



JODY MICHAEL ASSOCIATES

THE HIGHLANDS ABILITY BATTERY™

INSTRUCTIONS

Welcome!

The Highlands Ability Battery is an assessment tool that measures your innate abilities by asking you to perform objective worksamples. Abilities consist of what you do quickly and easily, and they affect the ways you learn, communicate, lead, make decisions, solve problems, work with objects and use your mental and creative talents. People who know and understand their natural ability patterns are able to answer the question, “What am I naturally good at?” and can use their knowledge to work more effectively and productively.



THE HIGHLANDS COMPANY

The Highlands Company's Tech Support Hotline is available at all times:

Toll Free:
(866) 528-3069

Email:
Susan@Highlandsco.com

Before you begin

You will take the Battery of worksamples on your computer, using a compatible internet browser. Make sure you have a reliable internet connection, ideally DSL or cable-modem.

The Battery may be completed on a PC or a MAC provided your computer meets the following requirements:

- 133 MHz processor or faster
- At least 32 MB RAM
- VGA monitor or better

You may use any of the following Internet browsers:

- Internet Explorer (version 6+)
- Mozilla (version 1+)
- Netscape (version 7+)
- Safari (version 1.2+)
- **DO NOT USE GOOGLE CHROME**



Let's get started

Make sure ALL other applications and programs are closed. This includes Skype, IM, Email programs and any software applications running that might automatically refresh in the background.

Adobe Flash Player is required to navigate the Battery. If your computer doesn't have Flash, use the installation link at the first screen of the Battery.

You will also need to enable JavaScript and cookies. This can be done through your browser settings at **preferences**.

Some browsers may contain a feature which will block pop-ups. If you have this feature in your browser, you must disable it to begin the Battery.

Be sure you have audio enabled before you begin.

Audio is employed for directions and instructions throughout the Battery. Some of the worksamples require recognition of musical notes. We strongly suggest that you use headphones. They are especially helpful in the three worksamples requiring recognition of musical notes and patterns. They will eliminate distractions if you are in a work area or among other people at home. If you use headphones, make sure they are plugged into the correct location on your computer.

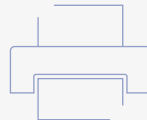
Use a mouse to do the Battery. Yes, this may seem old-fashioned! But do not rely on a touchpad. The worksamples are timed and some require fast manipulations on screen. The mouse will enable you to respond better.

Registering online

You received a Registration Key from JMA in the instructions we emailed to you. You will need this Registration Key to register for the Battery. This Registration Key is personal to you and may not be used by anyone else.



To login and begin the registration process enter the URL www.abilitybattery.com into your internet browser. **Do not use Google Chrome.**



You will be asked to enter the Registration Key and to complete a registration form. During this process, you will enter a username — we recommend that you use the 1st letter of your first name and your complete last name, all lower case, no spaces. The system will assign a numerical password. Your username and password will be confirmed on the next screen — **be sure to print this page**, as the system will not allow you to return to this page.



The registration form requires that you select one of four report types. Refer to the emailed instructions that JMA sent you; your report type is listed there.



Completing the Ability Battery

The Battery consists of 19 different worksamples or tasks. Each one is timed. You may find some of the worksamples to be fun and some frustrating. Just do the best you can.

You don't have to take all the worksamples at one time, but you must complete a worksample once you start it. You cannot go back to retake a worksample. You will take the worksamples in order.

It's advisable to use one computer for the entire Battery, although not required.

Before the first worksample begins, you will receive detailed instructions on the scope of the Battery and the tasks you will be asked to perform. Each worksample also contains clear and detailed instructions in both screen text and simultaneous audio.

When you're done, email your coach.

TECHNICAL PROBLEMS AND SOLUTIONS

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