

# PEDStestOnline

## Authentication and Security

This document gives a brief tutorial of Authentication and Security while working with PEDS Online. The different pieces and features of the site like Login, Logout, and Forgot Password are explained within along with various features of the PEDS Online site.

## Sign-In to Professional Section

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*The Professional section is for providers to administer screens. This is most helpful in the case of literacy concerns where providers can administer the tools via Interview, while transcribing parent responses into the site for scoring. Similarly, if administering via paper, this is where providers will go to transcribe parent responses into the site for scoring.*

*In this section you get an option to administer different tests depending on account privileges and preferences (PEDS, PEDS:DM or PEDS:DM-AL, plus MCHAT-R ).*

Follow these steps to sign into the professional section.

**Prerequisite:** You must have valid credentials (username and password) to login into the Professional section.

**Step 1. Go directly to the Professional login at: [www.pedstestonline.com/test](http://www.pedstestonline.com/test)**

 PEDSTESTONLINE

[Home](#) [MyAdmin](#) [Portal Users](#) [Reference](#) [Login](#)

### PEDS Online For Professionals

**Login**

**Username**


**Password**

☐ Remember Me

Login

[Forgot Your Password?](#)

Enter username / password



Professional use of PEDS Online requires a license. All licenses are assigned with a unique username and password and allow the professional user to administer PEDS online for a specific number of times. For more information, please make your request using our online [contact form](#).


To begin a new PEDS screen test, enter the login username and password you were assigned at the time your license was issued.

**Screens are scored immediately upon submission.**

Click Login

Step 2: Enter valid credentials on the login page and click Login.

If you have valid credentials you will be logged into the PEDS Online Professional page. The page to select which screen(s) to administer and preferred language will be displayed:

 PEDSTESTONLINE PROFESSIONAL

[Home](#) [MyAdmin](#) [Reference](#) [Tushar Gugnani](#)

### Please select the test you want to administer:

**PEDS and PEDS:DM** are two highly accurate, valid developmental-behavioral screening and surveillance tools. Used alone or together, they comply with AAP policy and offer the best solution for early detection.

**MCHAT-R:** The AAP also recommends use of an autism-specific screen such as the **Modified Checklist of Autism in Toddlers** at 18 and 24 or 30 months.

Tushar Gugnani

Durham, NC

License Type: PEDSplus

Please select the test you want to administer:

\*Preferred Lanuage:

English

**PEDS + PEDS:DM and/or MCHAT-R**

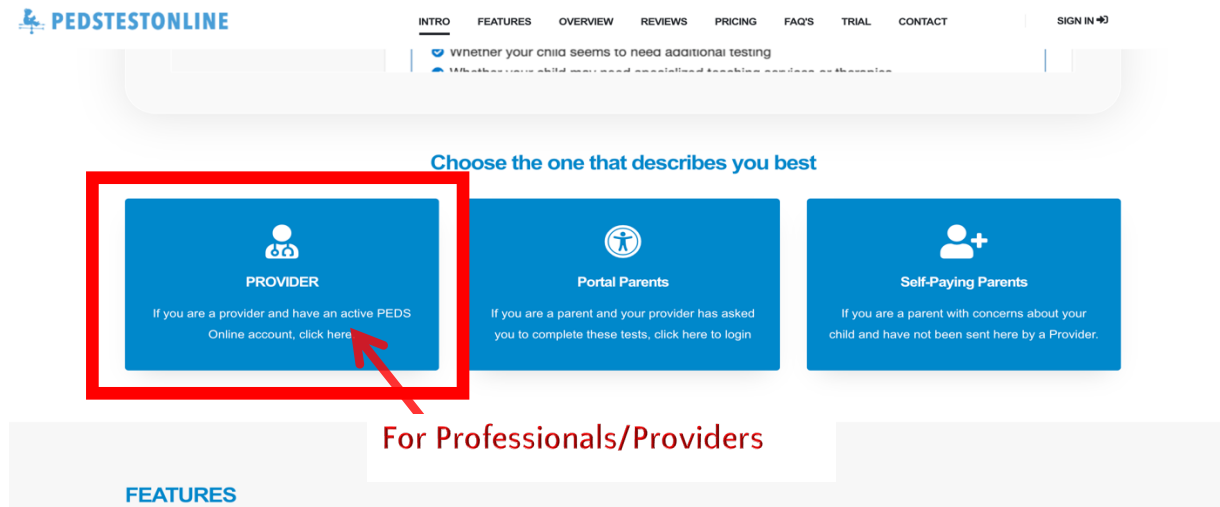
For taking PEDS alone, or PEDS with optional/additional measures. You will be given the option to take either MCHAT-R or PEDS:Developmental Milestones (PEDS:DM) with optional MCHAT-R at the end of your PEDS test.

**PEDS:DM Only ( + Optional MCHAT-R)**

(Does not include PEDS)

After administering PEDS:Developmental Milestones (PEDS:DM) as a stand-alone measure (for children 0 through 7 years 11 months) you will be given the option to administer the MCHAT-R if the child is within its target range (ie., 16 months through 3 years 11 months). Use of both measures will produce a combined result.

**Alternative:** You can go to the PEDStest Online homepage and choose Provider at any time to login to the Professional page:



**Note:** If using the PEDS Online Parent Portal, please make sure you do not send Parents to this link! Parents should go directly to: [www.pedstestonline.com/portal](http://www.pedstestonline.com/portal) to login.

## Sign-In to MyAdmin Section

*The MyAdmin section of PEDS Online is for providers to view, search, edit, delete and analyze the screens submitted via the Professional and Portal sections. This is where providers will go to retrieve screens submitted via the Parent Portal. The MyAdmin section offers many more options, such as Account Settings (update contact information, change login information, etc), report generation, and information on PEDS Online. Managing Sub-Accounts and permissions is available as well, for Master accounts only.*

Follow these steps to login into the MyAdmin section.

**Prerequisite:** You must have valid credentials (username and password) to login into the MyAdmin section. The username and password for the Professional section and the Myadmin section are the same.

**Step 1.** If you're already logged in to the Professional page, click on the *MyAdmin* link on the top Navigation bar and re-enter the Password.

The screenshot shows the PEDSTESTONLINE website. In the top navigation bar, the 'MyAdmin' link is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, the page title is 'PEDS Online For Professionals'. To the right of the title, the text 'To Access MyAdmin Section' is written in red. The main content area features a 'Login' form with fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Login' button. Below the form, there is an information icon and a paragraph stating: 'Professional use of PEDS Online requires a license. All licenses are assigned with a unique username and password and allow the professional user to administer PEDS online for a specific number of times. For more information, please make your request using our online [contact form](#).' At the bottom of the form area, it says: 'To begin a new PEDS screen test, enter the login username and password you were assigned at the time your license was issued.'

You'll be asked to re-enter your Password to continue:

The screenshot shows the PEDSTESTONLINE website after a user has logged in. The top navigation bar now shows 'Tushar Gugnani' instead of 'Login'. The main content area has a title 'Confirm password to continue'. Below the title is a 'Confirm Password' form with a 'Password' field. A red arrow points to the 'Password' field with the text 'Provide password to access myAdmin section.' in red. Below the form, there is a 'Confirm Password' button. At the bottom of the page, there is a copyright notice: '© 2018 PEDSTESTONLINE.COM' and social media icons for Facebook and Twitter.

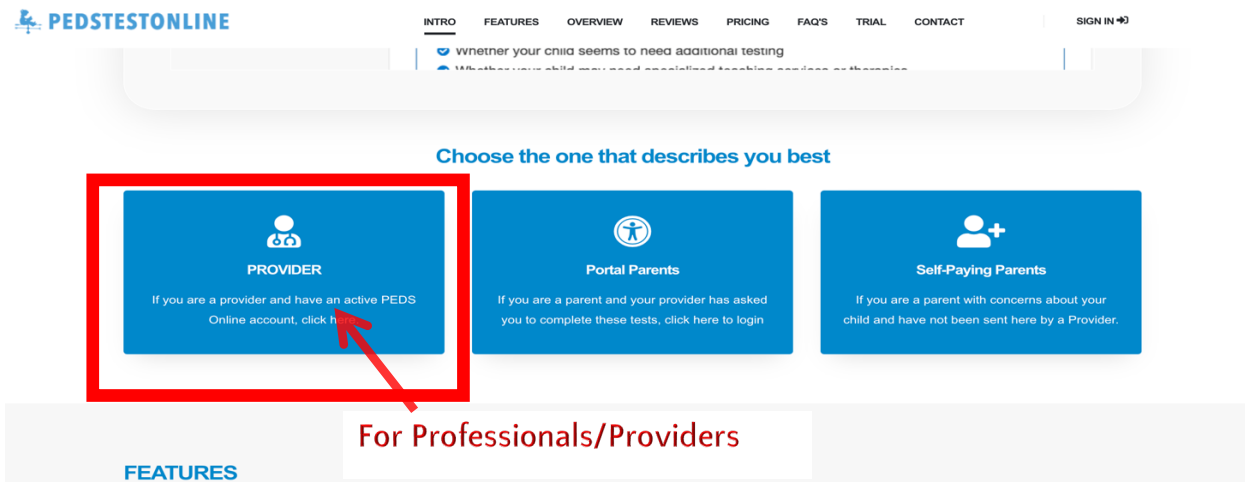
**Alternative:** Go directly to the MyAdmin page at: [www.pedstestonline.com/myadmin](http://www.pedstestonline.com/myadmin) and login

This will open a login form to access the MyAdmin section.

## Step 2: Enter valid credentials on the login page and click Login.

Once logged into the MyAdmin section the MyAdmin Dashboard with options and notifications will be presented. On the left-hand menu, are the options to search, edit, and retrieve screens along with Account information options (update contact info, change login info, etc).

**Pro Tip:** You can access the MyAdmin login page by going to the PEDStest Online Homepage <https://www.pedstestonline.com> in your browser and clicking 'Provider'. Login with Professional credentials and then choose "MyAdmin" from the top Menu options.



## Sign-In to Portal Section


*The Portal section is for parents who are prepared to provide responses to the test questions before they come for the next office visit. The Portal can be accessed from home, in-office kiosks/tablets or from anywhere with access to the Internet.*


**Prerequisite:** In order to provide access to The Portal section to your parents, you **must** generate a Portal User with different login credentials by signing into your MyAdmin section.


### Creating a New Portal User


Follow these steps to create a Portal User that will be associated with your account.


**Step 1:** Login to the MyAdmin section and select Portal User under Account Settings.

 **PEDSTESTONLINE** MYADMIN

 Home

 Screens <

 Reference <

 Account Settings >

W9 Download


Account Information

Portal User

←


Password Settings <

Review License

 PedsTestOnline Analytics <

## Dashboard

There is no associated portal user setup with this account. If  
Then you must create a new portal user by visiting [Create Po](#)




Company: test c

License Numb

License type: P

Upload your company Logo

 Notifications

**Step 2: Create a new Portal User with a different password than Professional.**

Clicking the Portal User link will open a page where you can create a new portal user.

The username field will be pre-populated by default. You must choose a new password for the portal user account and click [Add Portal User](#). This will create a new portal account and will be the login credentials you'll share with parents in order to allow them to take the measures self-guided prior to office visits.

## Add Portal User

Portal Users can access only the /portal section of the website.  
In order for patients to take tests from /portal section of pedstestonline , You must create a portal user.  
More information regarding the /portal section of the website if given below.

Portal Username

New Password   
(atleast 1 numeric, lowercase, upercase and special character among (\$@#!%\*?&))

Confirm Password

**Provide new password for portal user**

**Click Add Portal User**

Once your portal user is created, you can share this username and password with parents to sign into the Parent Portal section. Parents will not have access to any other parts of the PEDS Online site. On the Parent Portal, parents will be presented with PEDS, followed by the MCHAT-R if the child is within the 16-48 month age range, and finally PEDS:DM.

**Note:** It is important that the password for Professional and MyAdmin is **different** from the portal user password!

## Sign-In to Portal section

Parents should follow these steps to sign into the Portal section with the username and password that you provided them.

**Step 1.** Go to [pedstestonline.com/portal](https://pedstestonline.com/portal)

**Step 2:** This will open a Login page for the Parent Portal.



**PEDSTESTONLINE** Home MyAdmin Portal Users Reference Login

## PEDS Online For Professionals ( PORTAL Login )

**Login**

Username

Password

☐ Remember Me

**Login** [Forgot Your Password?](#)

**Click Login**

**Enter portal user username & password**

**i** PORTAL section is for parents who are prepared to provide responses to the test questions before they come for the next office visit. The portal can be accessed from home or from anywhere with access to the Internet.

**Note:** The Professional / MyAdmin Account credentials will not work on the Portal login.

**Step 3: Login with *PORTAL USER* credentials and click Login.**

Once the parent successfully logs in they will see the start of the test page. All measures will be presented on the parent portal pages (PEDS+PEDS:DM+MCHAT-R, if applicable).

**PEDSTESTONLINE** Home MyAdmin Portal Users Reference Login

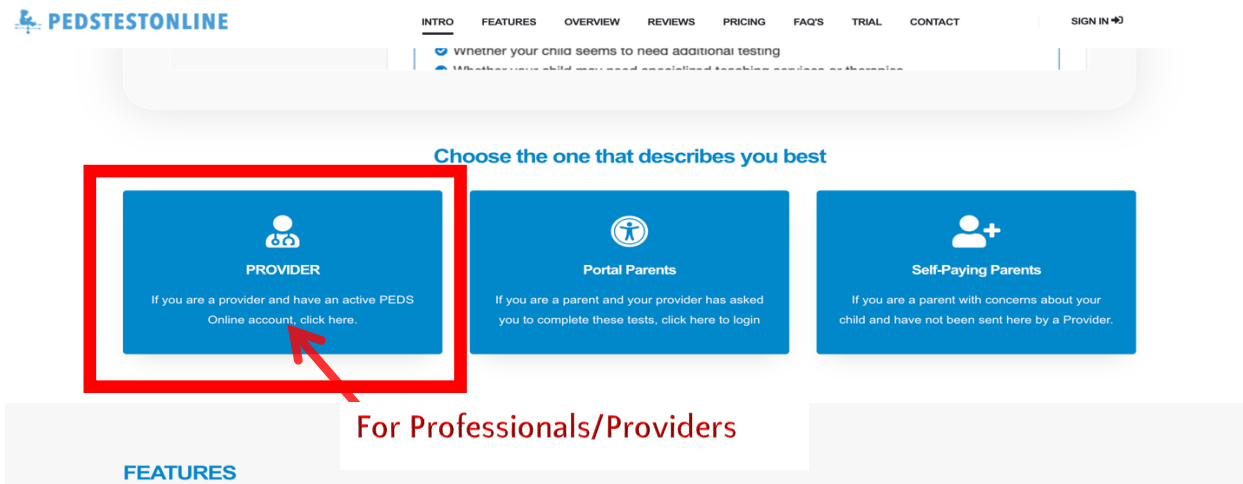
## PEDS Online For Professionals

### For Portal Users

**Login**

Username

Password



# Forgot Password

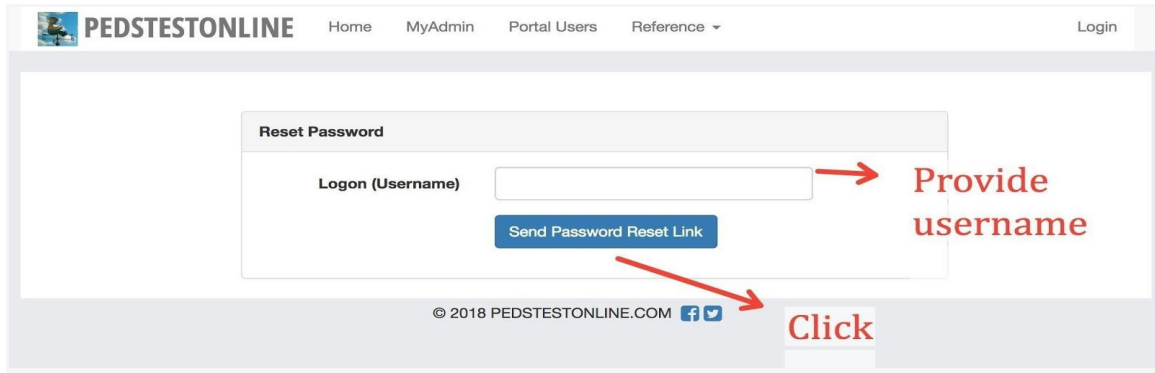
Follow these steps in case you forgot your password.

**Step 1: Go to Professional / MyAdmin Login page and click 'Forgot your Password?'**

The screenshot shows the PEDS Online For Professionals login page. The page has a header with the PEDSTESTONLINE logo and navigation links: Home, MyAdmin, Portal Users, and Reference. There is also a 'Login' link in the top right corner. The main content area is titled 'PEDS Online For Professionals' and contains a 'Login' form. The form has two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'Remember Me'. At the bottom of the form are two buttons: 'Login' and 'Forgot Your Password?'. The 'Forgot Your Password?' link is underlined in red.

This will open a page where you can provide your username and generate a password reset link.

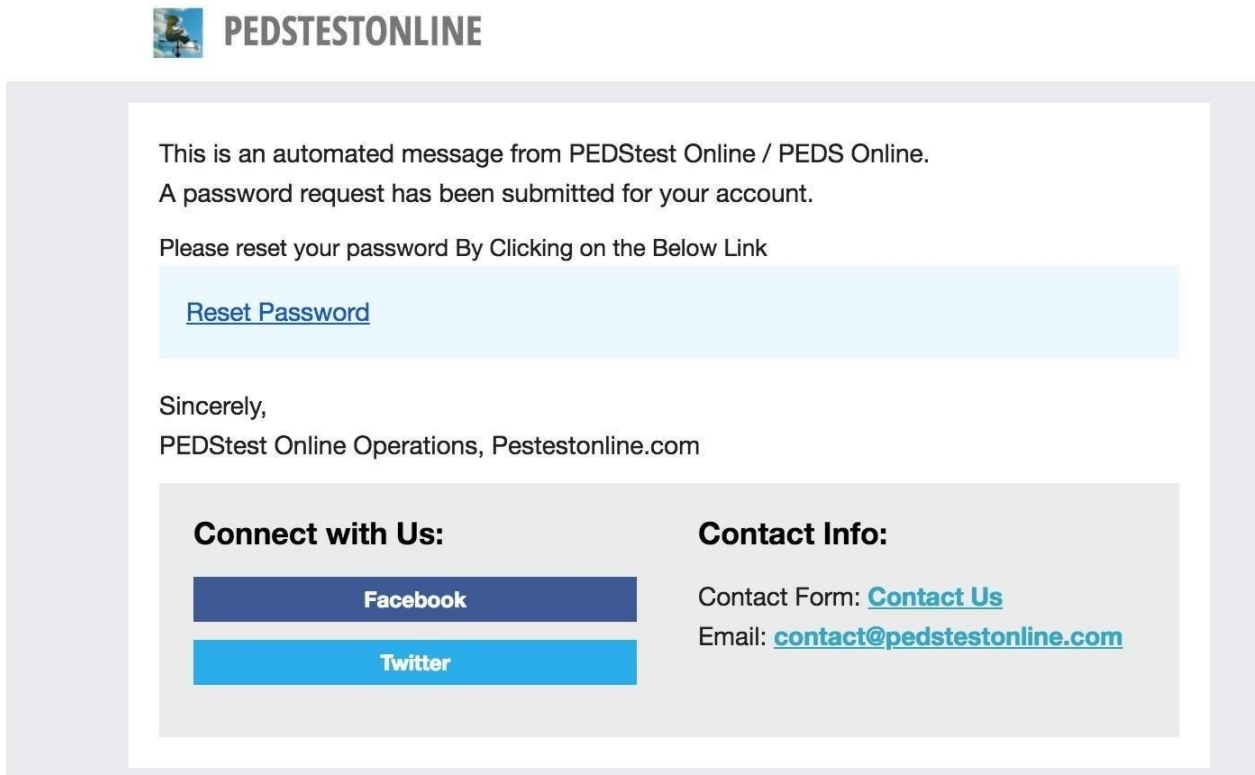
**Step 2: Provide your Username and click Send Password Reset Link.**



The screenshot shows the PEDSTESTONLINE website interface. At the top, there is a navigation bar with links: Home, MyAdmin, Portal Users, and Reference. A Login link is also present. The main content area features a 'Reset Password' form. The form has a label 'Logon (Username)' followed by a text input field. A red arrow points from the text 'Provide username' to this input field. Below the input field is a blue button labeled 'Send Password Reset Link'. Another red arrow points from this button to the word 'Click' in the footer area. The footer also contains the copyright notice '© 2018 PEDSTESTONLINE.COM' and social media icons for Facebook and Twitter.

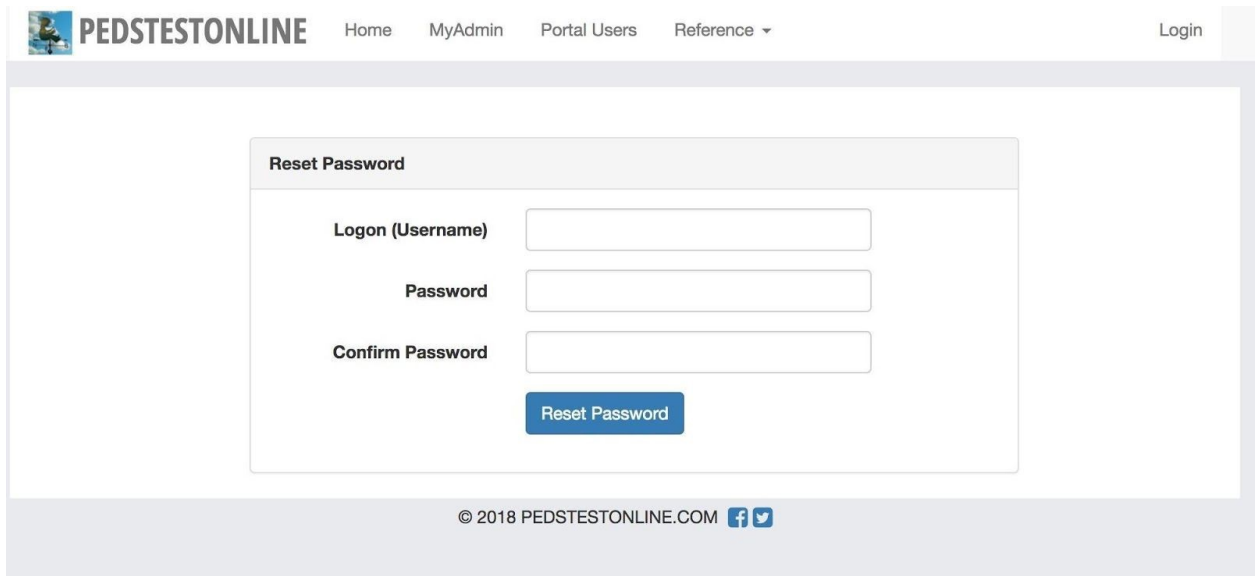
Once you provide a valid username and click **Send Password Reset Link** you will receive email with a link to generate a new password.

**Step 3: Go to registered email to check the Password Reset Link.**



Click on the Reset Password link. This will take you to a page where you can set a new password for your account.

#### Step 4: Set New Account Password.



The screenshot shows the PEDSTESTONLINE website interface. The header includes the logo, navigation links (Home, MyAdmin, Portal Users, Reference), and a Login link. The main content area features a 'Reset Password' form with three input fields: 'Logon (Username)', 'Password', and 'Confirm Password'. A blue 'Reset Password' button is positioned below the fields. The footer contains the copyright notice '© 2018 PEDSTESTONLINE.COM' and social media icons for Facebook and Twitter.

**PEDSTESTONLINE** Home MyAdmin Portal Users Reference Login

**Reset Password**

Logon (Username)

Password

Confirm Password

[Reset Password](#)

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Provide the logon name for which you generated the request. Enter the new password you want to set for the account and Click the [Reset Password](#) Button.