USER GUIDE

INDIVIDUAL

CELO

TABLE OF CONTENTS

OPTION 1: ACCEPT INVITATION VIA EMAIL 3

OPTION 2: REDEEM KEY DIRECTLY 4

CONFIGURE YOUR INDEX 5

TAKE THE INDEX 6

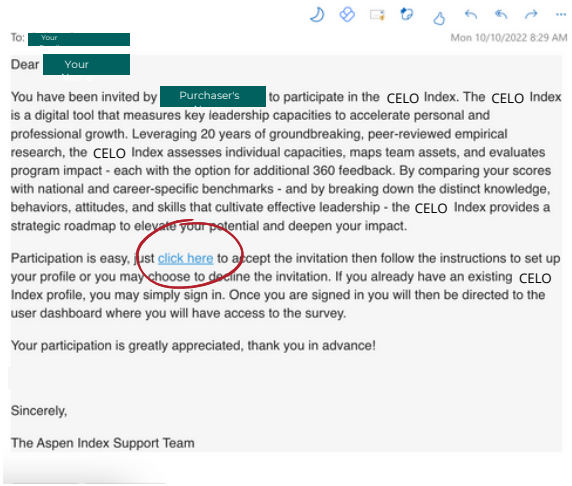
VIEW YOUR INDEX: INDIVIDUAL REPORT 7

OPTIONAL: PROVIDE FEEDBACK 8

*For Individual + 360 Users

OPTION 1:
ACCEPT INVITATION VIA EMAIL

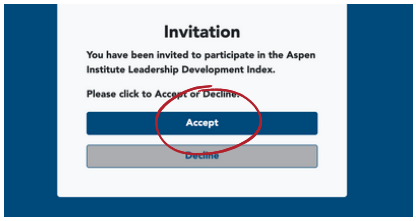
1



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

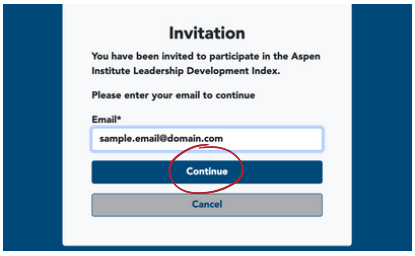
**Emails may initially go to Spam folder.*

2



Select "Accept."

3

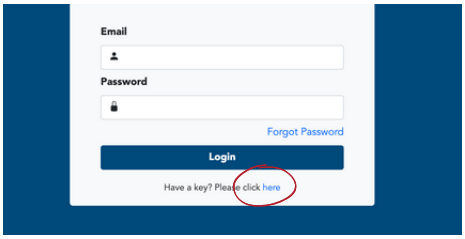


Insert the email in which you received your invitation, then press "Continue."

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

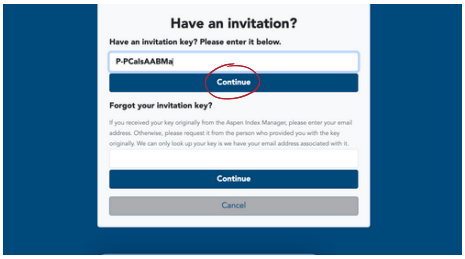
1



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

Select "Have a key? Please click here."

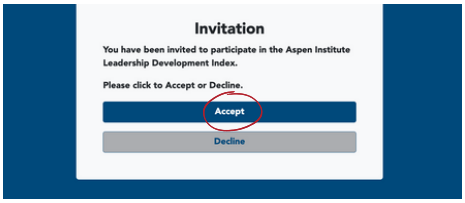
2



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

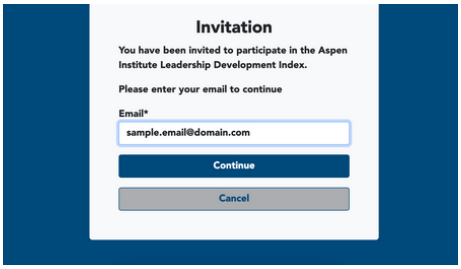
Then, select "Continue."

3



Select "Accept."

4



Input your email 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.

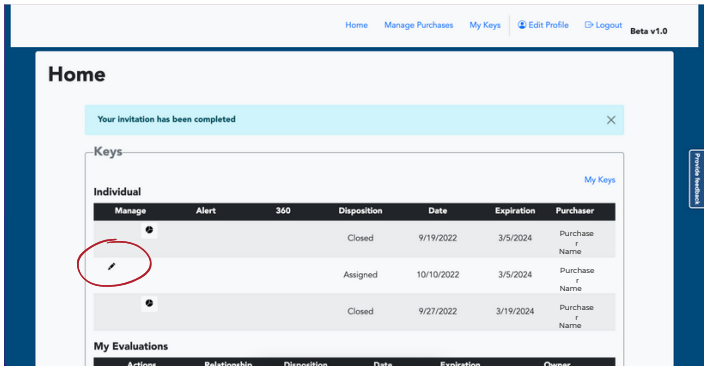
CONFIGURE YOUR INDEX

For both Index: Individual and Index: Individual + 360

If your Index purchaser did not select capacities for you, you will have the option to select your capacities as the user (Step 2).

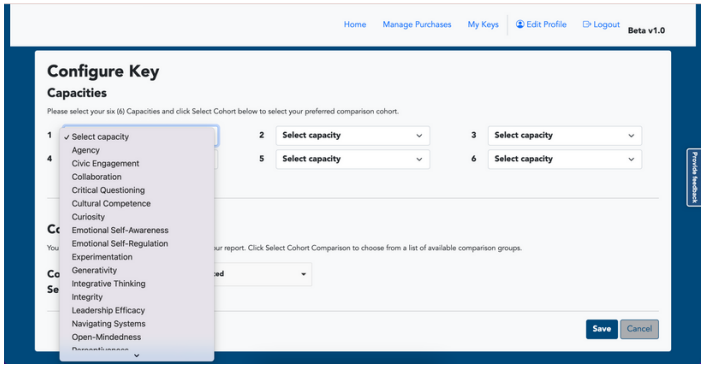
All users will be asked to select their cohort comparison (Step 3).

1



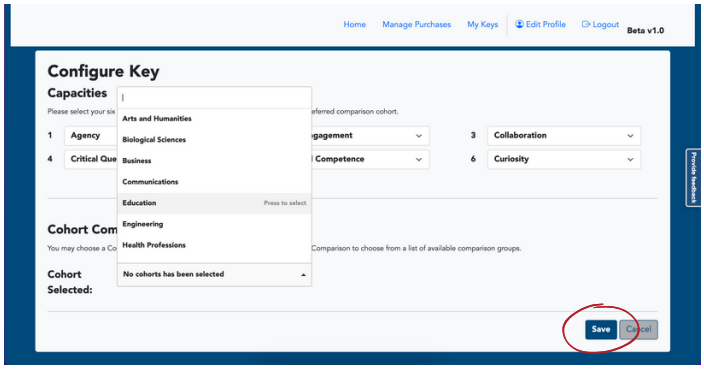
Click the key icon to configure your key.

2



Select the six capacities that you would like assessed.

3

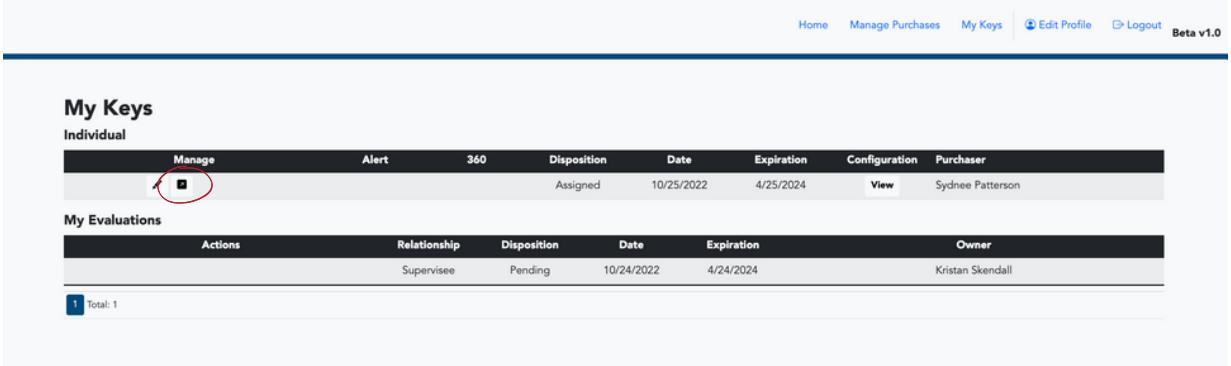


Select your cohort comparison group, review your selections, and click "Save."

A cohort comparison group is a tool to assess your results in comparison to other Index users in your selected field.

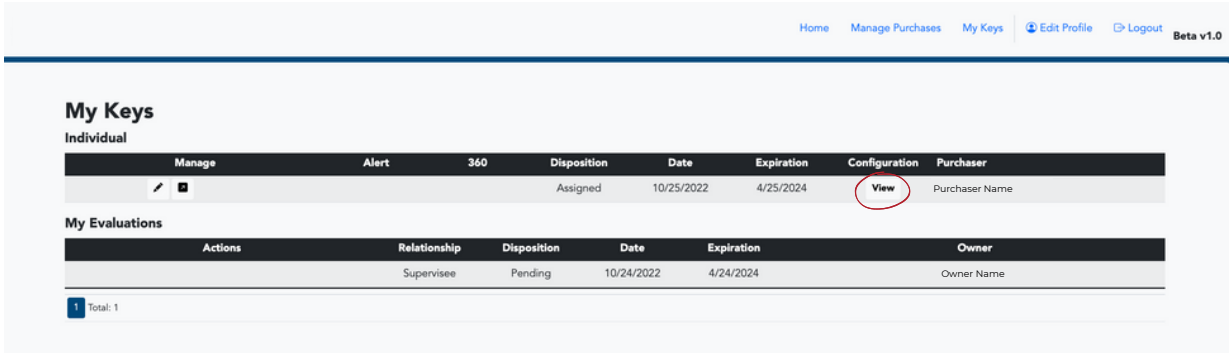
TAKE THE INDEX

1



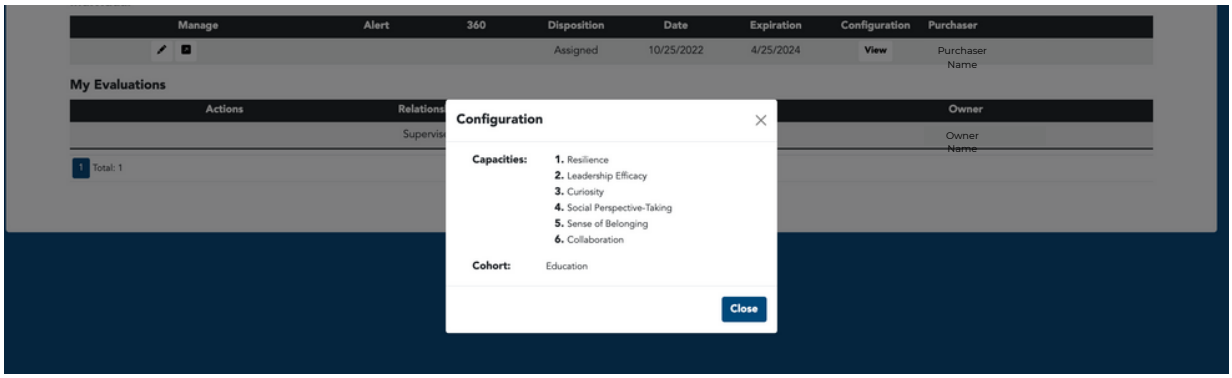
Click the arrow icon to begin your Index.

NOTE



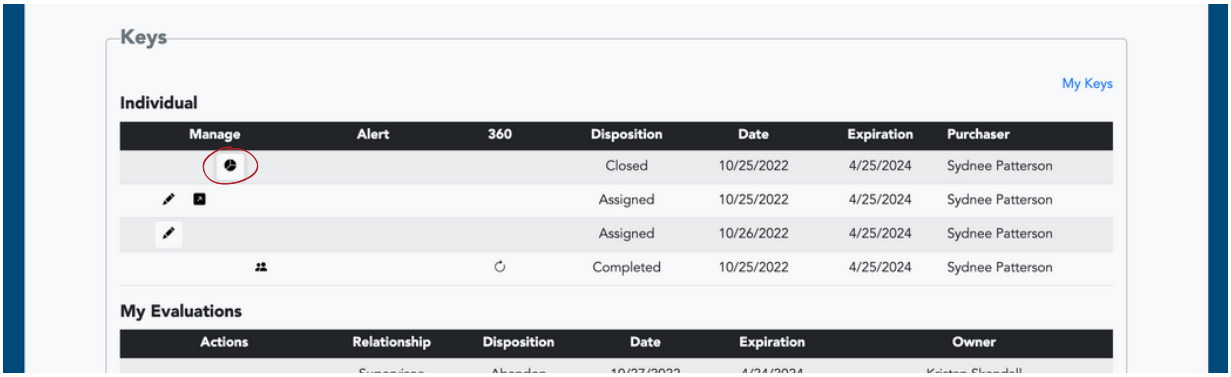
If you would like to review the capacities you (or someone else) chose, click the "View" button.

This will give you a pop-up overviewing the selected capacities and cohort comparison group.



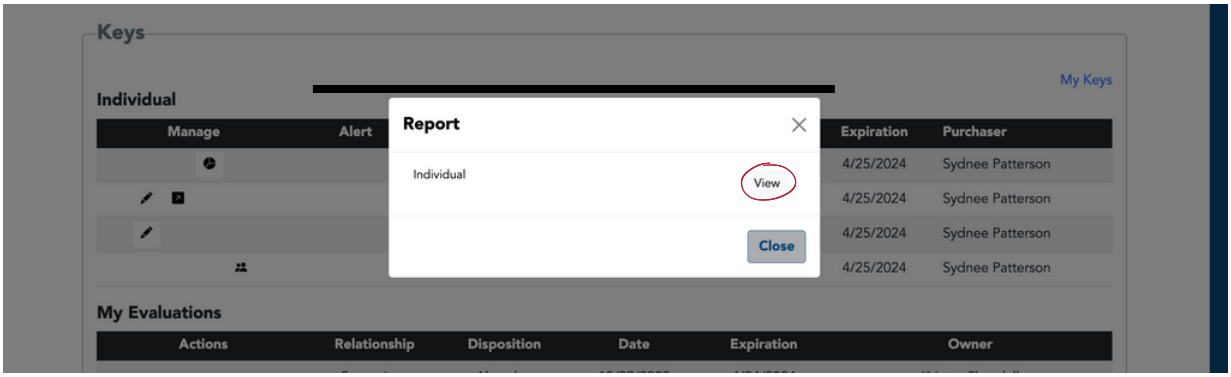
VIEW YOUR INDEX:
INDIVIDUAL REPORT

1



Click the pie chart icon to begin the process of viewing your Index report.

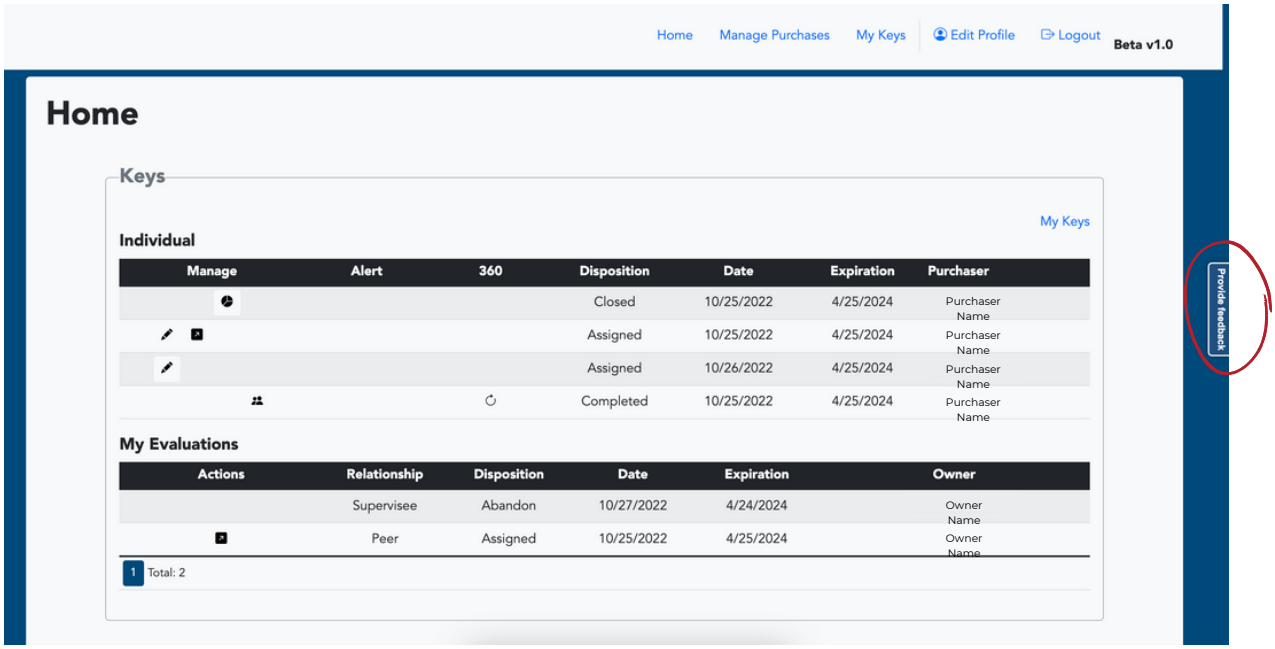
2



Click the "View" button to view your Index report. The report will download as a PDF file.

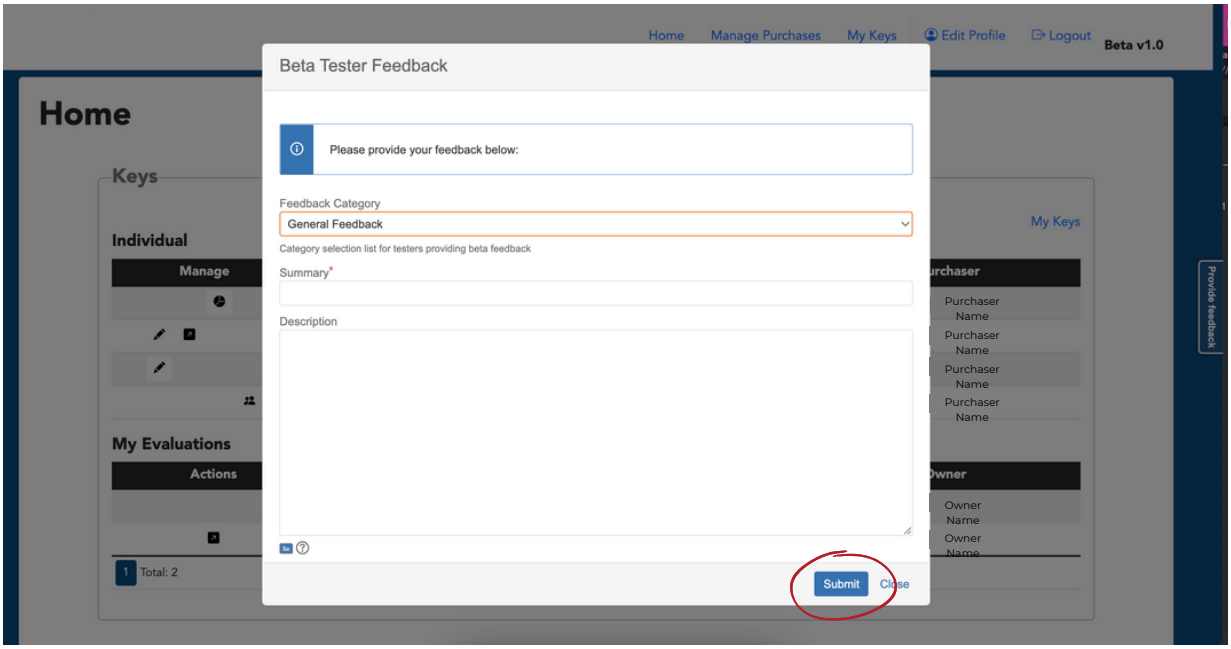
OPTIONAL:
PROVIDE SYSTEM FEEDBACK

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."

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