

52 Weekly eMail Series Signup

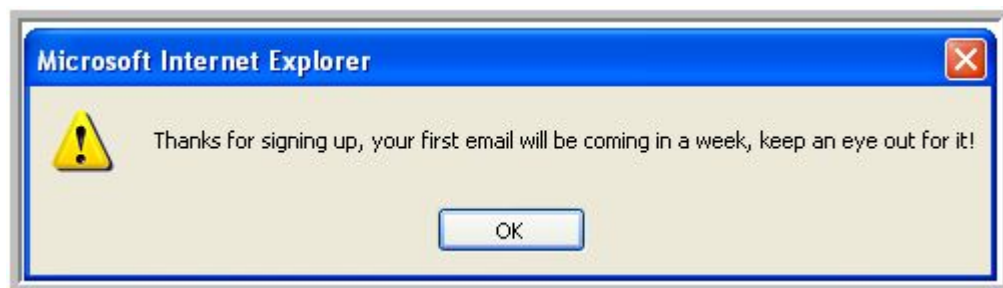
At the end of completing the assessment, on the "Congratulations" screen, the user sees this message at the bottom of the page



If the user presses the button to sign-up the window below appears, confirming subscription to the 52-weekly email series:



When this sign-up button is pressed a confirmation window appears (like below):



Then pressing OK closes the window.

Emails will start arriving the following week.

52 Weekly eMail Series Signup

You have the ability to view and modify your 52-weekly email series:

Account: DISCself Online Comp Account

Management

- ◆ [Create/Edit Groups](#)
- ◆ [Modify Invitation](#)
- ◆ [Send Assessments](#)
- ◆ [View Distributed Assessments](#)
- ◆ [View Graphs/Reports](#)
- ◆ [Plot Assessments](#)

Administrative

- ◆ [Account Status](#)
- ◆ [Assessment Invitation Link](#)
- ◆ [Modify 52 Weekly Email Content](#)
- ◆ [Modify Your Account](#)
- ◆ [Create New Account](#)

Resources

- ◆ [Home Page](#)
- ◆ [About the Program](#)
- ◆ [Help Desk/Technical Support](#)
- ◆ [Logout](#)

Associate Home Page

This is Your Home Page, where you have direct links to all of the functions necessary to manage your account.

Once you take the time to familiarize yourself with how much it can do for you, you will be amazed at just how well it works.

Welcome
DISCself Online Comp Account

- ◆ **First:** take the Quick Tour. [Quick Tour](#)
- ◆ **Second:** Create Group Names to organize your users. [Create/Edit Groups](#)
- ◆ **Third:** Send Assessments to individuals. [Send Assessments](#)
- ◆ **Fourth:** View the list of people you sent Assessments to. Here you can view those who have completed the Assessment and send reminders to those who have not. [View Distributed Assessments](#)
- ◆ **Fifth:** View Graphs and Reports of those individuals who have completed their assessments. [View Graphs and Reports](#)
- ◆ **Sixth:** To evaluate a group's composition, you may select specific individuals to view and/or print any of the three Graphs for the selected individuals. [View Multiple Users](#)
- ◆ **Seventh:** contact the Help Desk if you experience any technical problems. [Help Desk](#)

Below are links to Guides to get you started:

- [Associate Admin Site Quick Start Steps \(Click Here\)](#)
- [Associate Admin Site Instruction Guide \(Click Here\)](#)

Click on modify 52-weekly Email content

This opens up the window which provides access to the entire 52-weekly series (below). Accessing the select a week pull down bar brings up the chosen email from the series. The look of the email and the content can be modified and the submit button saves those changes.

52 Weekly eMail Series Signup

Account:
DISCself Online
Comp Account

52 Week Email Modification

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Select a Week

Path: [body](#)

Pull-down menu to access chosen weekly email

Text box where email will appear for editing

Submit button to confirm changes

Online Assessments

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PWS
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ParkerWebSolutions