# MBTI Online Assessment Instructions

## To Take an Assessment:

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Using a web browser (i.e., Microsoft® Internet Explorer) access the CPP Web Administration site. <a href="https://online.cpp.com">https://online.cpp.com</a></td>
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<tr>
<td>2.</td>
<td>Enter the following Account Login (case-sensitive). PFO</td>
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<tr>
<td>3.</td>
<td>Enter the following Account Password (case-sensitive). Houghton2016</td>
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<tr>
<td>4.</td>
<td>Leave the “User ID” blank unless you are returning to complete an assessment. Click: Log in</td>
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<tr>
<td>5.</td>
<td>From the menu, select the desired assessment (i.e., MBTI® Step I, Form M). Click: Begin</td>
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</table>

- You will be prompted to fill out a demographics page. Skills One Assessment
  - **IMPORTANT:** Do not select “WEBBATCH”
    - Provide the requested demographic information.
    - Click Continue

- Follow all directions to complete your assessment.
- Answer the questions as if you were dealing with things without the stresses and demands of your present life. When you are answering a difficult question, try to pick the answer that is just a little more true. Don’t pick the answer you would like to be true, but the one that is true of your “laid-back” self.
- Respond to every item.
- After completing the assessment, click Done at the bottom of the page.
- If taking a break from an assessment, be sure to click the ‘save and complete later’ button so your responses will be saved and can be recovered when you resume.
  - Write down the ID number so that you can resume and/or take additional assessments using the same client ID.
  - Please DO NOT close your browser without following the specific instruction or your assessment will not be submitted.
  - After you have clicked “Log Out” you may close your browser session.

- Return to the assessment menu and follow the same process if you need to complete another assessment.
- If you have any questions during the self-administration process please contact pfo@acsi.org.

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).