

Unique URL for Assessment

Log into your SkillsOne Account.

Navigate to "Client Management,"
then to "Batch Management"

The screenshot shows the SkillsOne user interface. At the top, there is a navigation bar with the following items: Welcome, My Account, Generate Reports, Purchase Reports, and Client Management. The Client Management menu is open, showing options: View User Log, Batch Management, Key In Results, and Data Export (Beta). The Batch Management option is highlighted in green. Below the navigation bar, there is a section for 'Most Recently Completed Assessments' with a list of users and their assessment results. To the right, there is a 'Generate Reports - Quick Start' section with a search form. At the bottom, there is a 'Your Inventory' table with columns for Item #, Qty Remaining, Use History, and Buy More.

Item #	Qty Remaining	Use History	Buy More	
Interests/Skills Checklist	11045	874	Detail	<input type="checkbox"/>
Work/Life Values Checklist	11047	971	Detail	<input type="checkbox"/>
Career Factors Inventory	11048	944	Detail	<input type="checkbox"/>
Coping Resources Inventory	11049	979	Detail	<input type="checkbox"/>

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SkillsOne[®]
CPP's online assessment system

Welcome My Account Generate Reports Purchase Reports Client Management

Batch Management

[Create New Batch](#)

Batches Total: 203

Batch Name	Assessments	URL	URL Expiration
WednesdayLeadership	MBTI®Step I (Form M)	Add a URL	
LeadershipTuesday	MBTI®Step I (Form M)	http://...	OPEN
MondayLeadership	MBTI®Step I (Form M)	http://...	OPEN
Mondayagain	MBTI®Step I (Form M)	Add a URL	
mondaybatch	MBTI®Step I (Form M)	http://...	02/28/2011

Select "Create New Batch"

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Welcome Daisy Lightyear

Please choose an assessment and enter a batch name.

Assessment ←

Batch Name ←

I want a URL entry point to this assessment. ←

[Learn more](#)

Batches					Total
Batch Name	Assessments	URL		URL Expiration	
nimeshlest	1994 Strong Interest Inventory [®]	http://...		OPEN	
Justin	1994 Strong Interest Inventory [®]	http://...		OPEN	

Select Assessment

Enter a Batch Name

Check the box "I want a URL entry point to this assessment."

Then click the "Submit" button.

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The screenshot shows an "Email confirmation" form on the left and a table of assessment results on the right. The form includes fields for "From", "To", "Cc", "Bcc", and "Subject". The "To" field contains "jolie_client@gmail.com". The "Subject" field contains "Please start your assessment". The "Attachment" field contains a long URL. A "Send Mail" button is at the bottom of the form. The table on the right has columns for name, assessment type, URL, and date. A blue arrow points from the "To" field to the "Send Mail" button, and another blue arrow points from the "Send Mail" button to the envelope icon in the table.

Name	Assessment	URL	Date
Justin	MBTI [®] Step I (Form M)	Add a URL	
TuesdayLeadership	MBTI [®] Step I (Form M)	http://...	OPEN
LeadershipTraining	MBTI [®] Step I (Form M)	http://...	03/28/2010
ABatch	MBTI [®] Step I (Form M)	http://...	02/16/2011

Click the envelope icon to email the URL to your client

Enter your client's email address, and click "Send Mail"

NOTE – all email fields are editable, but for increased customization, you may wish to send the email to yourself first, and then distribute.

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This is how the email and URL might look to your client.

The image shows a screenshot of an email client interface. At the top, there are tabs for 'What's New', 'Inbox 4604 emails', and 'Fw: Please start your...'. Below the tabs is a toolbar with buttons for 'Delete', 'Reply', 'Forward', 'Spam', 'Move', and 'Actions'. A 'Show: All Emails' dropdown is also visible. The main area displays a list of emails with columns for 'From', 'Subject', and 'Date'. The selected email is from 'dlight@cusoon.com' with the subject 'Please start your assessment' and the date 'Tue 2/1, 1:52 PM'. Below the list, a detailed view of the selected email is shown. The email title is 'Please start your assessment' and the date is 'Tue, February 1, 2011 2:03:31 PM'. The sender is 'dlight@cusoon.com'. The body of the email starts with 'Hello,' followed by 'To start your assessment, please go to:' and a blue underlined URL: <https://urlwerere1234.com>. A blue arrow points from the text 'When your client clicks on the URL, he or she will be directed to the assessment you selected.' to the URL.

When your client clicks on the URL, he or she will be directed to the assessment you selected.

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The screenshot shows the SkillsOne registration form. At the top left is the SkillsOne logo and tagline. Below it, a section titled 'Please provide or update the following information:' contains two main sections: 'Assessment Information' and 'Background Information'. The 'Assessment Information' section has a 'Batch Name' dropdown menu currently set to 'TuesdayLeadership'. The 'Background Information' section has input fields for 'First Name' and 'Last Name'. Below these fields is a consent statement: 'By answering the following demographic questions you agree that your responses to them may be used for research purposes, including but not limited to improving the assessment. Your responses are OPTIONAL, and your answers will be identified in any research reports (see our Research Policy). If you do not want your responses used for research purposes, you may skip these questions.' Below the consent statement are fields for 'Gender', 'Personal ID (If one has been provided to you)', 'Email Address', and 'Home postal code'.

After clicking on the URL, the client is directed to the demographics corresponding to the assessment you selected, and then to the assessment.

The screenshot shows the MBTI Step I (Form M) assessment page. At the top left is the mbiti logo. The main heading is 'Myers-Briggs Type Indicator[®] (MBTI[®]) Step I (Form M)'. Below the heading is the 'Instructions' section, which contains the following text: 'Your answers to these questions will help show how you like to look at things and how you like to go about deciding things. There are no "right" or "wrong" answers. Knowing your own preferences and learning about other people's can help you understand what your strengths are, what kinds of work you might enjoy, and how people with different preferences can relate to one another and contribute to society. Read each question carefully and select your answer. Do not spend too much time thinking about any one question. If you cannot decide on an answer, skip that question and return to it later. Work through until you have answered all the questions you can. There are 93 questions on the inventory. Which answer comes closer to describing how you usually feel or act?'

1. When you go somewhere for the day, would you rather

- plan what you will do and when, or
- just go?

2. If you were a teacher, would you rather teach

Note: If the client does not complete the assessment, and needs to return later, he must Save his UserID and go to <https://online.cpp.com> to resume his assessment.

Unique URL for Assessment Q& A

Does the client need a login and password?

No, if a client clicks on the URL sent to him, then he will be sent directly to the demographics for the associated assessment – the login and password were part of the link!

If the client does not complete the assessment, may he use the link to return to the assessment at a later time?

No, if the client does not complete the assessment in one sitting, he will need to copy and save his UserID. When he is ready, he will return to <http://online.cpp.com> enter your regular client login and client password, and his UserID. The system will recognize him, and prompt him to continue.

Can I (the Administrator) send the email with the URL to myself, and then forward the email to multiple clients?

Yes, all of the email fields are editable, so you may send to any address you wish, and the link may be used repeatedly. Each time the link is used, the system recognizes a new user.

Can I still use SkillsOne.com without using the unique URL feature?

Yes, you may continue creating Batches without the unique URL, and you may direct your clients to <http://online.cpp.com>.

Will each assessment have a separate URL?

Yes.

May I have a single URL take the client to more than one assessment?

No, not at this time.

What if my client didn't receive my email?

Have your client check his Spam folder.

Unique URL for Assessment Q& A

Can I delete a Batch?

No, temporarily you are unable to delete a Batch. We will return the “Delete” feature very soon.

Can I customize the email for the Unique URL in the Notifications section of “My Account”?

Not currently, but you can customize each email you send.

May I edit demographics for one assessment separate from another?

Yes, you may edit demographics per assessment by navigating to:

My Account / Assessment Site Set-up / Edit Demographics and Additional Security Passwords

You cannot edit demographics per URL.

What happens if a client tries to use a link with an expired URL?

The client will be denied access to the assessment.