



## EVALUATOR GUIDE

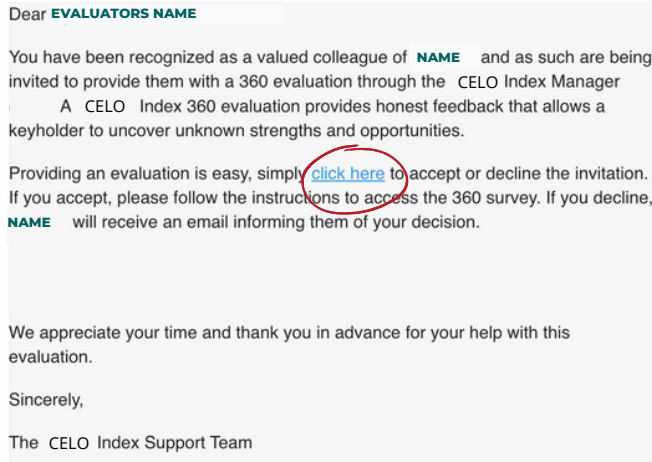


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# OPTION 1: ACCEPT INVITATION VIA EMAIL

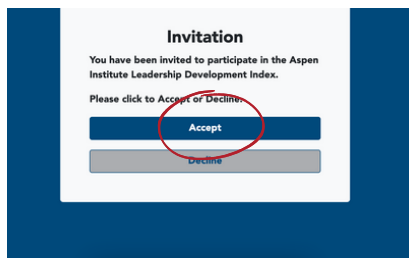
1



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

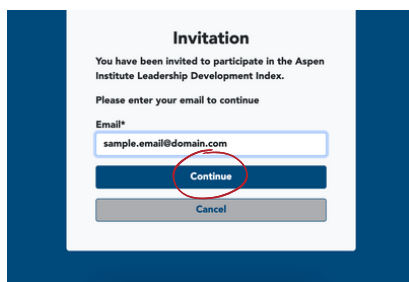
*\*Emails may initially go to Spam folder.*

2



Select "Accept."

3

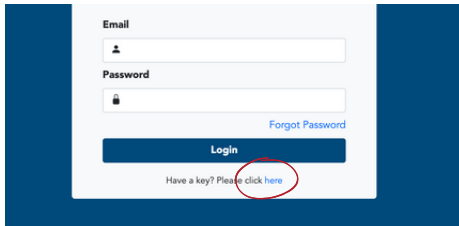


Insert the email address in which you received your invitation, then press "Continue."

*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

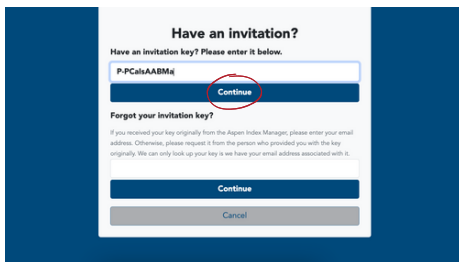


The screenshot shows a login form with fields for 'Email' and 'Password', a 'Forgot Password' link, and a 'Login' button. Below the form, there is a link that says 'Have a key? Please click here', which is circled in red.

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

Select "Have a key? Please click here."

2

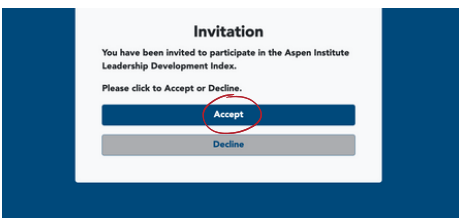


The screenshot shows a page titled 'Have an invitation?' with a text input field containing 'P-PCalaAABMq'. Below the field is a 'Continue' button, which is circled in red. There is also a 'Forgot your invitation key?' section with a 'Continue' button and a 'Cancel' button.

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

Then, select "Continue."

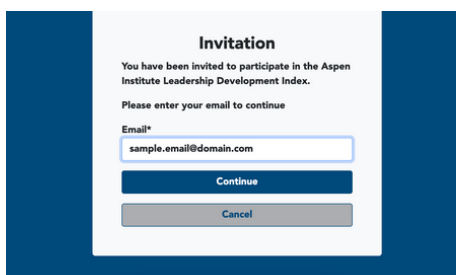
3



The screenshot shows a page titled 'Invitation' with the text 'You have been invited to participate in the Aspen Institute Leadership Development Index.' Below this, it says 'Please click to Accept or Decline.' There are two buttons: 'Accept' (circled in red) and 'Decline'.

Select "Accept."

4



The screenshot shows a page titled 'Invitation' with the text 'You have been invited to participate in the Aspen Institute Leadership Development Index.' Below this, it says 'Please enter your email to continue'. There is an 'Email\*' input field containing 'sample.email@domain.com', a 'Continue' button, and a 'Cancel' button.

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

Home Manage Purchases My Keys Edit Profile Logout Beta v1.0

## Home

Keys My Keys

### Individual

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

### My Evaluations

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

Total: 2

Requester Survey

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

2

Beta v1.0

## Thank You

Your reviewer survey is now complete and your requestor will be able to generate a report once they receive all input from their evaluators.

You may now close your browser.

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

# OPTIONAL: PROVIDE SYSTEM FEEDBACK

1

The screenshot shows the 'Home' dashboard with a navigation bar at the top containing 'Home', 'Manage Purchases', 'My Keys', 'Edit Profile', and 'Logout'. The main content area is titled 'Home' and contains two sections: 'Keys' and 'My Evaluations'. The 'Keys' section has a sub-section 'Individual' with a table of key data. The 'My Evaluations' section has a table of evaluation data. On the right side of the dashboard, there is a vertical sidebar with a button labeled 'Provide Feedback' circled in red.

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

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

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

2

The screenshot shows the 'Beta Tester Feedback' form overlaid on the dashboard. The form has a title bar 'Beta Tester Feedback' and a text input field with the placeholder 'Please provide your feedback below:'. Below this is a 'Feedback Category' dropdown menu with 'General Feedback' selected. Underneath is a note: 'Category selection list for testers providing beta feedback'. The form also includes a 'Summary\*' text input field and a larger 'Description' text area. At the bottom right of the form, there are two buttons: 'Submit' and 'Close', with the 'Submit' button circled in red.

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

