

May 10, 2016

Dear

Thank you for your interest in Brain Mapping and Neurofeedback. **Please read these instructions in their entirety before you go into your account.**

Below and attached are instructions for you to follow in order to create your QEEG Mapping Account on line. This information must be entered and completed **BEFORE** I conduct your Brain Map. The My New Mind Account web site is safe, secure and confidential.

Please **Log onto the web site:** <https://www.My-NewMind.com>

Your ID is: (all lower case)

Your PASSWORD is: (all lower case)

### **My New Mind Maps Instructions**

Thank you for taking the time to fill out the information in your personal account. The New Mind Maps web site has been recently updated including the quality of the maps and the data they produce. Filling out all of the information as instructed below, will help you to better understand, and me to interpret your brain map; and how it compares to your self-reported symptoms and presenting problem. Once you complete these data, you can pull up your analyses and see how your self-report compares to the actual map.

**PLEASE NOTE: Your information is confidential and protected by HIPAA. I require all patients to fill in all information as instructed below, before having a QEEG Brain Map. By taking the time to fill out the information, you will be contributing to a better understanding of your own self-analysis. *Incomplete information may delay my ability to interpret your QEEG Brain Map.* Thank you again for taking the time to complete the needed information in your account. Please follow these steps:**

- 1) **Log onto the web site:** <https://www.My-NewMind.com>
- 2) **Type in your ID:** (use your first name and number I have assigned to you (usually the number is your age) – – (all lower case) Example: mary57, john12.
- 3) **Type in your Password:** (use your last name – – (all lower case) Example: smith

- 4) The first time you log on, read the User agreement and then scroll to the bottom and click on accept. Your account will then pop up.
- 5) Below your name, click on the tab that says **“Clint Profile”**: for each area/section fill in all pertinent data. When entering medications, click on the **“Add Medication”** button and enter the medication information. When adding multiple medications click on the **Add Medication** button again. When you have entered all information click on **“Save**
- 6) Below your name, click on the tab that says **“Physiology”**: click on **Create New Assessment**. Fill in all pertinent data; ranking the severity and frequency of each symptom. When you are done click on **“Save/Submit”**.
- 7) Below your name, click on the tab that says **“ISI”**:
  - A) Click on **“Begin the ISI Assessment”** Answer **ALL** questions. When you are done, click on **“Submit”**. **NOTE: You must complete ALL questions before submitting or you will have to redo the assessment.** It can take up to 30-45mins.
- 8) Below your name, click on the tab that says **“CEC”**:
  - A) Click on **“Begin the CEC Assessment”** Answer **ALL** questions. When you are done, click on **“Submit”**. **NOTE: You must complete ALL questions before submitting or you will have to redo the assessment.** It can take up to 30-45mins.
- 9) Cognitive Tests. If I have highlighted this paragraph in yellow, below your name, click on the tab that says **COGNITIVE**. For each test **FIRST** click on **“Overview”** and read it. Then click on **PRACTICE** and complete the practice session. Then click on **“Start Test”** and complete the test. Each of these is timed, so please do your best to complete each one.
- 10) When you have completed any one section or all sections click on **“Logout”** at the top right side of the page.

In summary, Please go to [www.my-newmind.com](http://www.my-newmind.com) and log in. Click My Account. Fill out the Client Profile (all sections), and then fill out the “Physiology” information section. Then click the ISI and answer all of the questions. Then click on the CEC tab and answer all of the questions. If you have any problems contact me by E-mail: [RobertLongoLPC@gmail.com](mailto:RobertLongoLPC@gmail.com)

**WHEN YOU HAVE COMPLETED FILLING OUT ALL OF THE ABOVE INFORMATION PLEASE SEND ME AN E-MAIL INDICATING THAT YOU HAVE**

**COMPLETED ALL OF THE INFORMATION IN YOUR ACCOUNT. Please E-mail me at: [RobertLongoLPC@gmail.com](mailto:RobertLongoLPC@gmail.com)**

**PLEASE NOTE: If you do not complete the information in your account as outlined above and let me know you are ready to be mapped within 30 days; I automatically DELETE YOUR ACCOUNT. I only keep accounts on active patients.**

Thank you!