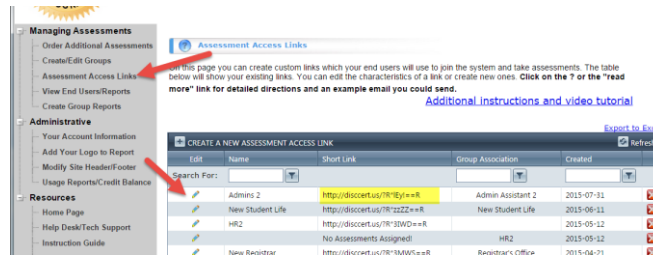


6 Steps for Editing Top Blue Button “Edit/Confirm Email” (Aug 11, 2015)

1. Click on pencil



2. Select top blue button

Assessment Access Links
Create links which provide access to individuals to take your assessments.

Assessment Access Link name: Admin 2

Assign to a Group: Admin Assistant 2

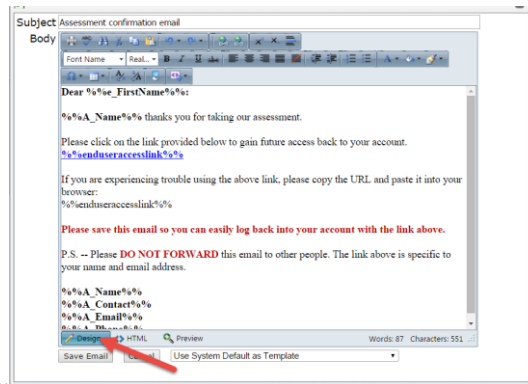
Select a Language: English

Send reports to: twccart@calufloran.edu

Report to Attached Email: [EDIT/CONFIRM EMAIL]

Expires on: 8/11/2015

3. Click “Design” Button



4. Delete “Subject” & Body & replace with copy below. Then “Save Email”

Subject:

DISC Assessment Information

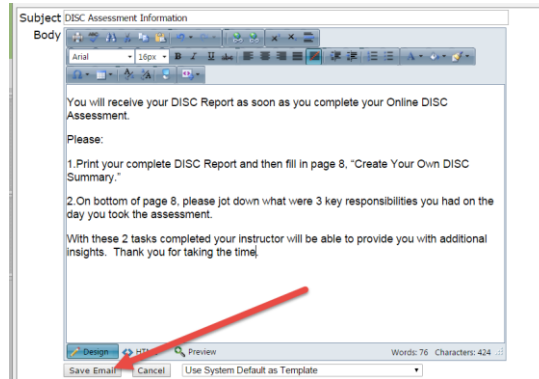
Body:

You will receive your DISC Report as soon as you complete your Online DISC Assessment. Please:

1. Print your complete DISC Report and then fill in page 8, “Create Your Own DISC Summary.”
2. On bottom of page 8, please jot down what were 3 key responsibilities you had on the day you took the assessment.

With these 2 tasks completed your instructor will be able to provide you with additional insights. Thank you for taking the time.

5. Once Added... Click "Save Email."



6. Click "Update"

