

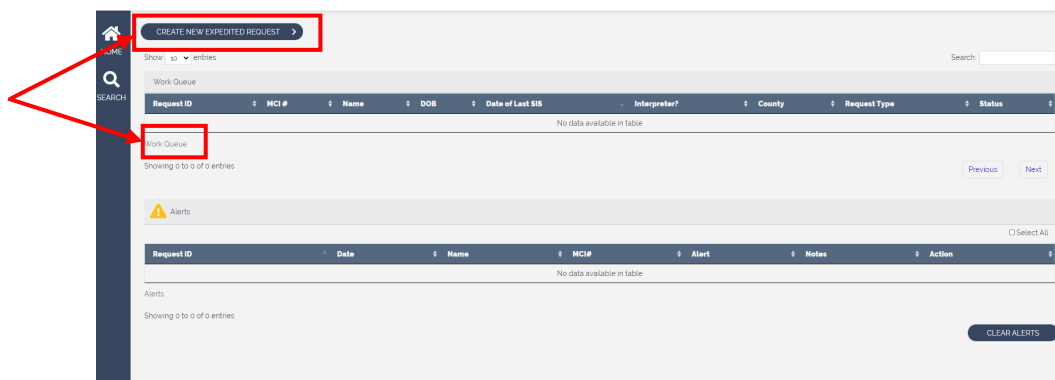


Kepro SAM Scheduling Portal

<https://pasis.kepro.com/>

SC Home Screen

Once you have successfully logged in, you will be taken to your Home Screen or queue, which looks like this:



You now have two options for scheduling assessments. You can create an Expedited Request by clicking on the "Create New Expedited Request" button in the upper left section of your screen or you can submit scheduling information for regular assessments.



NOTE: Submitting scheduling information for routine 5-year assessments can only occur for individuals that appear on your work queue with a status of "Pending." These assignments are imported to your queue by Kepro and cannot be created by you. When you have routine assessments that require scheduling information, you will be notified by Kepro via email from PAODPAssessment@kepro.com that you have assignments to complete.