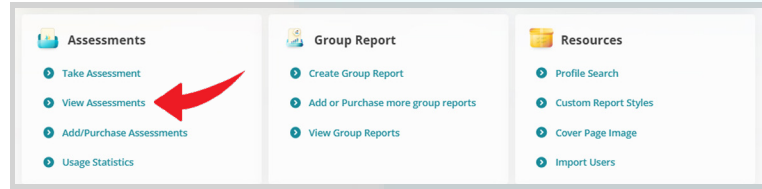
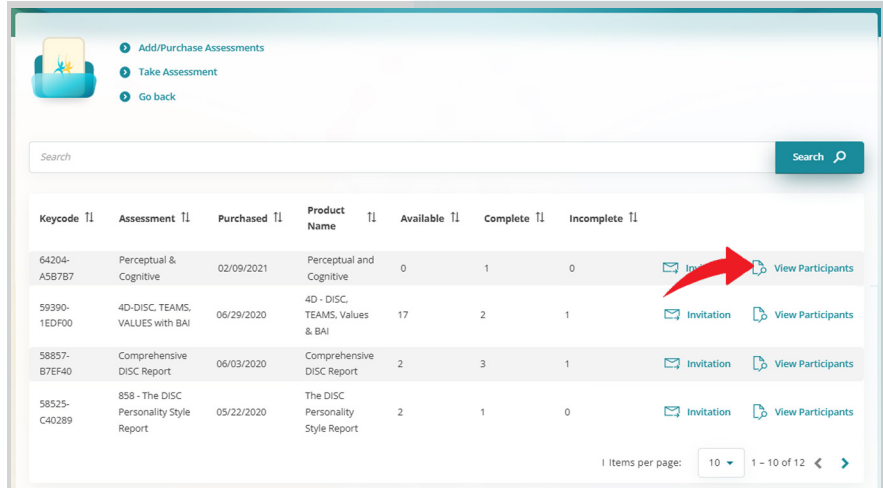


SENDING SINGLE-USE INVITATIONS

1. From your account homepage, in the Assessments Box, click **View Assessments**.

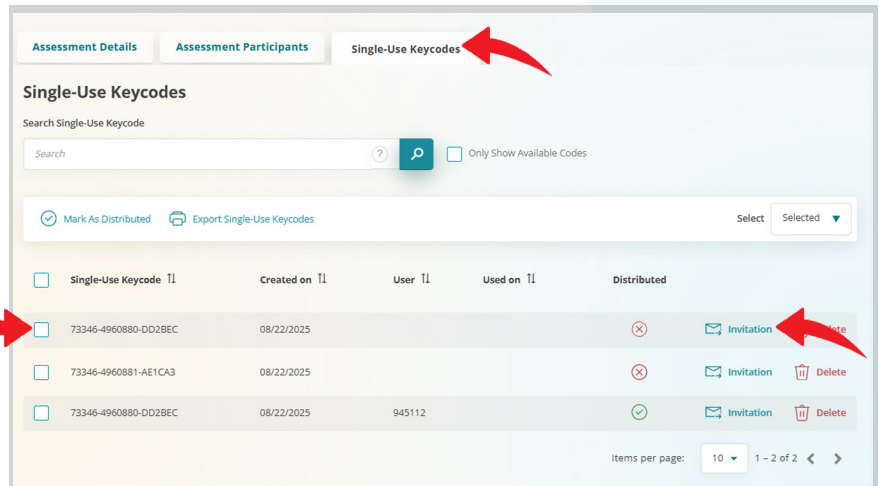


2. From the View Assessment page, note the KeyCode you want to use and click **View Participants**.



3. Click the **Single-use Keycode** tab.

4. Identify an available code by making sure it has not been previously distributed. In this example, a green check means the code has been distributed and is therefore not available.



5. Select your single-use code, then click **Invitation**.

The 'Send Email' window shows fields for Email, Subject, Language, and Invitation link. The 'Send' button is highlighted with a red arrow.

6. In the pop-up window enter the email address of your participant.

If you wish to customize the subject line of the email invitation, place a check next to customize subject, then enter your text in the space provided above.

You can use the drop-down menu to select a language.

Use Additional content to add a personal message or additional instructions to your invitation.

To review your invitation before sending, click the **Preview** tab. When you are ready click **Send**.

Your participant should receive a Do Not Reply email with the link and instructions for taking their assessment.