

The WPS Evaluation System: Quick Start Guide



The WPS Evaluation System is our new platform designed to simplify your entire assessment process. To get started, follow the steps below.

Step 1: Access the WPS Evaluation System

Existing OES Users

If you were recently notified that you have been moved to the new system, welcome! When logging in for the first time, follow these steps:

1. Go to <https://hub.wpspublish.com>.
2. Select **Log In > Forgot Your Password**.
3. Enter your email address.
4. Select **Reset my password**.
5. Follow the instructions to complete resetting your password before logging in.

New Users

Contact your organization manager to invite you to join the account organization in the WPS Evaluation System.

Step 2: Create a Client

To get started, you'll need to create a client.

1. From the **Clients tab**, select **New Client**.
2. Complete the fields, then select **Create Client**. A case will be automatically created when the client is saved.

Note: To go back to the client profile, select the client's name in the upper-left corner of the screen.

Step 3: Add Forms to a Case

Now you can start adding forms.

1. For a new case, select **Add Forms**. For an existing case, select **Edit Battery**.
2. Select assessments from the "Licensed to me" sidebar.
3. Select **Save and close**.

Step 4: Add a Respondent

1. Select **Add respondent** on a form.
2. Confirm the delivery method (email or in person).
3. Select an existing contact or create a new one.

*Tip: To send the same form to another respondent, select **Add respondent** again and follow the steps listed above.*

Step 5: Send or Administer an Assessment

To send an **email** administration, you have two options:

Option 1: Select **Send**, modify any email details, and select **Send form**.

Option 2: Select **Copy Link** to send using your own email.

To begin an **in-person** administration:

1. Select **Launch** on the corresponding form.
2. Complete the form.
3. Select **Submit** or **Validate Form** (depending on the assessment).
4. After submitting the form, select **Close** in the upper-right corner of the screen.

Step 6: Score a Form to Generate a Report

Once you've completed the form or the respondent submits the form:

1. In the case detail, select **View** on the corresponding form.
2. Review the submitted form, then select **Validate form**.
Note: In the pop-up, confirm or edit the date the form was administered.
3. Select **Score form**. The report will be generated as a PDF.

Library of Assessments

In the Library tab, you can see all the available online assessments in the WPS Evaluation System. Assessments you've purchased will be marked as "Licensed."

Assessment contents include:

- **Manuals:** Check out for up to two weeks (located on the left sidebar)
- **Free-Scoring Assessments:** Access assessments with free scoring
- **Digital Easels:** Check out for up to two weeks
- **Documents:** Download and print as PDFs for a print administration of the online form
- **Audio Files:** Download and listen (available for select assessments)
- **Video Files:** Check out for up to two weeks

Managing Your Account

Select the circle icon with your initials in the upper-right corner of the screen to view and update your account information.

Help and Customer Support

Check out the [Resources and Support](#) page for updates as they become available. You can also watch our training videos on [YouTube](#).

Contact us at 800.648.8857 or support@wpspublish.com. We're here to help.