

Scheduled for Assessments!

You have been scheduled to complete two assessments, which will assist in making decisions that will improve you and the company's success. The assessments will be self-administered using the Internet. To access your assessments, follow the instructions below. Please complete them as soon as possible.

1. Log on to www.profilesontheweb.com
2. Click Self Registration and from the page "Scheduled Assessment"
3. Enter your Authorizing ID and Authorization Code

4. *Please note all codes are case-sensitive

Authorizing ID - wayneoutla

Authorization Code: survey

5. Click "continue",
6. Complete all information, including creating a unique username and password. (Ex. User Name = first name and last name)
7. **NOTE: User name and password** are very important and must be recorded. You will need them if you have to access the site again in case you are not able to complete the assessment at the time you sign on.
8. Click the "Review Scheduling" button. Verify all information and click the "Save Scheduling" button to begin the assessment
9. Complete the assessment and click Assessment "completed" when finished.

10. Log in again and follow the same process except use

Authorizing ID -- wayneoutla

Authorizing Code -- service

11. Continue the process as before but do not use the same unique user and password as the system will not allow you to take the second Assessment.

We appreciate your taking the time to complete the assessment.