



How to Access the MnCHOICES Assessment following an Update or Pilot/New Release

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Purpose

Instructions and guidance on how to access the MnCHOICES Assessment application the first time after the application is updated or there is a new release for pilot or statewide use.

Instructions

Mentors

- Carefully read the email associated with the All Clear from the Help Desk about the update/release and look for any specific information that might be important
- Complete the update process first, before passing the appropriate information on to all users
- Instruct **all** MnCHOICES users that the All Clear was issued and to use the process below to resume their work in MnCHOICES.

All Users

- Obtain the new URLs for PROD and MTZ from your Mentor
 - Delete the “old” URLs from your “Favorites”
 - Add the “new” URLs to your “Favorites”
 - Only use the new URLs for PROD and MTZ
 - Using old URLs causes this error message: “500--Internal server error”
- **Log in and confirm you are in the updated MnCHOICES websites**
 - The first time PROD or MTZ is accessed, you see the blue spinner with the % count that increases. If not, contact your mentor before proceeding further.



- Steps to follow before you contact your mentor:
 1. Logout of MnCHOICES
 2. Close the internet browser
 3. Reopen the internet browser
 4. Open the MnCHOICES website using a new URL (PROD or MTZ)
 5. Login to MnCHOICES
- **When prompted, update the MnCHOICES application by Uploading the new:**
 - Questions;
 - Rules; and/or
 - Content

If you have questions or need technical assistance, please contact the SSIS/MnCHOICES Help Desk using [DHS-6979](tel:651-697-6979), sending a message to dhs.ssishelp@state.mn.us or calling 651-431-4801.