

# Online Assessment Instructions

## To Take an Assessment

1. Using a web browser (i.e., Microsoft® Internet Explorer), access the CPP Online Assessment site.	<a href="https://online.cpp.com">https://online.cpp.com</a>
2. Enter the following Login – all CAPS.	ANEWLEAF
3. Password – contact <i>A New Leaf Coaching</i> for the password.	
4. Leave the “User ID” blank unless you are returning to complete an assessment.	Click: <b>LOGIN</b>
5. From the menu, select the desired assessment (e.g., MBTI® Step II, Form Q).	Click: <b>BEGIN</b>

- You will be prompted to fill out a demographics page.
  - Choose the batch name (if any) you have been instructed to use.
  - Provide the requested demographic information.
  - Click **CONTINUE**.
- Follow all directions to complete your assessment.
- Respond to every item, answering the questions as spontaneously as possible. Don't think about how you “should” answer the question. The right answer is how you most accurately feel about the answer.
- After completing the assessment click **CONTINUE** at the bottom of the page.
- Write down your **USER ID**.
- If you have been instructed to take another assessment, click **BEGIN ANOTHER ASSESSMENT**.
- If you have completed everything you have been instructed to take, click **LOGOUT**.
- If for any reason you cannot complete an assessment in its entirety, be sure to click **SAVE & COMPLETE LATER**, so your responses will be saved and can be recovered when you resume.
  - Write down the User ID number so you can resume and/or take additional assessments using the same User ID.
  - Click **LOGOUT** and close your browser session
  - To continue the assessment, return to item 1 above and start again, entering your **USER ID** in Step 4 and clicking **RESUME** in Step 5.

If you have any questions during the self-administration process, please contact Anne Kelly at A New Leaf Coaching, (301) 693-9580. Thank you for your participation.

## Technical Requirements

For this site to function properly, your Internet browser must meet the minimum requirements of Microsoft® Internet Explorer Version 5.0 or higher or Netscape® Navigator® Version 4.72 or higher. The site may not function or display properly in other browsers or browser versions (such as Netscape 6.0). In general, browser providers (such as AOL) are supported as long as they are using the base applications noted above. If you need help to verify your browser version, [click here](#). While it is not a system requirement to do so, we recommend that you update your browser from either [www.microsoft.com](http://www.microsoft.com) or [www.netscape.com](http://www.netscape.com).