

Cognitive Ability I HOW TO: Check and create new passwords for a Cognitive Assessment

- Log into your FinxS account.
- Hover over the 'Projects' tab at the top of the screen.
- Select 'Reasoning' from the dropdown menu.
- Highlight the project name in the left-hand column that you wish to check or add passwords to.
- Select the tab along the top of the active screen called 'Allowance'.
- Click 'Edit' on the right-hand side.
- If passwords are not used in this project, the 'No' circle will be marked; if they are, the 'Yes' circle will be.

Reasoning System Reasoning Analysis

General	Allowance	Thank You! Page	Project instructions	Emails	EU Disclaimer	Summary
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Allowance Type	Unlimited
Allowance number	2 used
Require Password	No

- If passwords are used, the screen will show a box of used and unused passwords – check your used and unused passwords here.
- To generate new passwords, go to 'Number of passwords' and enter the number of passwords required in the empty box.
- Click 'Generate Passwords'.
- Passwords will appear in the 'Unused Passwords' field.
- Click 'Save' on the right side of the screen.
- Or, if you do not wish to use passwords anymore, select the 'No' circle beside 'Require Password' to change it.
- Click 'Save'.

The screenshot displays the 'Reasoning HRP Test' configuration interface. At the top, there are tabs for 'General', 'Allowance', 'Thank You! Page', 'Project instructions', 'Emails', 'EU Disclaimer', and 'Summary'. The 'Allowance' tab is selected. Below the tabs, the title 'Edit: HRP Test' is shown. The main configuration area includes several settings: 'Allowance Type' with radio buttons for 'Unlimited' (selected) and 'Limited'; 'Allowance number' showing '0 used'; 'Require Password' with radio buttons for 'Yes' (selected) and 'No'; and 'Known Respondents' with radio buttons for 'Yes' and 'No' (selected). A 'Number of passwords' input field contains the value '10', and a 'Generate Passwords' button is located to its right. Below these settings, there are two large text areas: 'Unused passwords' and 'Used passwords'. The 'Unused passwords' area contains a list of generated passwords: 'ZmKxsv2jb6', 'hSwqpmQ8Zw', 'CceCy1NUFU', 'T3JX1Ugamn', and '8BwMXvBcqy'. The 'Used passwords' area is currently empty.