



the **index**
EVALUATOR GUIDE

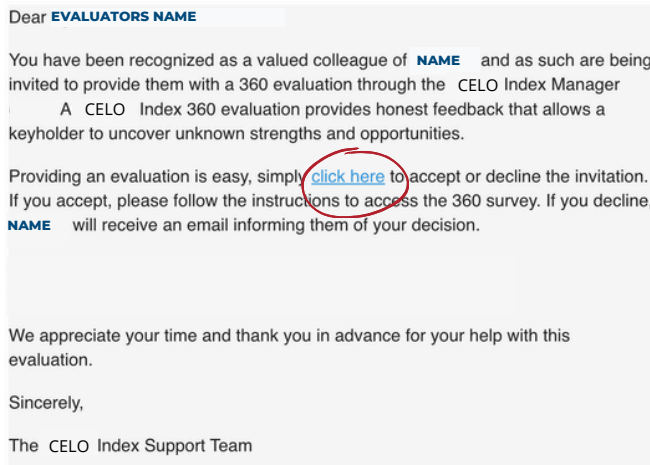


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OPTION 1: ACCEPT INVITATION VIA EMAIL

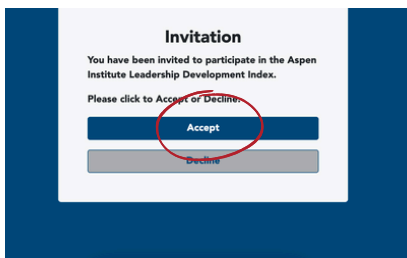
1



You will receive an email from the Index. Select "click here" to begin accepting your invitation.*

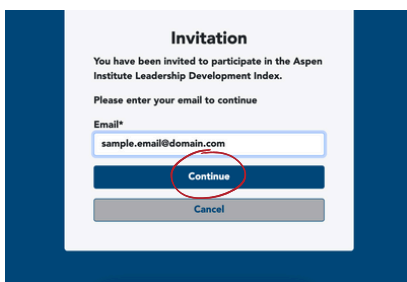
**Emails may initially go to Spam folder.*

2



Select "Accept."

3

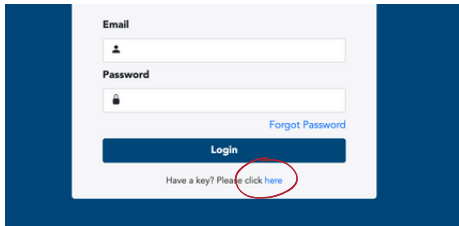


Insert the email address in which you received your invitation, then press "Continue."

From this point, if you do not have an account created, you will begin the account creation process. If you already have an Index account, the site will prompt you to log in.

OPTION 2: REDEEM KEY DIRECTLY

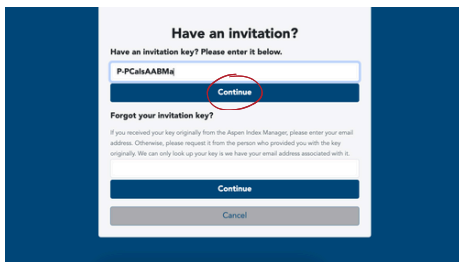
1



Once you receive your key (code), visit my-index.expandingleadership.org/haveAKey

Select "Have a key? Please click here."

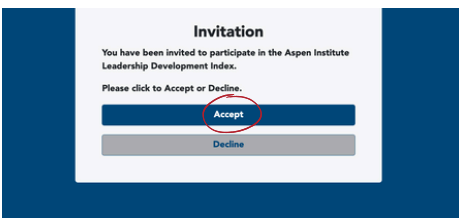
2



Input your key into the box that reads "Have an invitation key? Please enter it below."

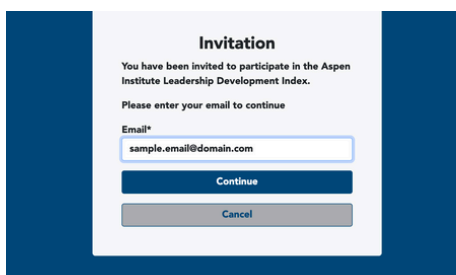
Then, select "Continue."

3



Select "Accept."

4



Input your email address and select "Continue."

From this point, if you do not have an account created, you will begin the account creation process. If you already have an Index account, the site will prompt you to log in.

TAKE THE INDEX EVALUATION

1

The screenshot shows a user interface with a top navigation bar containing links for Home, Manage Purchases, My Keys, Edit Profile, and Logout, along with a Beta v1.0 label. The main content area is titled 'Home' and features a 'Keys' section with a 'My Keys' link. Below this is a table for 'Individual' keys with columns: Manage, Alert, 360, Disposition, Date, Expiration, and Purchaser. The table contains five rows of data. Below the keys table is a 'My Evaluations' section with a table containing columns: Actions, Relationship, Disposition, Date, Expiration, and Owner. The 'My Evaluations' table has two rows. A red circle highlights a small square icon with a right-pointing arrow in the 'Actions' column of the second row. At the bottom left of the 'My Evaluations' section, there is a small blue box with the text 'Total: 2'.

Manage	Alert	360	Disposition	Date	Expiration	Purchaser
			Closed	10/25/2022	4/25/2024	Purchaser Name
			Assigned	10/25/2022	4/25/2024	Purchaser Name
			Assigned	10/26/2022	4/25/2024	Purchaser Name
			Completed	10/25/2022	4/25/2024	Purchaser Name
			Pending	10/28/2022	4/28/2024	Purchaser Name

Actions	Relationship	Disposition	Date	Expiration	Owner
	Supervisee	Abandon	10/27/2022	4/24/2024	Requestor Name
	Peer	Assigned	10/25/2022	4/25/2024	Requestor Name

Click the arrow icon to begin the Index evaluation for your requestor.

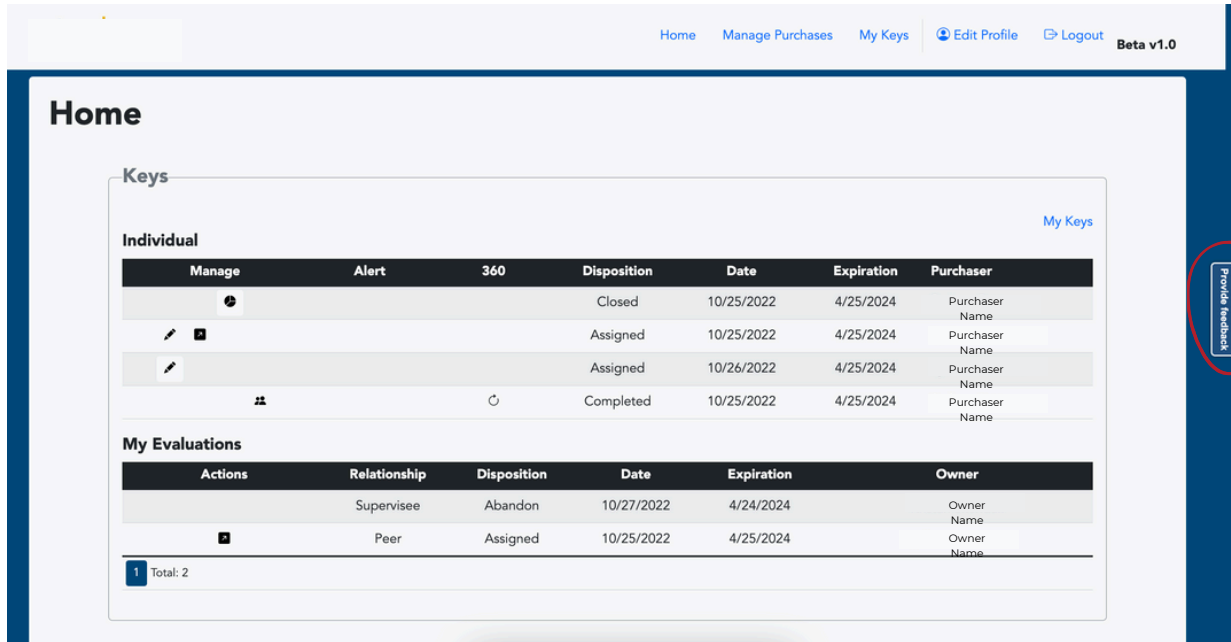
2

The screenshot shows a confirmation page with a dark blue header containing the text 'Beta v1.0'. The main content area has a white background with a dark blue border. It features the heading 'Thank You' followed by two lines of text: 'Your reviewer survey is now complete and your requestor will be able to generate a report once they receive all input from their evaluators.' and 'You may now close your browser.'

Once you submit your responses, you will see this confirmation page.

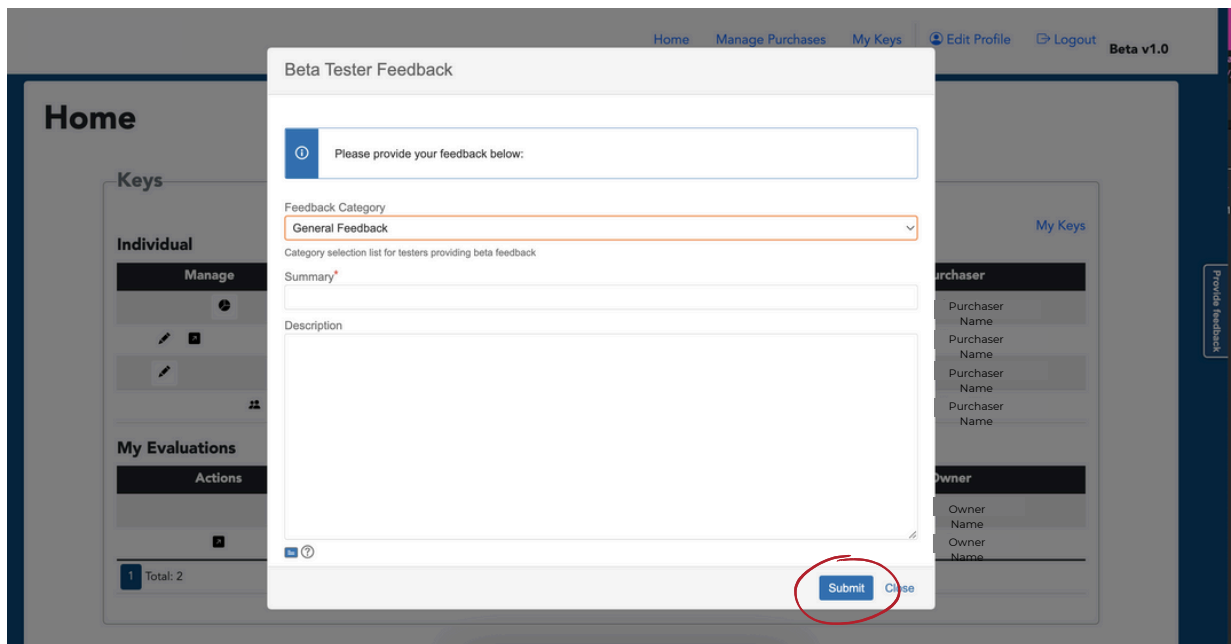
OPTIONAL: PROVIDE SYSTEM FEEDBACK

1



To provide feedback on the Index, click on the right side tab "Provide Feedback."

2



Select the category for your feedback, provide a short summary, include a description of your feedback, and click "Submit."

