

MIDSA Initial Setup Guide

This is a guide to assist you in the initial setup of your new MIDSA software. Please refer to the MIDSA Software Manual for more detailed information. It is available from the Help menu in MIDSA or from www.midsa.us/customersupport.php.

First Login (Registration):

1. Open the MIDSA program (Refer to the Software Manual for installation instructions).
2. Select ***I am a new user...*** then the click the ***Next*** button.
3. Type your temporary username and password in the corresponding boxes and click ***Login***.
4. Choose your computer setup -- one or multiple computers.
5. Enter in a new username, then a new password of your choice and click ***Finish***.

Enter and Authorize a Respondent:

1. Select ***Add New Respondent*** from the workspace or the ***Respondent*** menu.
2. Enter name, respondentID (it must be unique from all other respondentIDs). Click the ***Next*** button.
3. Then select the assessment (Adult-Male, Juvenile-Male, etc.) and the Assessment Parts you wish the respondent to take by clicking the corresponding checkboxes.
4. Click the ***Finish*** button.

Single Users can start giving assessments after the respondent is authorized, as just described. To do so click on the ***Begin Assessment*** assistant in the workspace or in the ***Assessment*** menu. Highlight the desired respondent and click the ***Next*** button. MAC users should hide the dock (the black Apple menu) during the assessment.

Administrator Profile

Those who will give MIDSA's on remote computers need to complete the following steps on the administrator MIDSA and install MIDSA in Session Manager computers. Refer to the Help in the application or to the MIDSA Software Manual for additional information.

Setup a Session Manager (Multiple Computer Setups Only):

1. Select ***Add New Session Manager*** from the workspace or the ***Session Manager*** menu.
2. Enter the session manager's name and create a username for him or her. Click the ***Next*** button.
3. Enter a password for the Session Manager. Click the ***Finish*** button.

Create an Authorization File to Give to a Session Managers:

1. Select ***Export Authorization File*** on the workspace or in the ***Respondent*** menu.
2. Choose the respondents who will take their assessments in a remote computer.
3. The authorization file will be save to your Documents folder in the MIDSA folder in the Auth Files folder unless you choose to save it elsewhere. Give that file to the Session Managers to import into their MIDSA's to give to their respondents.