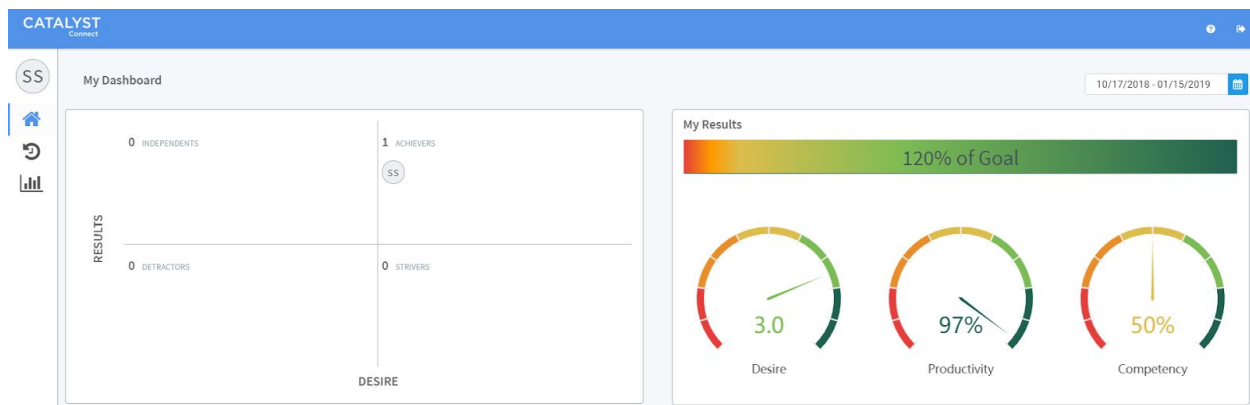


Quick Start for Team Members

Activate Your Account

1. **Start** by locating your Welcome email and select the **Activate** button. *Note: If you do not receive an email be sure to check your spam folder.*
2. **Activate Account:** Enter your email address and create your password to login. (Your confirmation code displays automatically.)
3. **Login:** Login with your email address and password.

Navigating



Date Range Filter - Date range for the performance data you are viewing. *Note: Your dashboard will begin populating data as your coach completes coaching activities for you.*



My Profile - Make changes to personal settings. (Upload your profile picture here.)



Dashboard - Begin all activities assigned to you via your To-Do list. View your performance. Gain quick insight into Feedback.



Insights - View past assessments and coaching history.



Reports - View details of your performance.



Need Help- Have questions? Access the Support Center.

Development Activities

You will receive an email notification when you are assigned a Development Activity.



Sam,

You have been assigned the following development activity by Jan.

Learn from others

[View Development Activity](#)

- Select the **View Development Activity** button to start your activity. (You can also view all Assigned activities in the To-Do List on the Dashboard.)

Learn from others

Your assigned development activity:

Watch two of your favorite sitcoms and identify every time an open-ended or clarifying question is used by one of the characters. Additionally, watch for any situations in the show where one of the characters demonstrated they were not listening.

After completing the Activity, rate the effectiveness of it in helping you improve on your job.

<input type="text" value="Not Effective"/>	<input type="text" value="Somewhat Effective"/>
<input type="text" value="Effective"/>	<input type="text" value="Very Effective"/>

- When you complete the Activity, select **Complete**.
- Your Coach will schedule a Coaching session with you to review the assignment.