

## Florida Birth-to-Five Child Outcomes Measurement System

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### Instructions for releasing a current MDS License from an existing computer

#### Steps to Release Current License

1. Log in to BDI-2 Data Manager with 001 Admin user name and password.
2. On the tool bar, click **Staff Administration**, then **Search Staff**.
3. Using the **First Name** and **Last Name** fields, enter the examiner **currently** using the existing MDS license/laptop. Click **Search**.
4. Under the **Actions** column (far right), click **Edit**.
5. Scroll down under the user/password information to: **Mobile Data Solution GUID**:
6. You will see a series of letters and numbers in the box.
7. Click the box **UNDER** that series of letters and numbers- **Reset/Change Mobile Data Solution**.

**Note: If you click the box above, Reset/Change Mobile Device, you will lose your MDS license immediately and will need to contact DOE/DOH to request your license back.**

8. Scroll to bottom of page and click **Save**.