

Online Assessment Instructions

To Take an Assessment

1. Access the CPP Online Assessment site.	https://online.cpp.com
2. Enter the following Login.	Fahy2
3. Enter the following Password.	123okapi
4. Leave the "User ID" blank unless you are returning to complete an assessment.	Click: LOGIN
5. From the menu, select MBTI® Step I, Form M.	Click: BEGIN

- You will be prompted to fill out a demographics page.
 - Choose the batch name **Coaching**.
 - Provide the requested demographic information, *if you wish*, this is optional and something the vendor uses for their research.
 - Click **CONTINUE**.
- Follow all directions to complete your assessment.
- *Just one important key* to this assessment being useful to you and your team: **respond to the items as you really think and feel**. Respond as if you are in your weekend mode: relaxed, comfortable with what your preferences really are, not trying to work on any traits and not feeling judged. There are no "undesirable" types or traits within Myers-Briggs--it's just information about how we *prefer* to gather and process information.
- After completing the assessment click **CONTINUE** at the bottom of the page.
- Write down your USER ID.
- 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 Lynn Elliott by email: lynnelliott64@comcast.net. Thank you for your participation.

