

Suggested Tweak for Admin Site Header

IMPORTANT INFORMATION - PLEASE READ:

Answer based on the way you are, *not* the way you want to be perceived

Answer quickly - don't over-analyze

Hover your mouse over the words to review the synonyms - there are no wrong answers or styles

BRING THE ENTIRE PRINTED REPORT TO THE MEETING WITH PAGE 8 COMPLETED

Complete page 8 (not all descriptives apply - select the most appropriate)

Instructions to modify the header

1. Copy Text above
2. Log into your admin site at <https://www.disccert.us>
3. In the Menu, click on Account settings > Header /Footer
4. Make sure the header toggle is chosen.
5. Paste text into editing box. (Tweak as needed)
6. Click SAVE

Home Managing Assessments Account Settings Resources

DISCcert.us
Online Assessments

Click here for detailed instructions regarding modifying the HEADER and FOOTER.

Header & Footer

This is the **Custom Design** area of your admin panel. On this page you can add a header and footer which will override the default design of the software. You can copy in HTML code which contains design elements from an existing website or create a custom design. Your design will appear for all your end users and their observers (if applicable). To add your custom design choose either the header or footer, add your design code and click save. To copy HTML code click on the **<> HTML** icon. This will turn the editor from design to code view. Copy and paste your code and click save.

To upload images to your design click on the icon. This will allow you to browse your own computer and upload graphics for your design. Click on the upload button, find the image on your computer, then scroll to the bottom and click "upload". Once you upload the images into your image admin area you can INSERT them into the appropriate places in the editor box. When you are finished click the SAVE button.

Choose Header or Footer Header

Paste text here

Design <> HTML Preview Words: 0 Characters: 0

After completing the steps, you will no longer see the green bar and DISCcert logo. The text will appear when an assessment link is clicked on the registration page to take the DISC assessment.