

TAKE THE ASSESSMENT AS AN EXISTING USER

1. If you are trying to complete an assessment and see the following message:
"That email address has already been registered. Please sign in or register with a different e-mail address."
it is because you have previously taken an assessment and are already registered in the system.

Sign In

▼ New User Registration

User Registration

- ▶ That e-mail address has already been registered. Please sign in or register with a different e-mail address.
- ▶ Email Address / User ID: captain@mcu.com
- ▶ Password: [Redacted]
- ▶ Verify Password: [Redacted]
- ▶ First Name: Steve
- ▶ Last Name: Rodgers
- ▶ Key Code: 00000-AB1CD2
- ▶ I agree to this website's Terms of Use. View
- ▶ Register

▶ Existing User Sign In

▶ Continue an Incomplete Assessment

2. You can continue by clicking the **EXISTING USER SIGN IN** tab.
3. When the tab opens, enter your **email address** and **password**. (If you do not remember your password click the Forgotten your password? link. Check your email to reset your password). After entering your email address and password, agree to the website terms of use and click the **Sign In** button.

▶ New User Registration

▼ Existing User Sign In

User Sign In

- ▶ Email Address / User ID: captain@mcu.com
- ▶ Password: *****
- ▶ Remember Me:
- ▶ I agree to this website's Terms of Use.
- ▶ Sign In [Forgotten your password?](#)

▶ Continue an Incomplete Assessment

4. From your home page, click the **Take Assessment** link.

Home

Signed In ▶ captain@mcu.com
Selected Account ▶ Your Company Name

Assessments

- ▶ Take Assessment
- ▶ View Assessments

Settings

- ▶ Edit User Information

5. Next, enter the keycode you were provided and click the **Process Keycode** button.

Take Assessment

Signed In ▶ captain@mcu.com
Selected Account ▶ Your Company Name

Take Assessment

Process KeyCode

Your KeyCode 00000-AB1CD2

Process KeyCode

6. If you see the following message appear, it's just a notification that you are about to use your assessment credit. Click the **Process Keycode** button again to confirm.

⚠ Notice: You are currently logged in as captain@mcu.com and by continuing you will be debiting one assessment from the keycode named "PeopleKeys 4D Report".

Take Assessment

Signed In ▶ captain@mcu.com
Selected Account ▶ Your Company Name

Take Assessment

Process KeyCode

Your KeyCode 00000-AB1CD2

Process KeyCode

7. Read the on-screen instructions and click the **NEXT** button when you are ready to begin.

Take Assessment

Signed In ▶ captain@mcu.com
Selected Account ▶ Your Company Name

Step 1 of 5

Welcome to the Online Assessment Center for **Your Company Name**.



- Depending on your organization, after clicking "Next" you may proceed to a page where you will enter your name, email address and contact information. This information is strictly used for your organization to contact and/or identify you.
- You will then proceed through a group of statements. Carefully read and follow the instructions at the top of the page.
- Depending on your selected assessment, there could be anywhere from 1 to 10 sections for you to complete.
- There are no right or wrong answers. Do not deliberate too long on any one section. Each section should be completed in no longer than 7 to 10 minutes.
- Some sections are multiple choice and require you to choose the best fitting answer. The instructions will describe how to complete each section in more detail, please read them carefully.
- Upon completion of your last assessment, you may be redirected to another website of your organization's choosing. When this happens, you have successfully completed all of the necessary assessments.

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