Important: If you are new to CARS **or a returning user updating from CARS 1.05 or earlier to CARS-5**, you must complete CARS setup to use the tool.

If you are updating from CARS-5 or later and want to restore data from your previous installation, **do not complete CARS New User Setup after installation**. Instead see the **Restoring Your Data** Quick Guide.

1. Select the **Administrator** tab, then select **Site Registration.**

2. Enter the default administrator credentials:
  • username: admin
  • password: carsadmin

3. Once the site information is filled out select **Validate Email Address**. An email containing a validation code will be sent to the address entered in the **Admin Email** field.

4. Enter the validation code, then select **Validate Email Address**. A window will appear confirming email validation. Select **OK**.

5. Select **Register**. A new window will prompt you to add users, referral data, then restart CARS. Select **OK**.

6. Back in the CARS control center, select **Administrator > Add/Modify User**.

7. Under "Current Users", "admin" is highlighted. Select **Modify User**.

8. In the text field next to **Password**, replace "carsadmin" with our own new administrator password. All CARS passwords must:
  • be between 6 and 20 characters long
  • contain at least one digit from 0 to 9.
  • contain at lease one lowercase letter and one uppercase letter.
  • contain at least one of the following symbols: ! @ # $ % ^ & * ( )

9. Select Update User.

10. To create a new user account, select Add User.

Important: User accounts are different from the administrator account. User accounts are for conducting assessments, so at least one user account is required to use CARS.

11. Enter a username and password for your first CARS user account. The password must follow the same guidelines as the admin password, listed above. You also may set the account's modules at this time by selecting **Set/Change User's CARS Modules**, or choose modules later.

12. Select **Add User**. You will see your new user added to the "Current Users" list.

13. To add another user, modify an existing user, or delete a user, select the corresponding button. When finished adding users, select **Exit**.

14. You will be prompted with the option to add referral data. To add referral data now, select **Add referral data** and see the quick guide for Adding and Modifying Referrals. Otherwise, select **Finish Installation** to restart the program.

Note: If you choose to add referrals at this time, restart CARS after you have finished.