Setting Up Your ASQ Online Program

This quick guide will provide next steps for setting up your ASQ Online program as a Program Administrator. Links to short how-to videos are included.

Step 1: Login to ASQ Online

Once your user account has been created in the ASQ Online system, an email will be automatically generated by ASQ Online containing the link to create your password.

To login, click on the "activate your account" link from the email.

How-to video: Logging into ASQ Online

Step 2: Add Your Keycode(s)

In order to start screening in ASQ Online, you will need to add keycodes for each type of questionnaire that you have. The ASQ keycode is a unique set of 16 characters that comes in each type of ASQ-3 or ASQ:SE-2 questionnaires and ASQ-3 Learning Activities books. You'll need this keycode to access online ASQ questionnaires and learning activities.

To add a keycode for your program:

1. Select *Programs* from the main menu navigation.
2. Scroll down the page until you see the "Keycodes" section. Click the "Add" tab.

3. Enter your unique 16-character keycode including the dash marks. Click *Save*.

How-to video: Add Keycodes

Step 3: Add Program Users

Next, you will to add users to your program. There are three user role types for ASQ Online: Program Administrator, Provider, and Reviewer.

To Add a user:

1. Select *Program* from the top navigation menu.
2. Select the *Add Program User* Quick Link.
3. Enter the required information (required fields are indicated by a red asterisk [*]).
4. Click the checkbox next to the User Role. You can select multiple roles for the user.

5. Click *Save*. (The user will receive an automatic email with their username and steps to create a password.)

ASQ Online User Roles

Access Level	Program Administrator	Provider	Reviewer
	Has access to all children in program.	Only has access to children assigned to user.	Can view reports for all children in program or children assigned to user.
Enter Questionnaire Results	✓	✓	✗
Review Questionnaire Results	✓	✓	✗
Generate Reports	✓	✓	✓
Set up Family Access	✓	✗	✗
Accept Questionnaires via Family Access	✓	✗	✗
Create Users	✓	✗	✗
Assign Students to Teachers	✓	✗	✗
Create Program Documents and Packets	✓	✗	✗
Create Individual Documents and Packets	✓	✓	✗

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▶ **How-to video: Add Users**

Step 4: Set up Family Access

Family Access allows parents and caregivers to easily fill out a questionnaire using a secure and customizable web page that you create. Once accepted by the program, the screenings that were entered via Family Access automatically become part of your program.

To create a Family Access page:

1. Select *Family Access* from the top navigation menu.

2. Under the Create Web Page section select the questionnaire type you would like to use for your URL.

3. Customize the welcome message, screening instructions, and thank you page. The consent paragraph will automatically be pre-populated.

4. Be sure to click the checkbox next to "Shared" to allow other Program Administrators to review/accept Family Access Screenings.

After your Family Access URL has been created you will see the following options:

Questionnaire Type	Public URL		
ASQ-3 English	https://www.asqonline.com/family/194220	Link with Shared ASQ:SE-2 English	Show Edit Delete Send Child List Followups

a. Link with Shared: Choosing to link your ASQ-3 English and ASQ:SE-2 English pages will allow your caregivers to complete both questionnaires without having to re-enter child and caregiver demographic information.

b. Show: Use this link to view your landing page and view the URL from the perspective of a caregiver completing the screening.

c. Edit: If you need to make changes to the landing page use this link to edit the format, text or information displayed on your site.

d. Delete: Use this link to remove the URL from your program. Once the URL is deleted, it cannot be recovered. Deleting a URL will delete any pending screenings attached to that URL.

e. Send: Use this link to print or email the Invitation Letter with Family Access URL to primary caregivers. The option to email the Invitation Letter will be available if an email address is available within the Primary Caregiver's profile.

f. Child List: Any child profile who has had an invitation letter printed or emailed for them will appear in this list.

You can copy and paste your URL to different locations throughout your program including but not limited to: your program's website, email blasts, newsletters, bulletin boards and flyers.

▶ **How-to Video: How to Set up Family Access**

▶ **How-to Video: Linking ASQ-3 and ASQ:SE-2 Pages**

▶ **How-to Video: What Family Access looks like for a Caregiver**

Visit www.agesandstages.com/ks for additional help resources, including modules, FAQs, and downloads.