Tutorial to Download and Set up the CARS Program
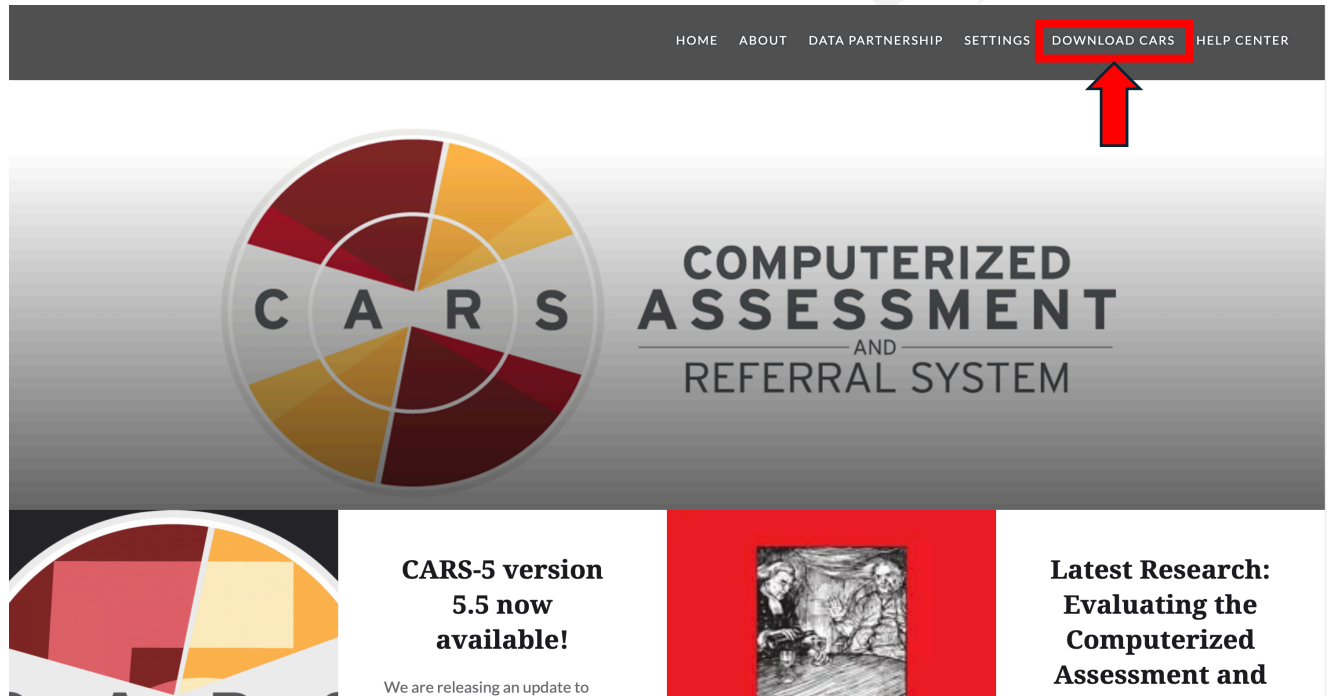
For Windows Operating Systems:

Step W-1:

Go to the CARS website at: http://www.carstrainingcenter.org/

Step W-2:

Click on the "Download CARS" tab at the top-right of the website.

Step W-3:

Click on "Access CARS-MH for windows" or "Access CARS-5 for windows", based on your requirements.

Note: There are differences between the CARS-MH and the CARS-5. The CARS-5 takes approximately 12 to 16 minutes to complete while the CARS-MH takes typically 20 to 24 minutes. At present, particularly in the context of simply DUI screening during court I would recommend the CARS-5. It has sufficient information to offer judges and other judicial officers essential information to assist with sentencing and treatment recommendations. Regarding CARS-MH, this is most often better used in circumstances in which a mental health provider or an intake coordinator with a mental health facility is being utilized. The CARS-MH does have greater details and offers an opportunity for a combination of both screening and evaluation.

Download CARS

Windows OS	macOS
Access CARS-MH for Windows OS	**Access CARS-MH** for macOS
Latest release: CARS-MH 5.4 Windows	**Latest release:** CARS-MH 5.4 macOS
Release date: April 19, 2022	**Release date:** April 19, 2022
Compatible with Windows 10/8.1/8/7/XP	*Compatible with macOS X*
Access CARS-5 for Windows OS	**Access CARS-5** for macOS
Latest release: CARS-5.5 Windows	**Latest release:** CARS-5.5 macOS
Release date: July 28, 2023	**Release date:** July 28, 2023
Compatible with Windows 10/8.1/8/7/XP	*Compatible with macOS X*

Prepared by Louisiana CARS Project Team: Dr. Xiaoduan Sun (PI), Dr. Scott Smith and Farooq Azam Khanzada

Step W-4:

Register for an account by clicking on the register button on the bottom right of the screen. If you have already registered, skip to step 5.

Step W-4.1:

Fill out the form and click Register. The fields marked with * are required. The other information is optional.

Account Information

Username *

Password *

Confirm Password *

> Confirm Password

Contact Information

First Name *

Last Name *

Job Title

E-mail Address *

Phone Number

Address 1

Address 2

City

State

Zipcode

☑ Select the Newsletters you would like to subscribe to:

☐ CARS Newsletter   ☐ Division on Addiction Newsletter

☐ The BASIS Newsletter

By checking the box below, I am agreeing to be contacted by the CARS Team to discuss joining the Data Partnership program.

☐

Organization Information

Organization/Company Name

Within what setting(s) will you be using CARS?

☐ Pre-trial services   ☐ Court program

☐ Attorney (e.g., prosecutor, DA/SA office, defense attorneys)   ☐ Specialty/treatment court (e.g., drug, DWI, mental health, or veterans court)

☐ Community corrections (i.e., probation/parole)   ☐ Correctional institution (e.g., sheriff's office, jail, prison)

☐ Behavioral health   ☐ Substance use treatment

☐ DUI treatment   ☐ Emergency department/healthcare institution

☐ Government agency (e.g., DHS, DOJ, DPS, DOT, HSO, etc.)   ☐ Academic institution (e.g., educators, researchers, students)

☐ Vendors (e.g., interlock/CAM companies, DUI programs)   ☐ Other (please describe below)

Other (please describe)

When do you plan on using CARS with clients?

○ Not sure/Just trying CARS   ○ In the next week

○ In the next 1-3 months   ○ In the next 4-6 months

○ In more than 6 months

☐ How many computers are you planning to install CARS on?

Which operating system will you be using CARS on?

☐ mac OS   ☐ Windows

Only fill in if you are not human

Register

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Step W-4.2:

Check your email and activate the account using the link you receive in your email.

Note: If you don't see the email, please check your Spam folder in your mailbox.

Sign up

Please complete the CARS sign up form below to gain full access to the CARS' website, including having the ability to download CARS for your organization's computer(s).

Signing up for the CARS website is separate from site registration which you will be asked to complete the first time you use CARS on your computer. For more details on site registration see the **User Manual**.

Thank you for registering. Before you can login we need you to activate your account by clicking the activation link in the email we just sent you.

Step W-5:

Once your account is verified, log in using username/email address and password.

Step W-6:

Once the program is downloaded, double click on the file to install it.
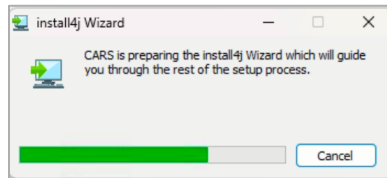
Step W-7:

Once installed, open the program.

Step W-8:

Click on the "Administrator" tab at the top left of the software interface and then click on the "Site Registration" in the dropdown menu.
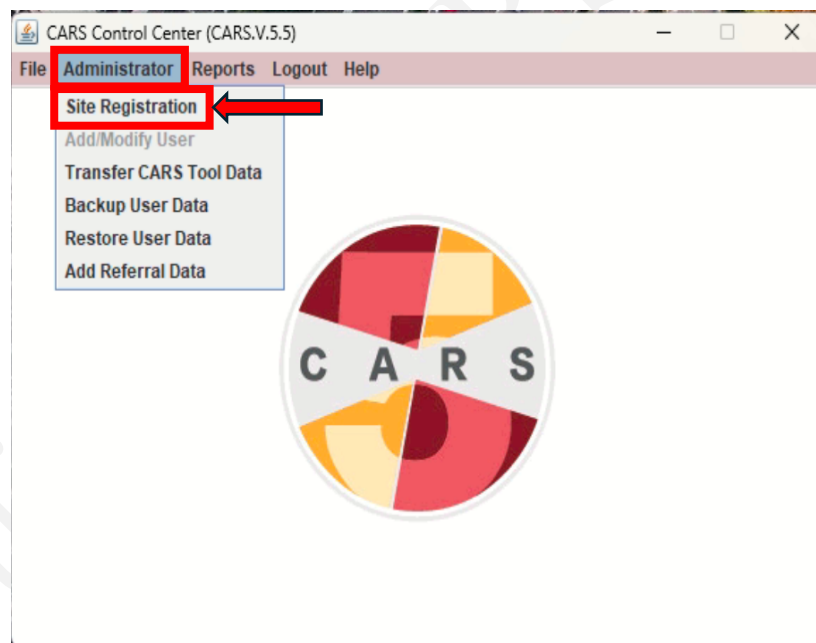
Step W-9:

To register sites or add users, use the admin username and password. The default admin username and password are:

- **Username:** admin
- **Password:** carsadmin

Note: Use the instructions in the user manual if you want to change the admin username and password. The user manual can be accessed by clicking "Help" and then clicking "User Manual" *(see steps below)*:

Back in the CARS control center, select **Administrator > Add/Modify User**. Under "Current Users", "admin" is highlighted. Select **Modify User**.

In the text field next to **Password**, replace "carsadmin" with our own new administrator password. All CARS passwords must:
- be at least 6 characters and at most 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: ! @ # $ % ^ & * ( )
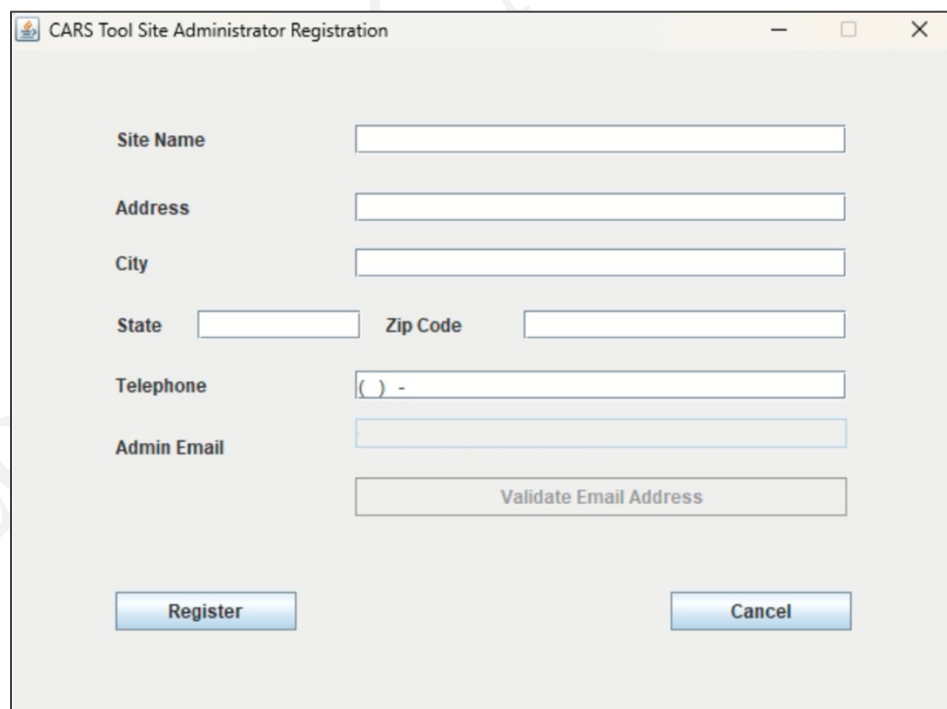
Note: Remember your administrator password. If you forget your administrator password, see Password Recovery. Make sure your email address remains active for password recovery.

Select **Update User**.

Step W-10:

Enter the details of where you will use the program, i.e., register the site. After filling in the details, click "Validate Email Address". You will receive a code in your mailbox. Enter the code in the popup window. Once validated, click register.

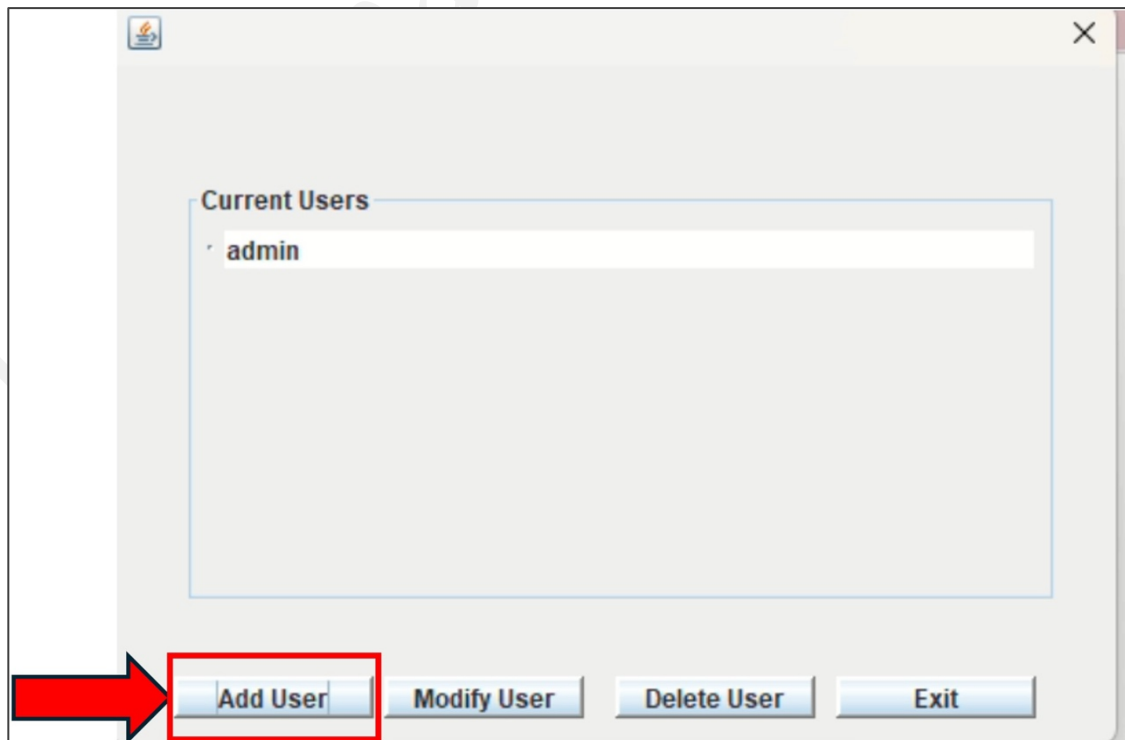**Note:** If you don't see the email, please check your Spam folder in your mailbox.

Step W-11:

Now go to the "Administrator" tab on the top and click "Add/Modify User".
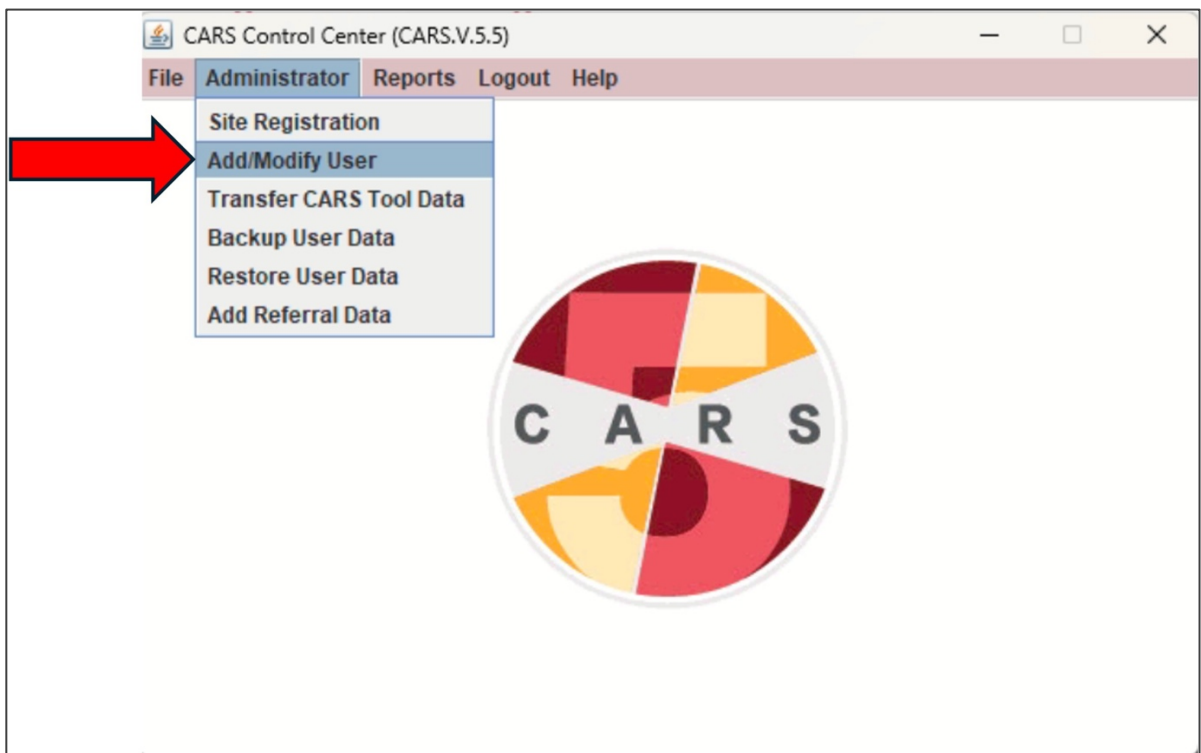
Step W-12:
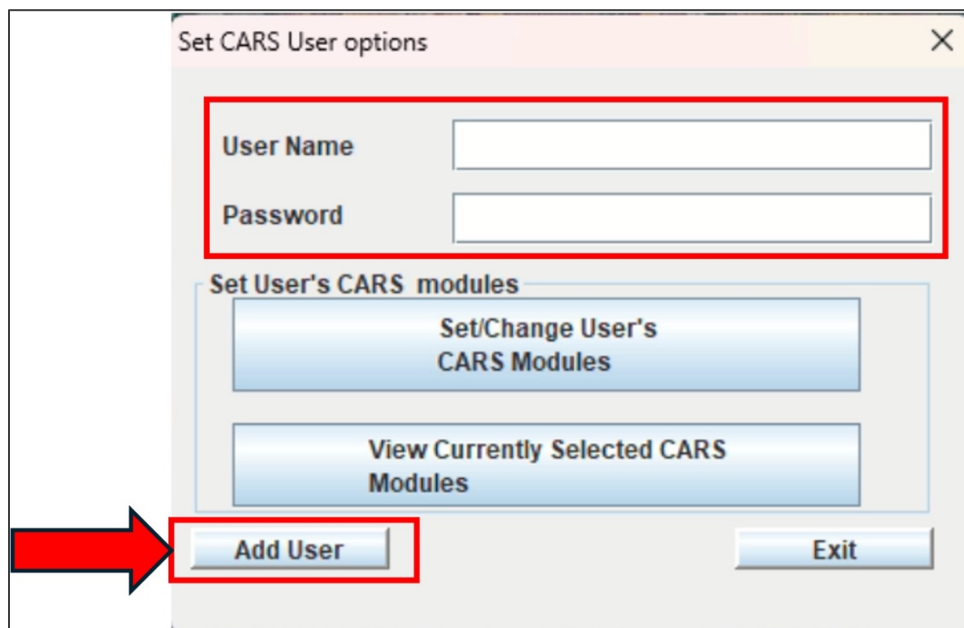
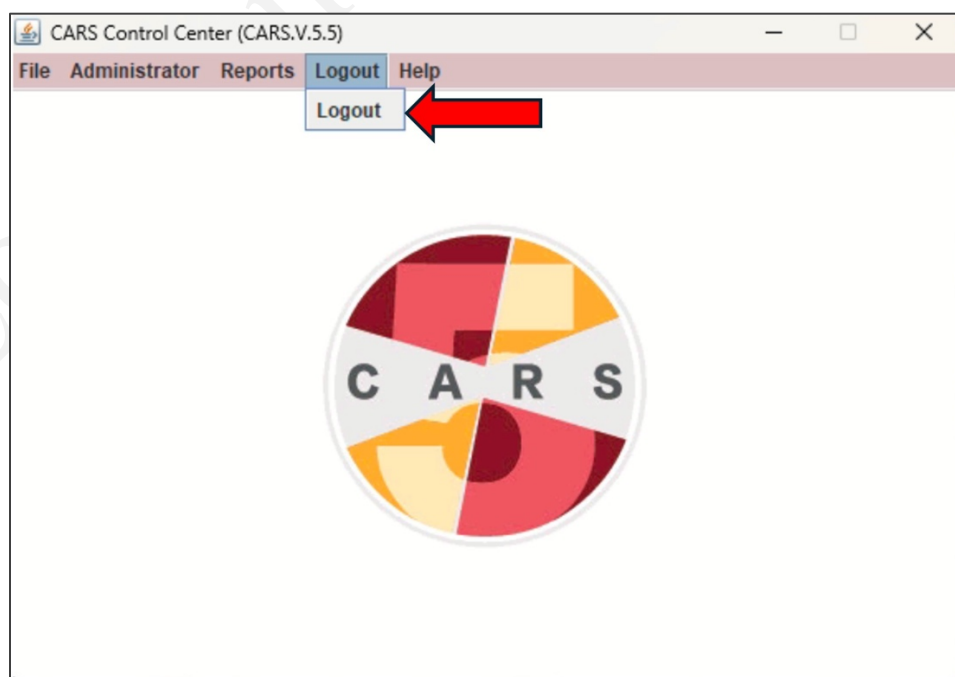Click "Add User" at the bottom left of the popup window.

Step W-13:

Add username and password. It is important to remember these login credentials. These details will be used to start a session. Once the details are typed in, click on Add User.

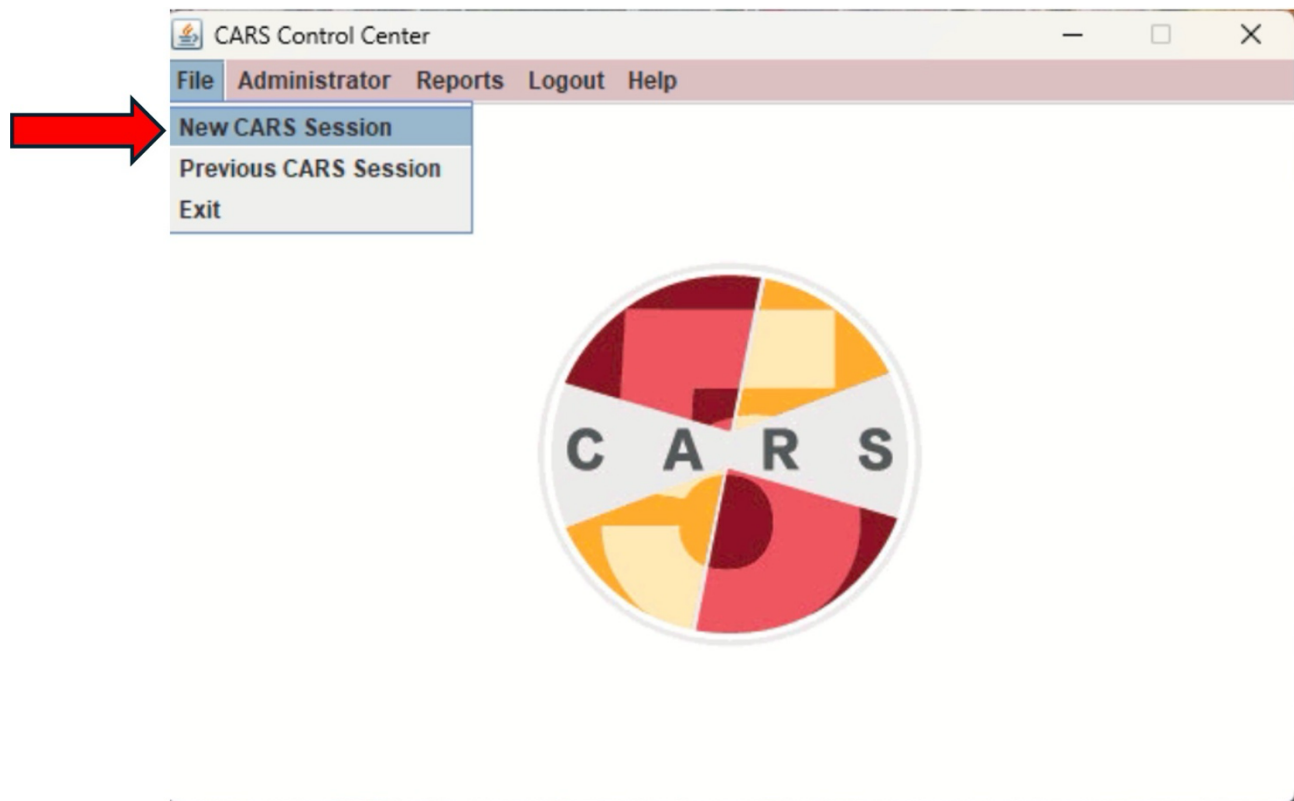**Note:** The admin username and password cannot be used to initiate a session.
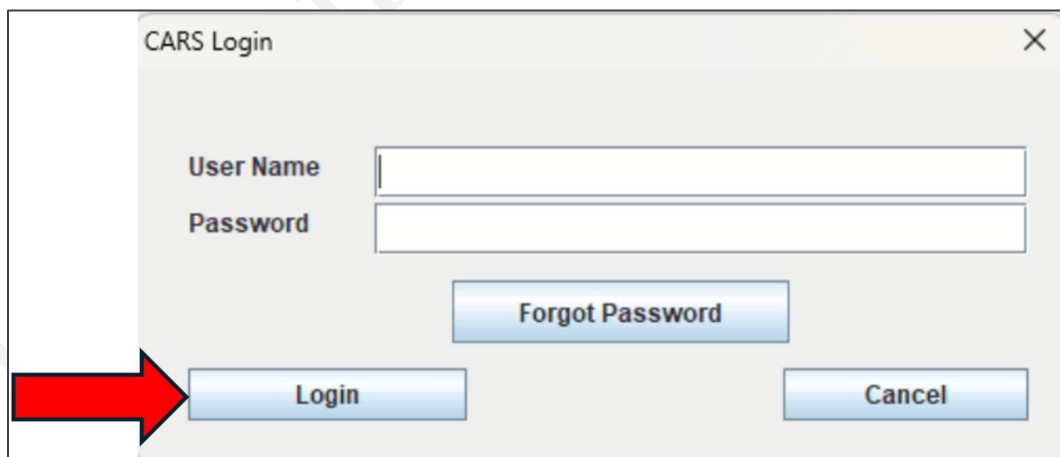

Step W-14:

Log out from the program.

Step W-15:

Go to "File" on the top-left and then click on "New CARS Session".
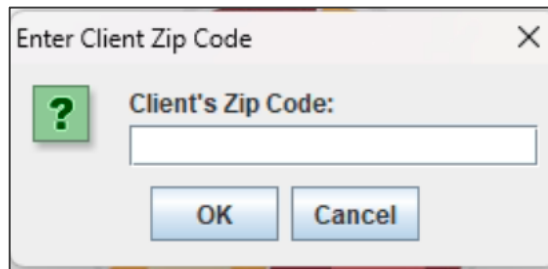
Step W-15:

Enter the **User** login credentials from step W-13. Click Login.

Step W-16:

Enter the Client's zip code. If unknown, enter 9999.
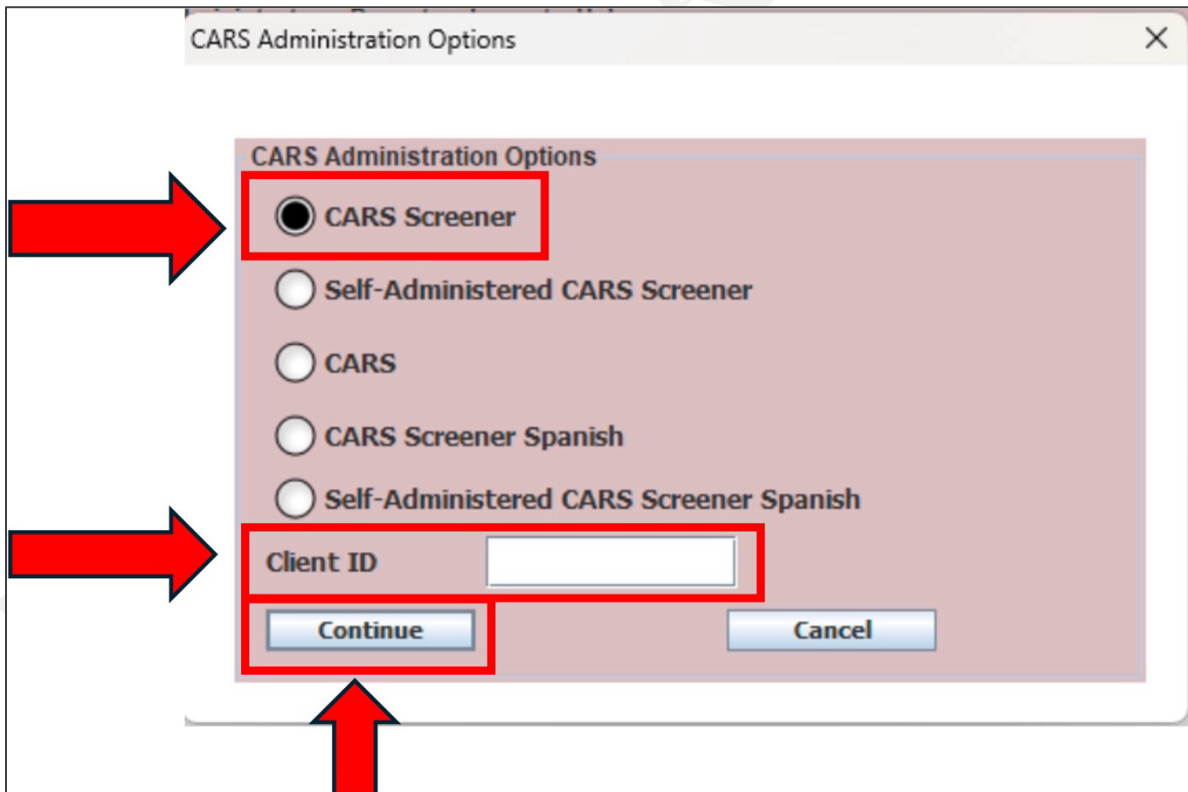
Step W-17:

Select CARS Screener. Then, Enter Client-ID, this will show on the report. Then, click Continue.

For the Louisiana CARS project the Client ID contains the person's three initials and then the date of evaluation e.g., George Franklin Washington tested on 02/26/2025 would be GFW02262025. However, individual court systems may use docket numbers or other court specific numeric references.

Step W-18:

Congratulations! You have successfully launched a CARS session. Once completed, the program will generate a PDF report for you.

Note: The CARS screening consists of two parts: the first one is for the individual being tested, and once that is completed, the program consists of a set of questions for the screener.