

Online Assessment Instructions

To Take an Assessment

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| 1. Using a web browser (i.e., Microsoft® Internet Explorer), access the CPP Online Assessment site. | https://online.cpp.com |
| 2. Enter the following Login. | <enter login provided> |
| 3. Enter the following Password. | <enter password provided> |
| 4. Leave the “User ID” blank unless you are returning to complete an assessment. | Click: LOGIN |
| 5. From the menu, select the desired assessment (e.g., MBTI® Step II, Form Q). | Click: BEGIN |

- You will be prompted to fill out a demographics page.
 - Choose the batch name (if any) you have been instructed to use.
 - Provide the requested demographic information.
 - Click **CONTINUE**.
- Follow all directions to complete your assessment.
- Respond to every item, answering the questions as spontaneously as possible. Don't think about how you “should” answer the question. The right answer is how you most accurately feel about the answer.
- After completing the assessment click **CONTINUE** at the bottom of the page.
- Write down your **USER ID**.
- If you have been instructed to take another assessment, click **BEGIN ANOTHER ASSESSMENT**.
- If you have completed everything you have been instructed to take, click **LOGOUT**.
- If for any reason you cannot complete an assessment in its entirety, be sure to click **SAVE & COMPLETE LATER**, so your responses will be saved and can be recovered when you resume.
 - Write down the User ID number so you can resume and/ or take additional assessments using the same User ID.
 - Click **LOGOUT** and close your browser session
 - To continue the assessment, return to item 1 above and start again, entering your **USER ID** in Step 4 and clicking **RESUME** in Step 5.

If you have any questions during the self-administration process, please contact <**enter contact information**>. Thank you for your participation.

Technical Requirements

Technical Requirements for this site to function properly, your Internet browser must meet the minimum requirements of Microsoft® Internet Explorer Version 5.5 or Firefox® 2 (or later versions), running on Microsoft® Windows 2000 or Windows XP operating system. (Note: Your client's Internet browser must also meet these minimum requirements.) For more information, [click here](#). While it is not a system requirement to do so, we recommend that you update your browser from either www.microsoft.com or www.netscape.com.