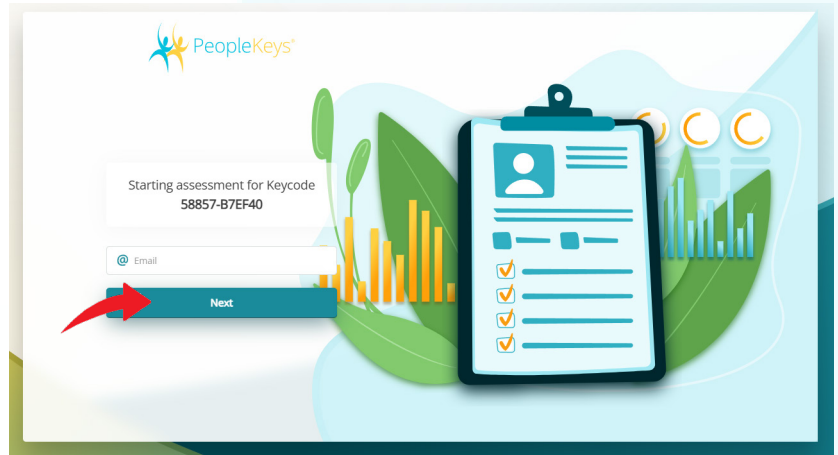


COMPLETING AN INCOMPLETE ASSESSMENT

1. If you have previously started a PeopleKeys assessment follow the link provided to the sign in page. Enter your email address then click **NEXT**.



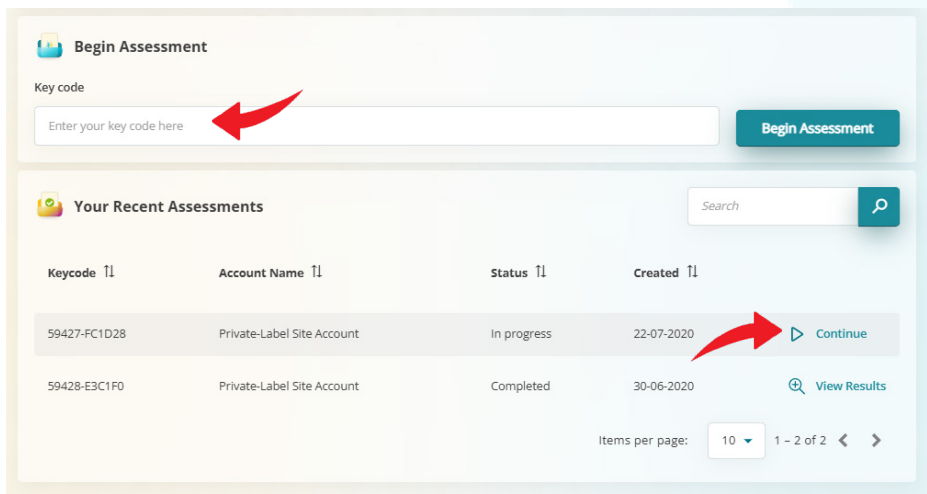
2. As an existing user you will be asked to enter the password you previously created. If you don't remember it, use the **Forgot your password** link to reset your password.

If you have your password, enter it in the space provided. Agree to terms. Click the **Login** button.



3. Under Begin Assessments you can enter your keycode. (Make sure to enter it exactly including capital letters and any dashes) then click the **Begin Assessment** button.

OR under Recent Assessments the assessment you want should be at the top of the list with a status of in progress. To begin the assessment (on the far right) click **continue**.



4. Follow the on-screen instructions for completing your assessment(s).