

Instructions for Updating Conners Scoring Software and MHS Assessment Center Records

Software Customers

This free update is available via the easy-to-use Update feature in your Conners CBRS Scoring Software.

1. Connect to the Internet.
2. Plug your Conners CBRS Scoring Software USB key into your computer, and launch the Conners CBRS Scoring Software.
3. From the Help menu, select Check for Updates. Your internet browser launches and opens our secure MHS update site where you will be informed that an update is available.
4. Click Download Update, then follow the procedures provided to install the update.

Online Customers

Conners CBRS Online users can simply regenerate their online reports.

1. Login as usual to [MHS Assessment Center](#).
2. If you have generated any Conners CBRS reports in the past 5 days, from the Main Folder, click View Reports. Then, click Delete for all the Conners CBRS reports that appear in the View Reports list.
3. To regenerate a report, click Generate Report.
4. Select Conners CBRS from the list of products, then click the Generate link for each Assessment that you wish to regenerate.
5. Select your report options, then click Finish. The Conners CBRS scores will automatically be recalculated.

You may wish to replace any saved or printed reports with these revised reports.