



# Quick Reference

## for New Portal User Login

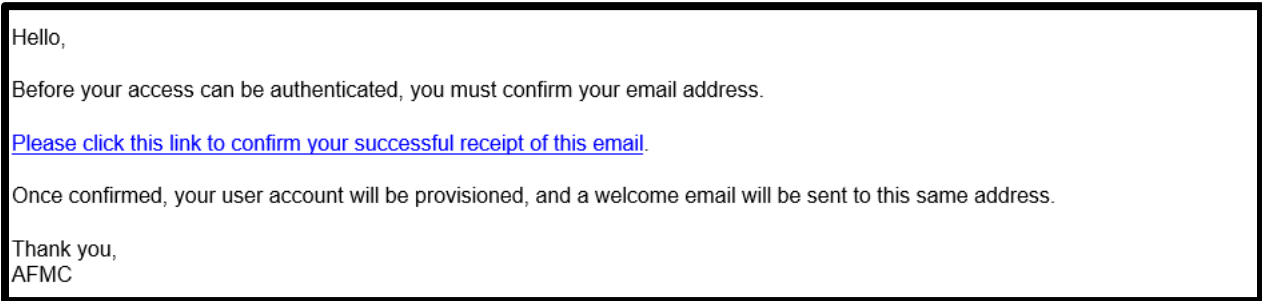
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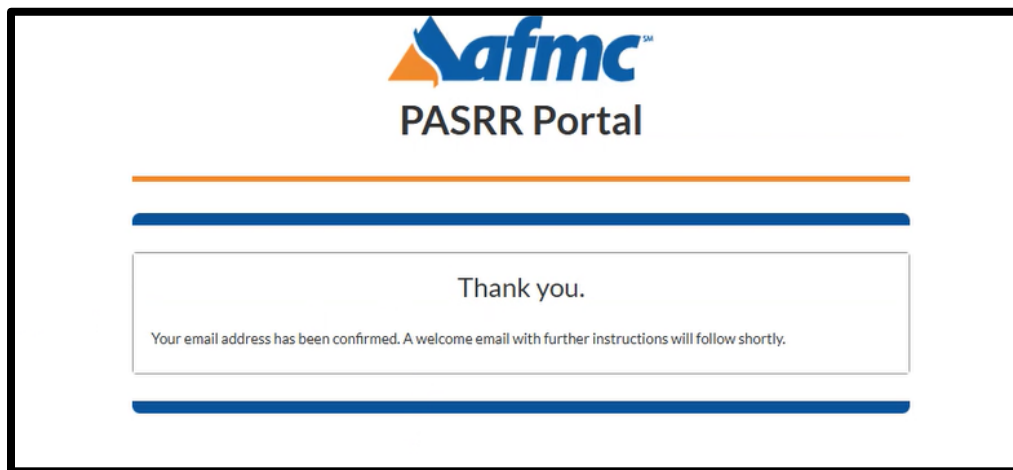
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## New User Sign-in

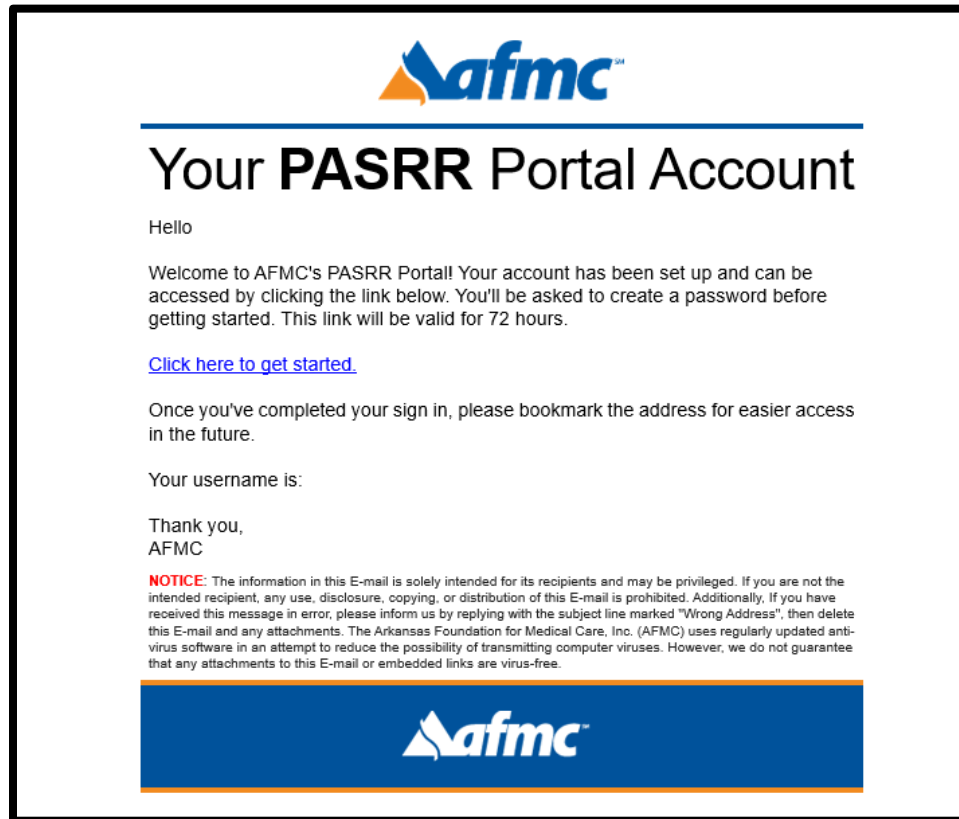
Once approved, you will receive an email from [pasrr@afmc.org](mailto:pasrr@afmc.org) to verify your email address.



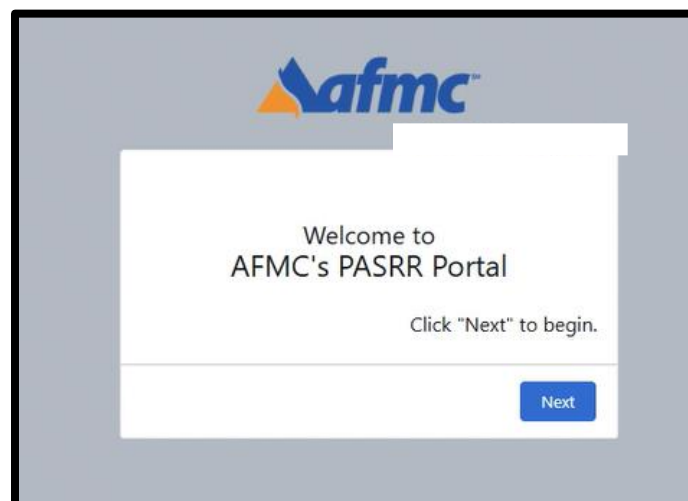
After clicking the link this page will appear.



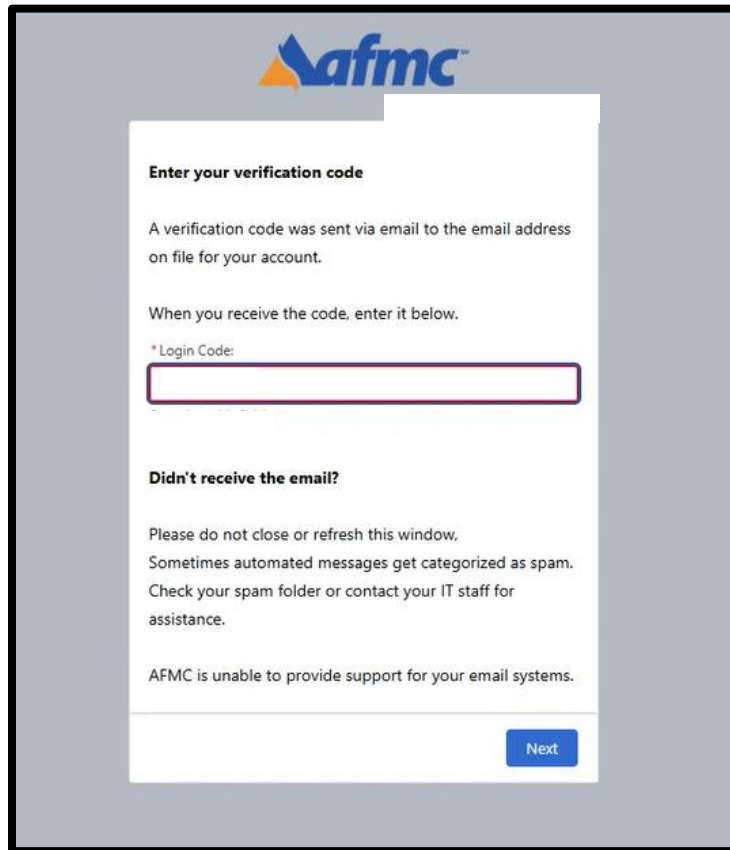
Once your email has been verified, you'll receive a Welcome to PASRR Portal email with a link to access your account.



The following page will appear in your browser. Click Next.

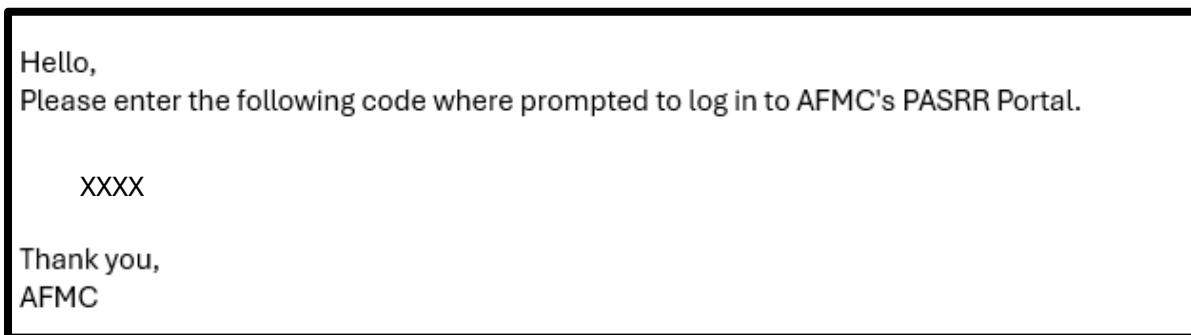


After clicking next you will be taken to this page. You will receive an email with the Login Code requested. Input the code and click Next.



The screenshot shows a web page with the AFMC logo at the top. Below the logo, the heading "Enter your verification code" is displayed. The text explains that a verification code was sent via email and provides instructions on when to enter it. A text input field is labeled "\* Login Code:". Below this, there is a section titled "Didn't receive the email?" with instructions to check the spam folder and contact IT staff. At the bottom right, there is a blue "Next" button.

Email with code will look like this:



The screenshot shows an email body with the following text:

Hello,  
Please enter the following code where prompted to log in to AFMC's PASRR Portal.

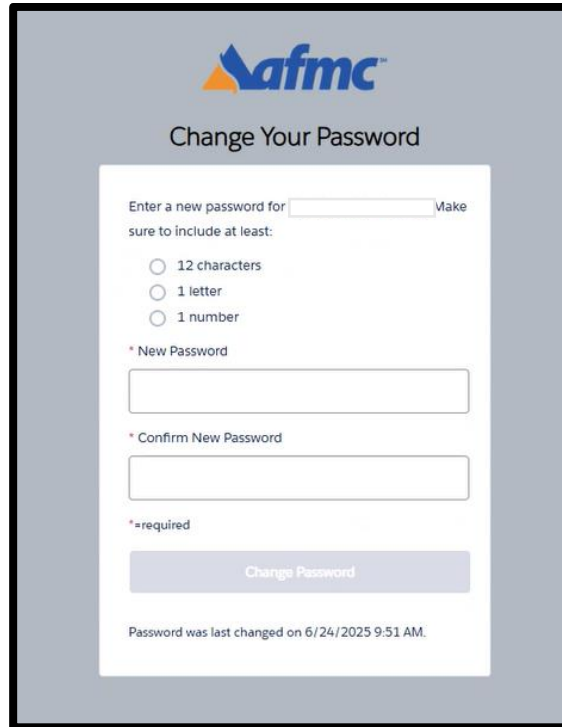
XXXX

Thank you,  
AFMC

The link will open a web browser where you'll create your password.

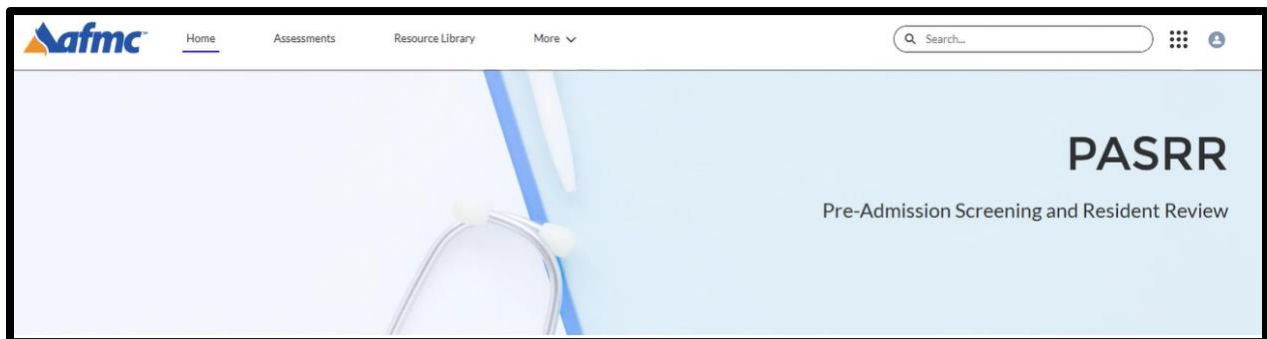
Make sure your password contains at least: 12 characters, 1 letter, 1 number

Click "Change Password"

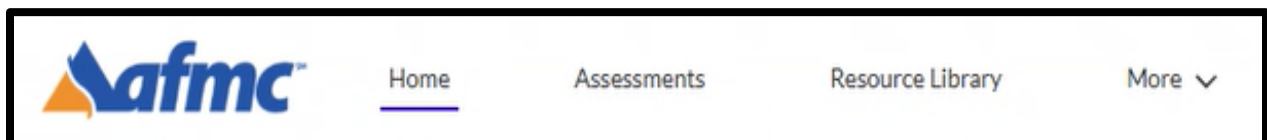


The screenshot shows a web form titled "Change Your Password" with the afmc logo at the top. The form includes a text input field for a new password, followed by three radio button options: "12 characters", "1 letter", and "1 number". Below these are two more text input fields labeled "\* New Password" and "\* Confirm New Password". A "\*required" label is positioned below the second field. At the bottom of the form is a "Change Password" button and a message: "Password was last changed on 6/24/2025 9:51 AM."

After creating your password, the Home Page will appear.



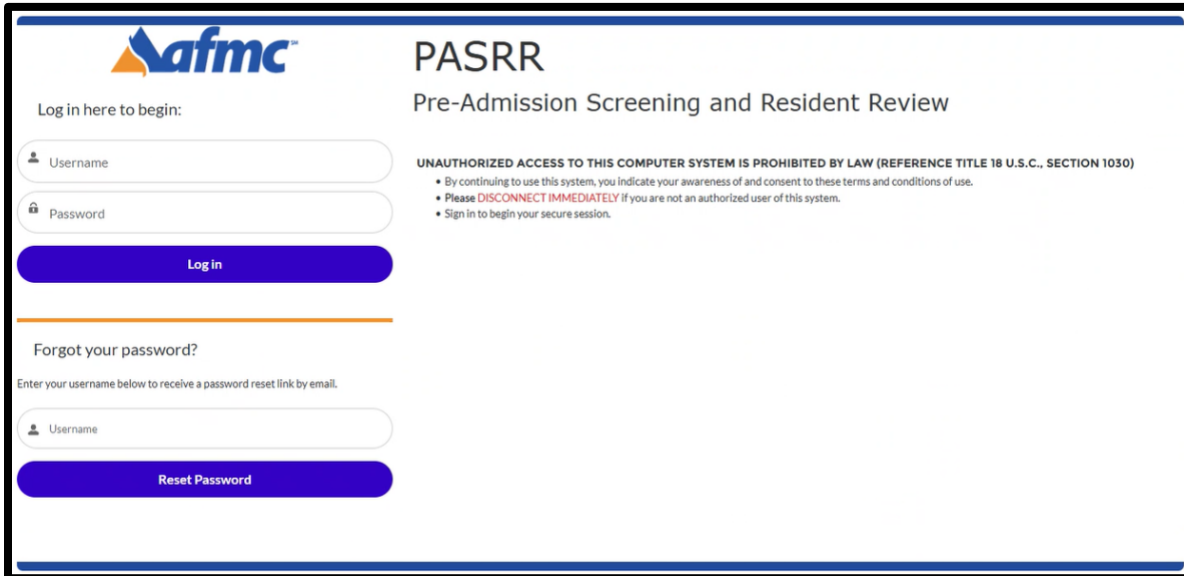
To navigate the portal, use the toolbar:



## Returning User Sign-in

Login screen for future sign-ins.

“Forgot your password?” screen also found here.

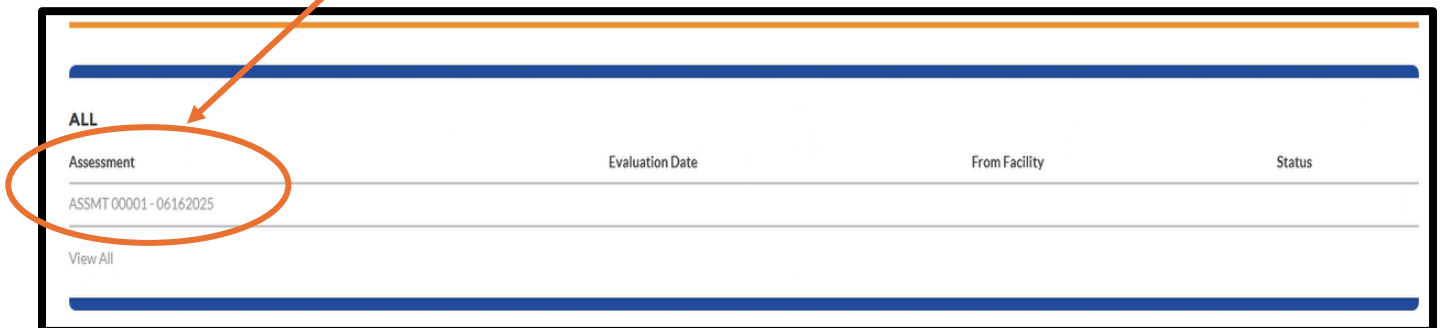


The screenshot shows the PASRR login interface. At the top left is the afmc logo. To its right, the text reads "PASRR Pre-Admission Screening and Resident Review". Below the logo is a "Log in here to begin:" section with two input fields: "Username" and "Password", followed by a blue "Log In" button. To the right of these fields is a legal disclaimer: "UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW (REFERENCE TITLE 18 U.S.C., SECTION 1030)" with three bullet points: "By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use.", "Please DISCONNECT IMMEDIATELY if you are not an authorized user of this system.", and "Sign in to begin your secure session." Below the login section is a "Forgot your password?" section with the instruction "Enter your username below to receive a password reset link by email." and a "Reset Password" button.

## Viewing Status of Assessment

Your home page will automatically show your assessments, but you can also access them through your tool bar by clicking on the “Assessments” tab.

Click on Assessment link to view more details



The screenshot shows a table with the following columns: "Assessment", "Evaluation Date", "From Facility", and "Status". The "Assessment" column contains the text "ASSMT 00001 - 06162025". A blue "View All" link is located below the table. An orange callout box with an arrow points to the "Assessment" column header.

Assessment	Evaluation Date	From Facility	Status
ASSMT 00001 - 06162025			

[View All](#)

Detailed assessment view:



PASRR Assessment  
ASSMT 00001 - 06162025

Record Type	Type	Sub-Type	Status
Level II	PreAdmission Screening	Dual	

Details

Assessment  
ASSMT 00001 - 06162025

Status

Type  
PreAdmission Screening

Sub-Type  
Dual

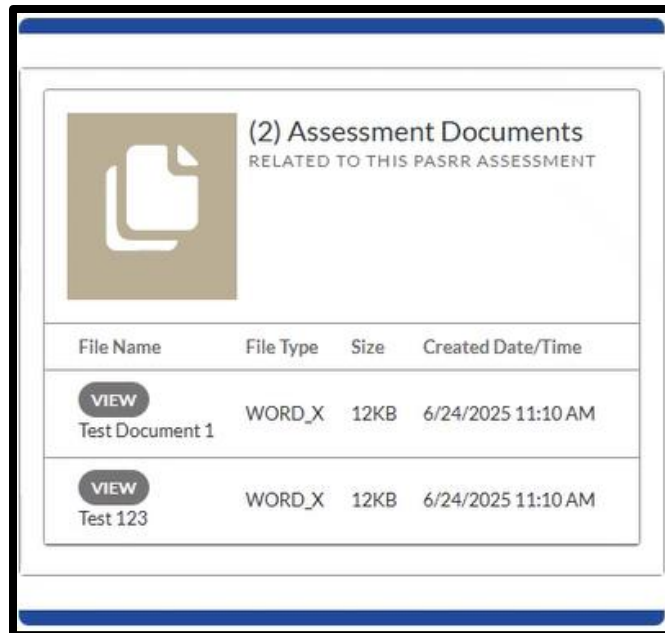
From Facility

DMS-787 Form Completion Date

Evaluation Date

## View and Download Assessment Documents

After clicking into the Detailed Assessment View the Assessment Documents box will be on the left-hand side of the screen.

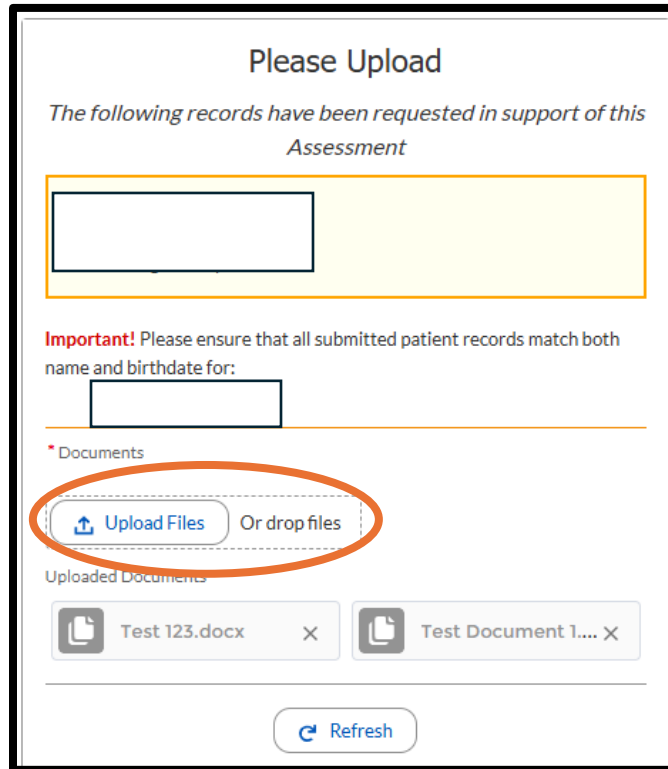


(2) Assessment Documents  
RELATED TO THIS PASRR ASSESSMENT

File Name	File Type	Size	Created Date/Time
<a href="#">VIEW</a> Test Document 1	WORD_X	12KB	6/24/2025 11:10 AM
<a href="#">VIEW</a> Test 123	WORD_X	12KB	6/24/2025 11:10 AM

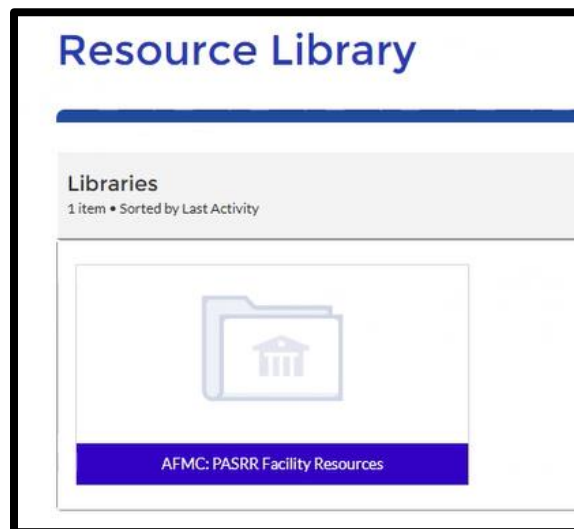
## Uploading Records

Once in an assessment click **Upload Files** to upload requested documents.



## More Training Tools

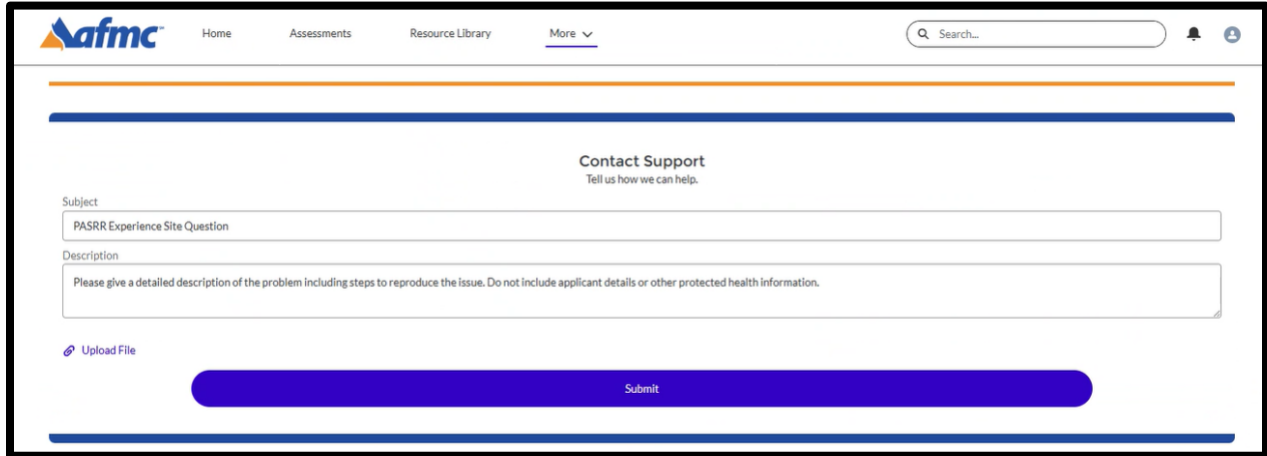
To access more training and tool click on the resource library tab in the toolbar. The following resource library will appear.



## Contact Support

To contact support for issues with portal functionality:

- Click More in the tool bar
- Click Contact Support in the drop-down menu
- Fill in the Subject and Description lines
- Click Submit



The screenshot shows the 'Contact Support' form in the PASRR Portal. The form is titled 'Contact Support' with the subtitle 'Tell us how we can help.' It features a 'Subject' field with the text 'PASRR Experience Site Question' and a 'Description' field with the placeholder text 'Please give a detailed description of the problem including steps to reproduce the issue. Do not include applicant details or other protected health information.' There is an 'Upload File' button and a large blue 'Submit' button at the bottom.

**Have questions or need help with PASRR Portal?**

**Email us at [pasrrsupport@afmc.org](mailto:pasrrsupport@afmc.org).**

**If you have questions about a specific review, please contact [pasrr@afmc.org](mailto:pasrr@afmc.org).**