index
USER GUIDE

STEP 1: ACCEPT YOUR INVITATION

Option One: Accept your invitation via email, and create an account.
Option Two: If you received a key code directly, visit my-index.expandingleadership.org/haveAKey and select "Have a key? Please click here." Create an account from here.

STEP 2: CONFIGURE YOUR INDEX

1. Click the pencil icon to configure your key.
2. Select the six capacities that you would like assessed and your cohort comparison group, and click "Save."

For Individual + 360 Users: Once your key is configured for capacities and cohort comparison groups and you complete your survey, you will have the option to add your evaluator(s).
1. Click the person icon to add your evaluator(s).
2. Send key(s) to evaluators by inputting their emails or downloading key codes directly.
3. Select your relationship for each evaluator, and select "Done."

STEP 3: TAKE THE INDEX

Click the arrow icon to begin your Index.

STEP 4: VIEW YOUR INDEX 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.

For Individual + 360 Users:
1. Click the person icon (the same icon used to manage your evaluator(s).
2. Click the "Close" button to close your Index report.
   Note: After you close your Index, evaluators will no longer be able to submit their responses.
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.

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