Online Assessment Instructions for the Client

To Take an Assessment:

1. Using a web browser (i.e., Microsoft® Internet Explorer) access the CPP Web Administration site.	https://online.cpp.com
2. Enter the following Account Login.	**mccareers1**
3. Enter the following Account Password.	**greyhounds1**
4. Leave the "User ID" blank unless you are returning to complete an assessment. A user ID will be assigned once you have completed the assessment.	Click: LOGIN
5. From the menu, select the desired assessment (i.e., MBTI® Step II, Form Q).	Click: BEGIN

- You will be prompted to fill out a demographics page.
  - Choose the batch name (if any) you have been instructed to use.
  - Provide the requested demographic information.
  - Click CONTINUE >>
- Follow all directions to complete your assessment.
- 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 & COMPLETE LATER button so your responses will be saved and can be recovered when you resume.
  - Write down the User ID number so that you can resume and/or take additional assessments using the same ID. **My User ID _____**
  - Please DO NOT close your browser without following the specific instruction or your assessment will not be submitted.
  - After you have clicked LOGOUT you may close your browser session.
- If you need to complete another assessment, click BEGIN ANOTHER ASSESSMENT to return to the assessment menu and follow the same process. If you have logged out and are returning at a later time/date, be sure to log in the second time with your USER ID.
- If you have any questions during the self-administration process please The Career Center at thecareercenter@moravian.edu. 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. While it is not a system requirement to do so, we recommend that you update your browser from either www.microsoft.com or www.netscape.com.
- Recommended operating systems include Windows 98, NT, or 2000, and Mac OS 9.2 or higher. You may encounter some difficulties on other Windows platforms including ME, XP, or 95.
- To optimize the viewing of this web site, we recommend that your computer has a minimum screen resolution of 800 × 600 with 256 colors.

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