessment Center Site data. We are working on adding this feature in the coming months. If you require progress or comparative reports in the immediate future, we suggest waiting until this feature is available on the new portal.
2. Moving Pending Forms:
  - **Pending Forms created by Generated Links** will stay on the old site – this is just in case those URLs are still active. You'll need to release these forms in order for us to move it.
  - **Pending Forms created by Paper Forms** will automatically be moved to the MAC+ as available inventory. If a paper form comes back that was generated from the old site, the responses can be entered and generated in the new site.
3. Ensure all of the user/sub-user accounts on the MHS Online Assessment Center have email addresses associated with them. To do this, the multi-user account holder clicks on "Edit" on the user list:

The screenshot shows the MHS Online Assessment Center user list interface. At the top, there are navigation links for 'MHS', 'Help', and 'Logout'. Below this is the MHS logo and the text 'Online Asses'. Underneath, it says 'Folders' and 'Welcome to the MHS Online Assessment Center'. There is a toolbar with 'Add New Folder', 'Refresh', 'View Deleted', and 'Settings'. A search bar for 'Search Form ID' is present. Below the search bar is a table with columns for 'Folder', 'Open', 'Edit', 'Default Administrator', and 'Delete'. The table contains two rows of data: one for 'Default Administrator' and one for 'John Smith'.

Folder	Open	Edit	Default Administrator	Delete
	Open	Edit	Default Administrator	Delete
	Open	Edit	John Smith	Delete

Ensure all of the users have their associate email addresses filled in:

The screenshot shows the MHS Online Assessment Center user setup form. At the top, there are navigation links for 'MHS', 'Help', and 'Logout'. Below this is the MHS logo and the text 'Online Assessm'. Underneath, it says 'Users > User Setup'. There is a toolbar with 'Save' and 'Exit'. Below the toolbar, it says 'Complete the fields below to setup or edit a user.' The form contains several fields: 'Login ID' with the value '2869 - 808', 'New Password' with a masked field, 'Email' with the value 'john.smith@email.com', 'Description' with the value 'John Smith', and 'Status' with a dropdown menu set to 'Active'.

Please don't hesitate to contact us with any questions, comments, or suggestions:  
MHS Customer Service between 8:00am and 6:00pm EST, and we will be happy to assist you  
Phone: 1-800-456-3003 (USA), 1-800-268-6011 (Canada), +1-416-492-2627 (International)  
Email: [customerservice@mhs.com](mailto:customerservice@mhs.com)

Sincerely,

The MHS Team