

Portal Directions

Log-in

Click on **Agency Log-in**

Type in the user name and password you were given.

Click on the **Log-in** button

Navigation

Screening Results

This option will allow you to view results by name, date or month.

Reports

This option will allow you to filter results by choosing **Client List by Outcome**

Print Options

This option will allow you to print all the results for an individual instead of printing them one at a time from the Screening Results screen.

Referrals

Some agencies use the internal referral system. Do not use spaces or dashes in any names.

Mary Jane and Maiden-Married should be inputted as:

MaryJane and MaidenMarried