Emergenetics+ Mobile App

Participant User Guide

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Welcome to Emergenetics+!

Access the power of Emergenetics right at your fingertips. The tools and resources available in Emergenetics+ empower you to learn more about your Profile as well as improve the way you communicate and work with those around you. As always, we honour confidentiality, so how you choose to use Emergenetics+ and what you share is up to you.

Emergenetics+ offers both a web portal and mobile application (app). Although most functionality is the same, the design and processes do vary. This guide describes the mobile app.

Visit the App Store or Google Play to download the Emergenetics+ app.

Logging In

Use your login credentials to access the mobile app. If this is your first time logging into Emergenetics+, use the email address and password that you included when registering to take the Emergenetics Profile questionnaire. These login credentials can be edited in your account.

- **Enter Email Address:** Type your email address.
- **Enter Password:** Type the password you set at registration.
- **Login:** Tap the button once you have filled in the above credentials.
- **Forgot Password?:** If you do not remember the password to your account, tap this link to reset your password.
- **Use Your Emergenetics+ Passport:** If your organisation has enabled Single Sign On with Emergenetics, use this option to proceed to your internal login.
- **Don't have an account? Sign up**

Note: If you've entered your password incorrectly five times in a row, access to your account is locked for 10 minutes before you can try again.
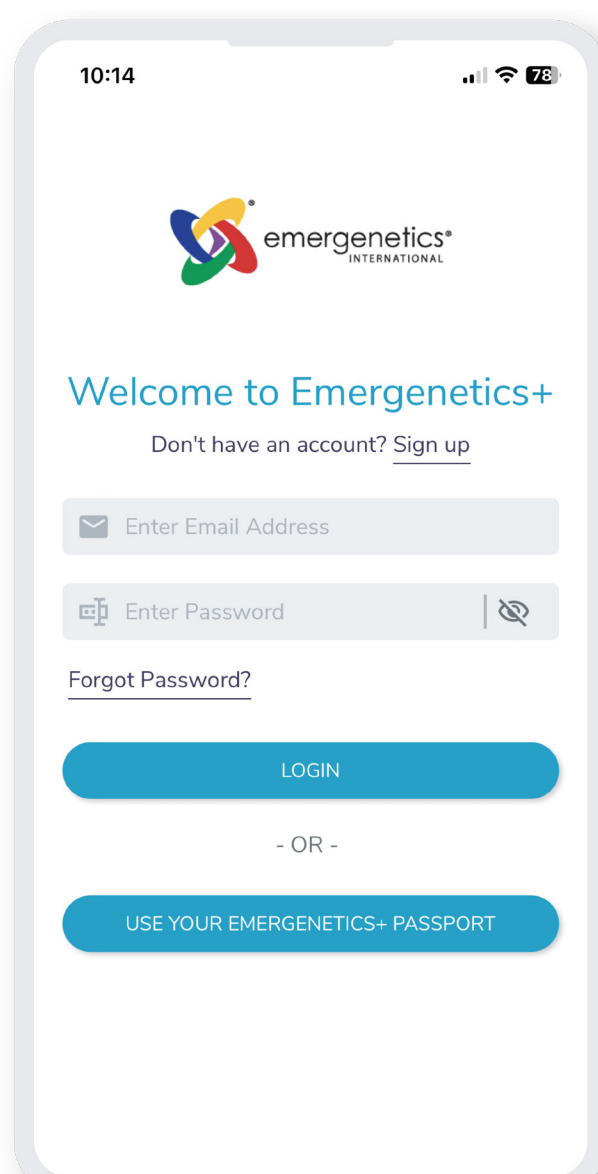
Multi-Factor Authentication

Upon logging in, you will be asked to verify your account through multi-factor authentication. We offer two options for MFA: App Authentication or Secondary Email. You may have created this during the Questionnaire process or after your first login. Once this is set up, you will use the same process to authenticate on every login.

- **App Authentication:** Access your third-party authentication app and choose your Emergenetics login. Copy the code from your app to the Emergenetics+ app. Most apps reset the code every 30 seconds, so be sure your code has not yet expired.
- **Email authentication:** You will receive a six-digit code to a secondary email address. Copy the code from your email to Emergenetics+. If you do not see this in the inbox of your secondary email, be sure to check your spam. This email will not be the same as the email you used to login.
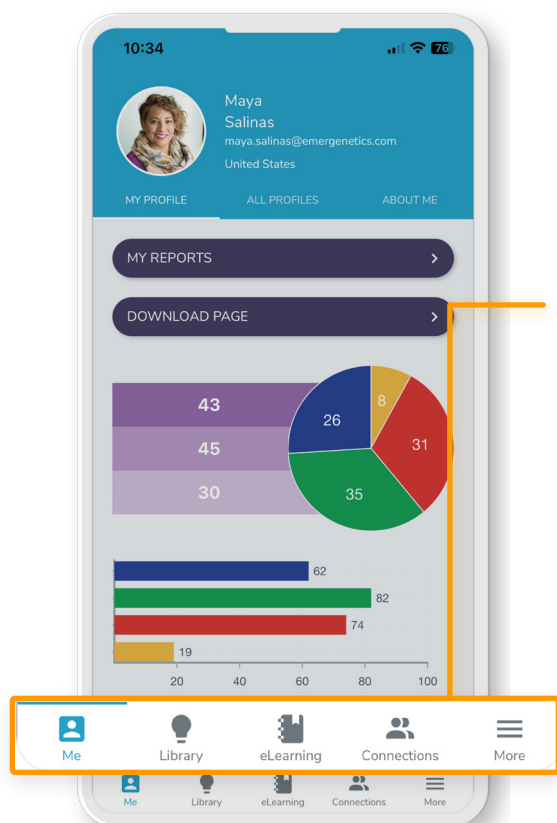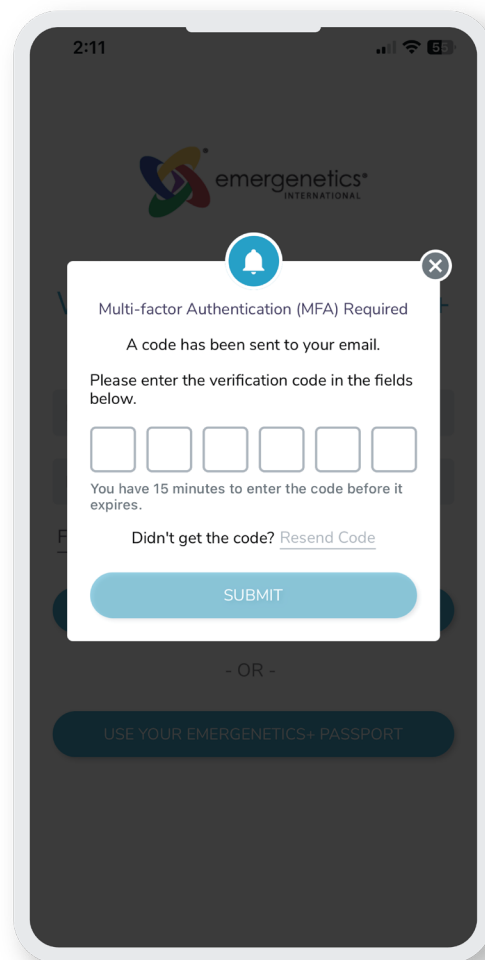
Emergenetics+ Tools

Each tab on the bottom menu will take you to the different tools in Emergenetics+. You can return to any portion of the app via **the menu:**

- **Me** provides information about your Profile.
- **Library** shares news updates and helpful resources to apply the Emergenetics Attributes to work and life.
- **eLearning** offers access to coursework you have been assigned.
- **Connections** helps you utilise the preferences of individuals in your network to improve communication and collaboration.
- **More** provides access to your account settings, privacy settings as well as support.

Me

The Me tab serves as your home page and includes details about you, your Profile(s) and your reports.

> **Note:** You may not be able to access all parts of the app, including your Profile results, when you first log in. As you attend Emergenetics programmes and workshops as well as interact with the app, you may unlock new features and information.

My Profile

The "My Profile" page shows your Thinking percentages, Behavioural percentiles and Thinking percentiles. You can access the PDF copies of your Profile reports and "About Me" summary from this page.
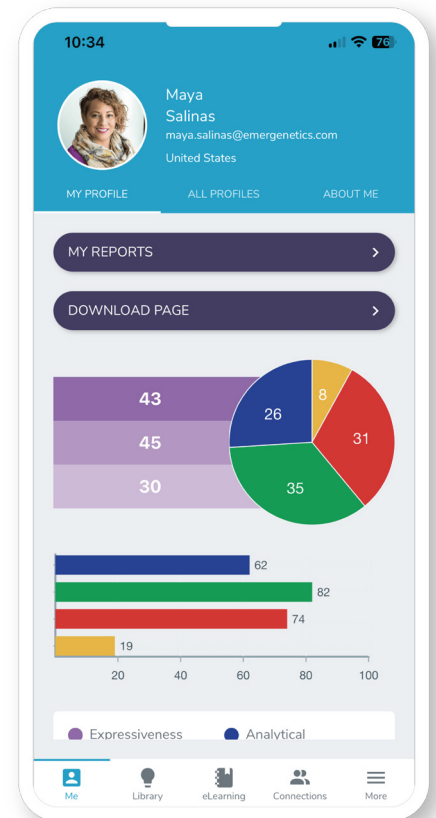
My Reports

"My Reports" links to PDF copies of your Emergenetics Profile, Narrative Report and if applicable, your Tip Sheet. These reports are all downloadable for you to view and share.

All Profiles

The "All Profiles" tab will display all Profiles that you have taken in your account to view and compare. Your primary Profile is starred to be used on connections. You may click a different star to change the preferred Profile. Click on a Profile card to view more details or click and hold on one to enter select mode and then the **"Compare" button** to compare the results between two of your Profiles.
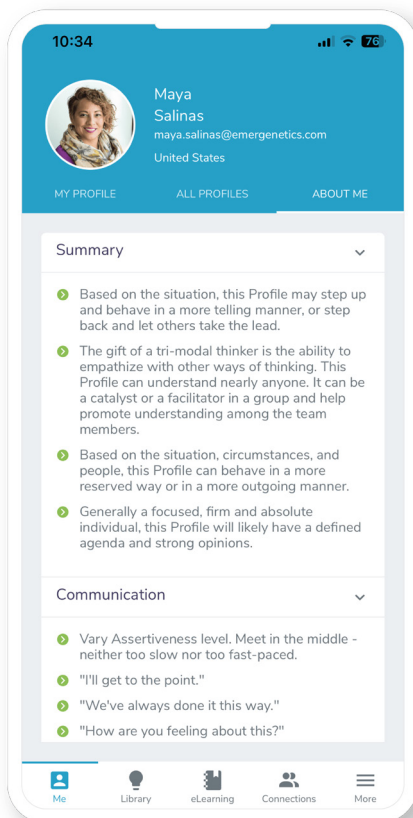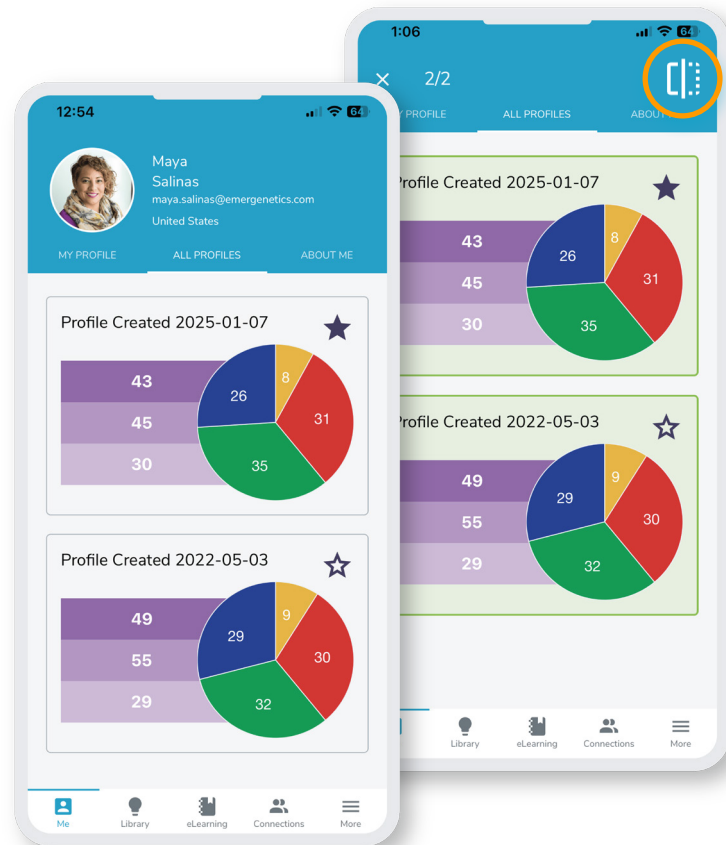
About Me

The "About Me" page describes your Profile summary, communication tips and interaction strategies tailored to your preferences. These insights into your Thinking and Behavioural preferences reveal how others can best work with you.

Library

The "Library" section on the bottom menu will lead you to a host of digital resources you can view and download at any time.

Materials

The "Materials" page displays downloadable content available to you, such as resource guides and tips to utilise the Emergenetics Attributes in your work. Look for an item by typing a name or tag in the search bar or tap the filter icon to search by resource type.
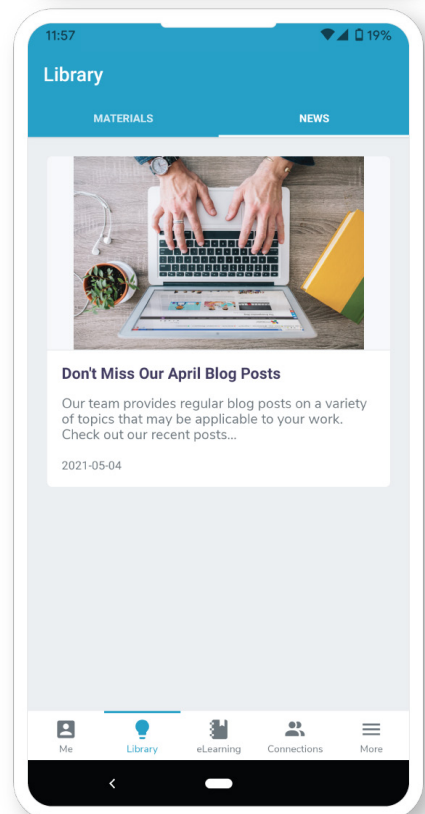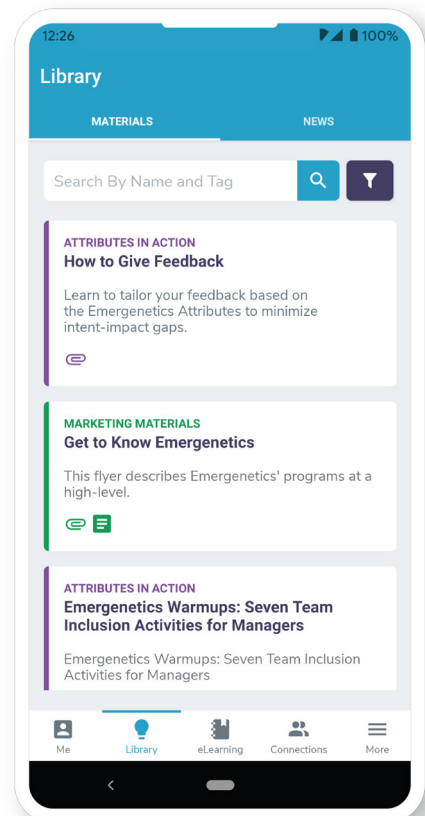
The title, type and description of each item is listed on the card. To download a resource:

1. Tap on the resource card.
2. Tap the download icon to the right of the resource.

Some resources will include text descriptions, links to external sources or videos in the "Learn More" page.

News

The "News" page highlights new offerings and announcements from Emergenetics.

eLearning

My Roadmaps

Access step-by-step directions for your Emergenetics experiences by tapping on the eLearning tab of the bottom menu and view the "My Roadmaps" page.

Tap on the card of the relevant roadmap to see individual steps for completion laid out from top to bottom. Each step can be selected separately.

As you engage in the unique tasks described in each step, they will be marked off with a check and your percentage completed will update in the details card at the top.

My Courses

Emergenetics+ contains eLearning courses that are available for purchase from Emergenetics International or may be assigned to you by an Associate.

> **Please note:** While courses can be completed through your mobile app, some users may prefer to use the desktop application in the Emergenetics+ web portal so they have a larger screen size.

Once enrolled in a course, you can access the learning tools and quizzes. These features are accessible by tapping on the eLearning tab of the bottom menu and viewing the "My Courses" page. Individual courses can be opened by selecting the individual course card to view the content.

Before you begin the eLearning, you will find your course summary as well as a:

- **Description,** which explains the course materials and any relevant instructions.
- **Materials section,** which contains the chapters in your eLearning course and a:
  - **"View Chapter" button** to open the course.
  - **"Results" button** to check the status of your previous attempts. Courses may be graded based on completion or quiz results.
  - **Attempt details** to note the number of attempts you have to complete the course as well as the number of times you have viewed the chapter.

Once you begin a course chapter, you must complete it in a single sitting. You must review every slide of each individual chapter to complete the course.
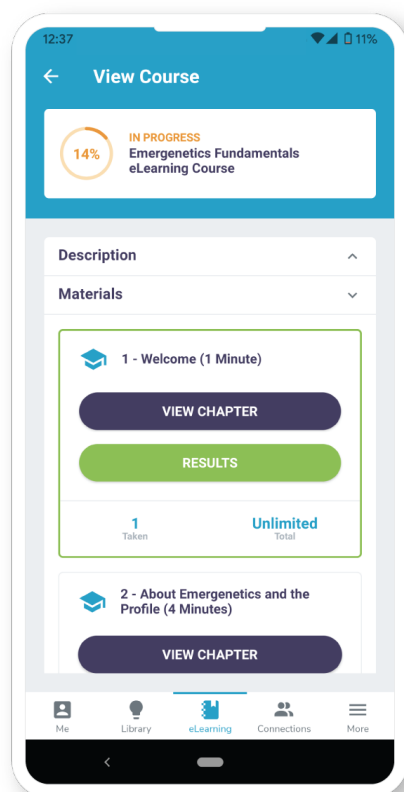
Some courses are self-paced. The percent completed is visible on the circle next to the section title. Sections are marked complete when the material is fully reviewed, which includes reading through all text and interacting with any clickable areas.

Other courses use a guided voiceover. These sections can be reviewed in different orders. Once finished, exit out of the course. The details page will reload with your completed score recorded in your results and the content box outlined in green.
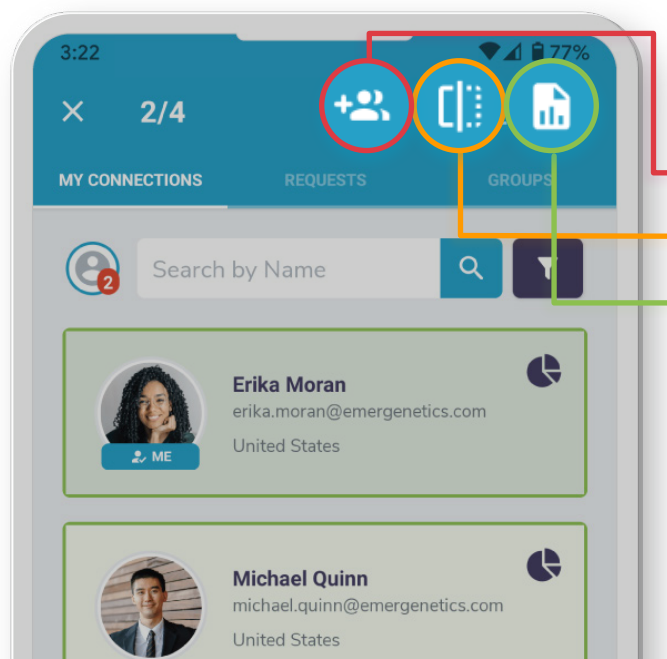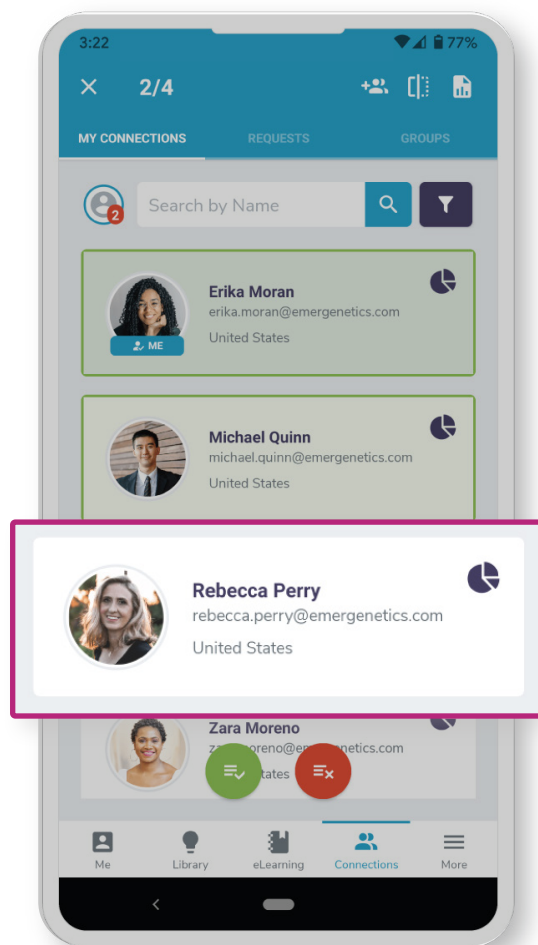
Connections

My Connections

The "My Connections" page allows you to view Profiles as well as discover strategies to better communicate and collaborate with others.

Upon opening to the page, you will see contact cards for all Profile holders who you have previously connected with.

Interact with your connections with the following actions:

- **Tap** anywhere on the **card** to view the individual's Profile information as well as their summary and communication and interaction strategies in the "About" page.

- **Tap** the purple pie icon in the top right of an individual's **contact card** to see their Profile Thinking percentages and Behavioural percentiles.

- **Swipe** left and **tap** the delete icon to remove a connection.

- **Tap and hold** a **card** to select it and use the icons in the top-right corner to utilise different app features noted below.

Create Saved Groups

Compare Profiles

View Group Summaries

Add Connections

Adding a connection in Emergenetics+ allows you to view the person's Profile and gain insights into how you can best interact with them. To add a connection, start from the Connections tab, available in the bottom menu and click the **"Find Connections"** icon in the top right:

1. Search by name or select the "Filter" icon for details relevant to the person you're looking for, such as first name, last name, email, etc.
2. Once you have found the correct individual, tap on the [icon] icon to add the person to your connections list.

Once the invitation is sent, the user will be notified of the request. You can review your requests via the "Requests" page on the main Connections tab.

The "Outgoing" page lists the participants you've asked to connect with, allowing you to cancel the request if desired. The "Incoming" page allows you to accept or decline invitations from individuals who wish to connect with you.
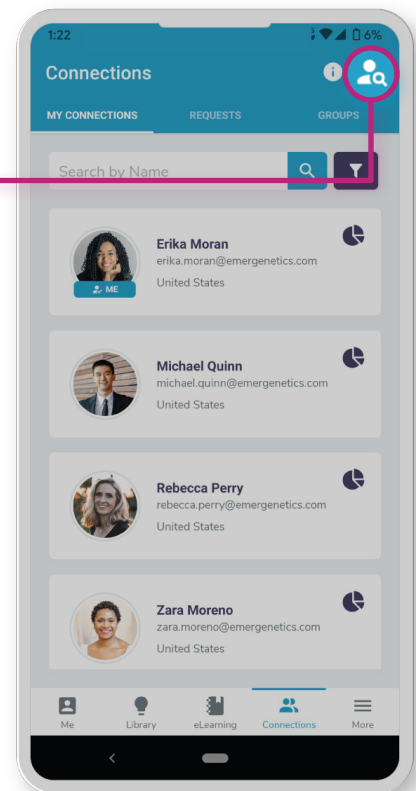
TIPS ON USING SEARCH FILTERS

When searching for a potential connection, you can tap the purple filter icon to search by expanded filters, including:

- Name
- Email
- Company
- Event (allows you to select Emergenetics sessions you've attended and find other participants)
- City
- Country
- State* (only available once you select a country)
- Mutual Connections (check to view only users with mutual connections in your network)
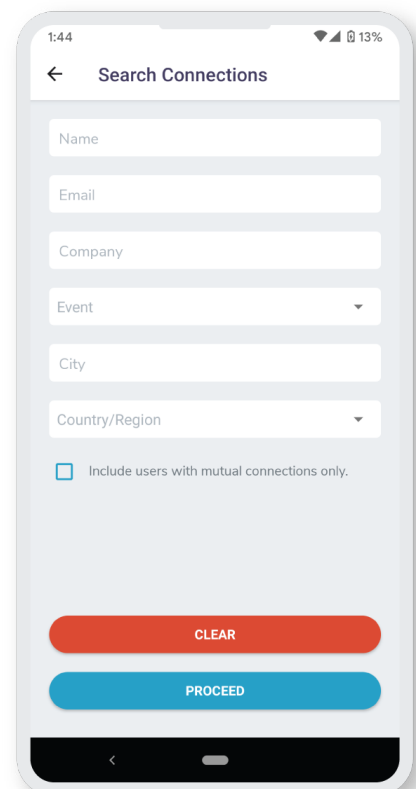
Compare Profiles

Discover strategies to work better with your colleagues by comparing the Profiles of any two individuals to understand similarities and differences as well as get tips to improve communication and collaboration.

To compare Profiles from your connections:

1. Tap and hold a contact card to enter "select mode."
2. Tap the other contact's card to be compared.

3. Tap the **"Compare Profiles"** icon in the top right.

4. Explore each person's Profile and click the "Comparison" page to discover more insights.

Note: The "Compare Profiles" option is only available when there are exactly two participants selected.

Tip: You can quickly compare connections to your own Profile while viewing someone's Profile details through the [icon] icon in the top-right.

View Group Summaries

The Group Summary tool combines the Profile results of selected participants and offers summary descriptions, tips and considerations to help balance teams, understand group tendencies and enhance dynamics.

To view the group summary:

1. Tap and hold a contact card to enter "select mode."

2. Tap at least one more card from your connections list.

3. Tap on the **"Group Summary"** icon in the top right.

4. Explore the group's combined preferences, visit the "About Group" page for more insights and tap the "Participants" page to see each individual member.
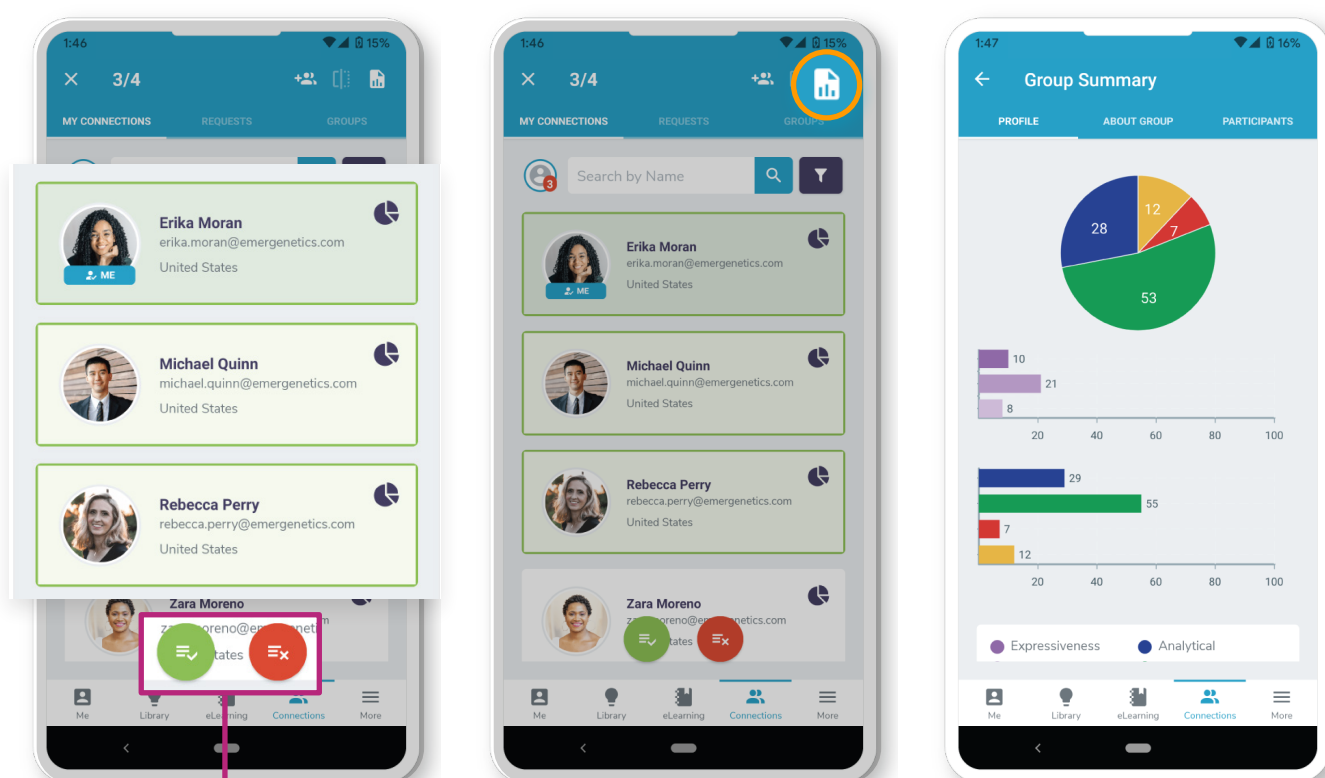
Tip: You can select all connections or remove all selections using the buttons that hover at the bottom of the screen.

Saved Groups

The Saved Groups feature is designed to help you easily reference groups of connections, whether they be your immediate team members, department, a project team or another collection of individuals. The same tools — adding members, comparing Profiles and summarising the team — are available in Saved Groups as they are in the Connections tab.

Once created, access your Saved Groups through the Groups page. Saved Groups are listed with the name of the group and the number of members.

CREATING SAVED GROUPS

To create a Saved Group, start in the Connections tab and:

1. Tap and hold a card to enter "select mode."

2. Tap on additional contact cards to include more members in your group.

3. Tap on the **"Create Group"** icon in the top-right corner.

4. Create a name for your Saved Group.

5. Save the information via the save button at the bottom of the page.

Tip: You can select all connections or remove all selections using the buttons that hover at the bottom of the screen.

EDIT GROUP NAME

You can change the name of a group at any time:

1. Click on the group card in the "Saved Groups" page.
2. Tap on the Group Name field above the member's listing.
3. Edit the name and save the changes you made.

DELETE A GROUP

If you no longer need a Saved Group, you can remove it from your account by swiping left on the group listing and tapping the Bin icon or visiting the group and using the Bin icon in the top right. **Deleting a group will not delete any individuals from your connections.**

VIEWING SUMMARIES AND COMPARISONS

To view Group Summaries and Compare Profiles within your Saved Groups, tap and hold individual contact cards to enter "select mode." You can then tap the cards of some or all group members.

ADDING AND REMOVING MEMBERS

To add or remove individuals from a Saved Group, open the "Saved Groups" page via the Connections tab and tap on the card relating to the group you wish to edit.
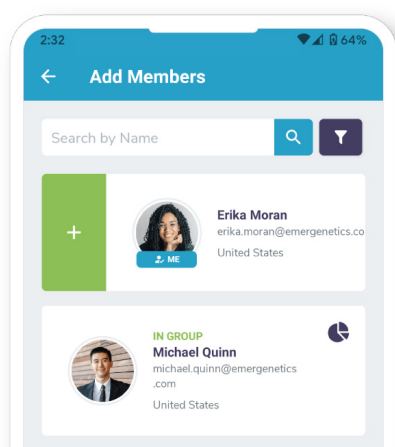
Add Members

To add a new group member:

1. Use the "Add Members" icon in the top right.
2. Search for the individual you wish to include (note that there are advanced search filters by tapping on the purple filter icon).
3. Swipe right and tap the green plus icon to add a new member to the group.
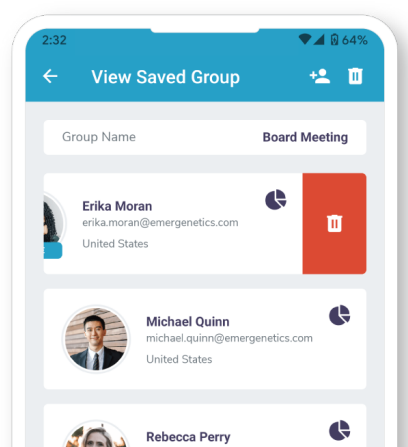
Remove Members

To remove a group member:

1. Click on the Saved Group to view members.
2. Swipe left on the individual's contact card.
3. Tap the red delete icon in the relevant contact card.

Removing a person from the group will not delete them from your connections.

More

Use the More tab or swipe right to adjust your account settings, view app details or request support.

Account Settings

View and edit your account details so it's easier for your colleagues and friends to search for and connect with you.

ACCOUNT PHOTO

Help your colleagues find with you more easily among their potential connections by uploading an account picture. Tap the grey circle to add a photo. Allowed formats include: .jpeg, .jpg, .png. Max file size is 10MB.
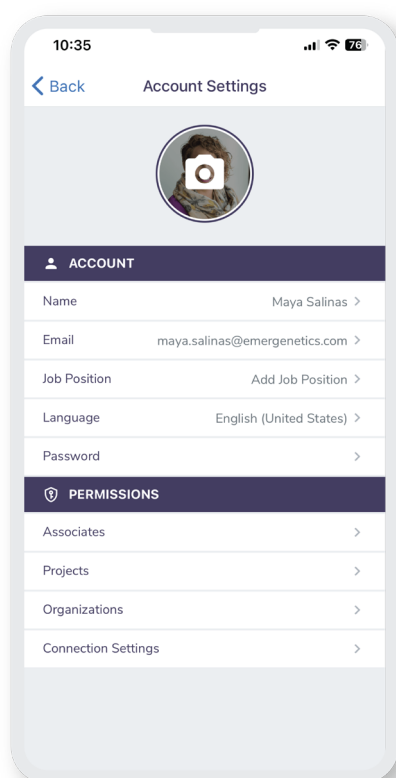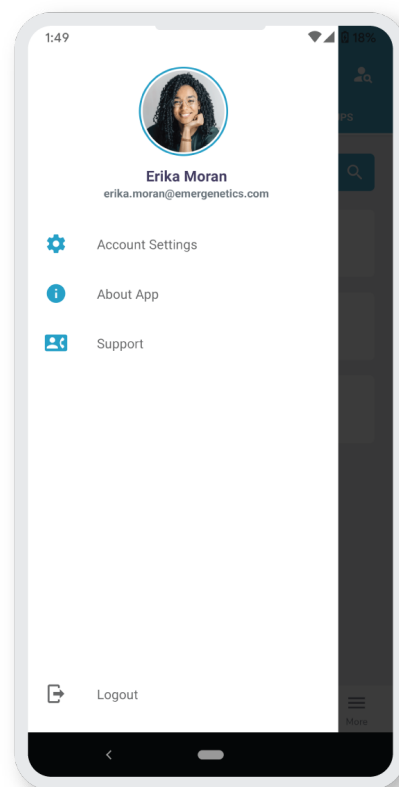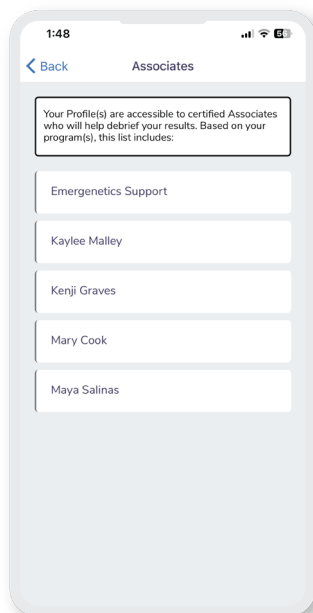
ACCOUNT

Tap on any field to edit your details: Name, Email, Job Position, Language or password.

Change Password: Enter your current password, then the new password and confirm the new password in the relevant fields before tapping "Save."

PERMISSIONS

Tap on any field to view and edit your details.

Associates: View the Certified Emergenetics Associates who have led or co-led a programme you are part of. These Associates will have access to your Profile results.

Projects: View the programmes you are enrolled in. You may change your session release status by clicking on the "yes" or "no" radio buttons on that project card.
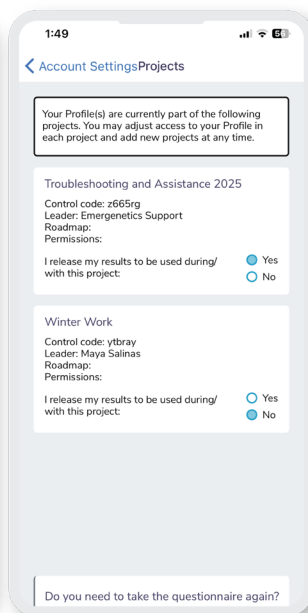
Organisation: View the organisations related to your account. Admin and Associates related to these organisations may have access to your Profile results. You may search organisations to add to your account or add new for organisations that are not included in Emergenetics+ yet. Click on the "x" by an organisation remove one at any time.
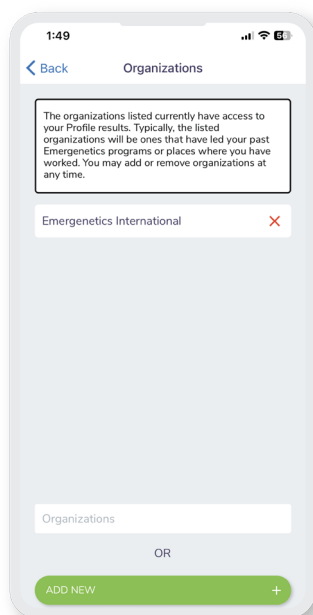
Connections: View and update your settings for who can see your personal information. Make your account "Listed" to receive connection requests or "Unlisted" to hide your account from others. Specify what parties can see details such as email, organisation, job position, and location. Options include Connections, participants with mutual Connections, people in your organisation, all participants, or no one.
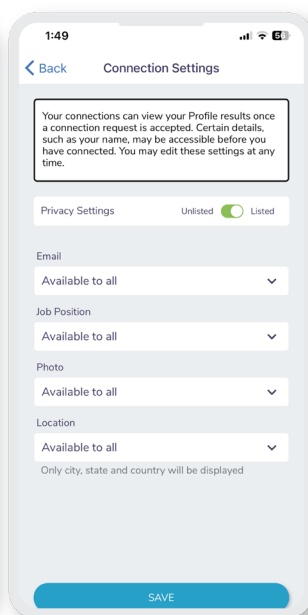
About App

View details of the app version and access the Emergenetics+ User Agreement and Emergenetics Privacy Policy.

Support

Use the "Support" page to submit tickets, view FAQs or connect with your regional Emergenetics team.

SUBMIT A TICKET

Use this area of the Help Center to view help tickets and replies. You can respond to or close existing tickets as well as add new tickets by tapping "Submit a Ticket." Then:

1. Tap the plus button at the top of the page.
2. Fill out all fields. Please note: The email address is auto-filled with the address on your account. If you would like to be contacted through a different email address, you can change the field.
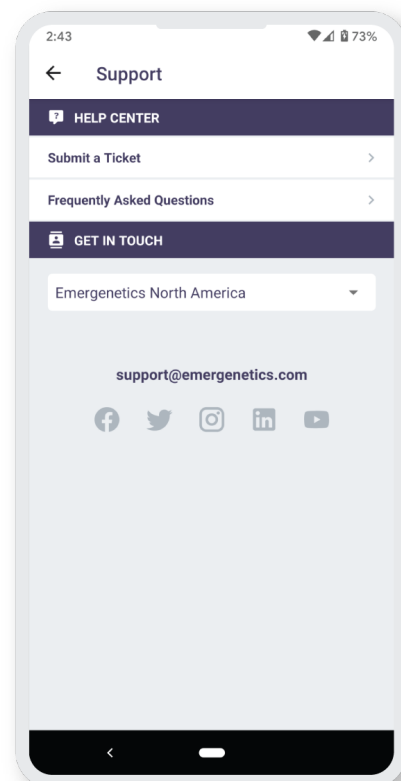3. Tap the green "Save" button at the bottom of the pop-up message.

The Emergenetics International team typically responds to tickets via email within 24 hours.

FREQUENTLY ASKED QUESTIONS

View FAQs to learn more about how to use Emergenetics+.

GET IN TOUCH

Select your region to access the email address and social media accounts of your nearest Emergenetics office.

If you have more questions about using Emergenetics+, please visit the Support menu in your app.