

Thanks for your purchase from DISCinsights.com! The following instructions will enable you to generate one report. **Purchasing multiple reports for multiple users?** Request a FREE Business Account with many useful account features. Request your account at 800-779-3472 - sales@peoplekeys.com.

Instructions for Using a Single-Use Keycode to Generate a Report

1. Attached to your DISCinsights.com receipt (in your email inbox) is a Single-Use Keycode. Example: **1234-AB23CD-XX12YY**
2. Go to: <http://app2.peoplekeys.com>
3. Go to “New User Registration” and complete the registration fields. Enter the KeyCode in the KeyCode field and click **Register**

The screenshot shows the 'New User Registration' form with the following fields and annotations:

- Email Address**: An annotation points to the input field with the text 'Enter your email address'.
- Password**: An annotation points to the input field with the text 'Create your own password'.
- Verify Password**: An annotation points to the input field with the text 'Create your own password'.
- First Name**: An annotation points to the input field with the text 'Enter your First and Last Name'.
- Last Name**: An annotation points to the input field with the text 'Enter your First and Last Name'.
- KeyCode**: The field contains the text '1234-AB23CD-XX12YY' and is highlighted in yellow. An annotation points to it with the text 'Enter your keycode here'.
- Register**: A button located at the bottom of the form.

4. You are now at the instruction page for your online assessment(s). Read the instructions carefully before proceeding to the next page by clicking **Next >>>**

The screenshot shows the 'Take Assessment' page with the following content:

- Take Assessment**: Page title.
- Signed in > john.sample@sample.com**: User information.
- Selected Account > john.sample@sample.com**: Account information.
- Step 1 of 6**: Progress indicator.
- Welcome to the online assessment center for the john.sample@sample.com account.**: Greeting message.
- Instructions**: A list of instructions for the assessment, including: 'Depending on your organization, after clicking "Next" you may proceed to a page where you will enter your name, address and contact information. This information is strictly used for your organization to contact and/or identify you.', 'You will then proceed through a series of assessments. Enter the first response that comes to mind for each question/statement in each assessment.', 'Depending on your selected assessment sequence, there could be anywhere from 1 to 10 sections for you to complete.', 'For many questions/statements, there are no right or wrong answers. Do not deliberate too long on any question. Each section should be completed in no longer than 7 to 10 minutes.', 'Some sections are multiple choice and require you to choose a correct answer. You will be aware of these sections as you encounter them.', 'Upon completion of your last assessment, you may be directed away from this website to another of your organization's choosing. When this happens, you have completed all of the necessary assessments.'
- Next >>>**: A button at the bottom left.

5. You are ready to begin your assessment(s). Read the instructions before starting

Signed In ▶ jsample@sample.com
Selected Account ▶ john.sample@sample.com

Step 3 of 6

- There are 24 groups of statements that follow. Each group has 4 statements. Carefully read all four statements in each group.
- For each group, select **most** for the statement that is most like you, and **least** for the statement that is least like you. **Be sure to respond to the statements in a DISC Report with Teams, Values, and Interview Qs environment.**
- Remember to select **only 1 most** response and **only 1 least** response in each group.
- This section should be completed within SEVEN MINUTES, or as close to that as possible.
- When finished, click Next.

Group 1	Most	Least
Easy-going, Agreeable	<input type="radio"/>	<input type="radio"/>
Trusting, Believing in others	<input type="radio"/>	<input type="radio"/>
Adventurous, Risk-taker	<input type="radio"/>	<input type="radio"/>
Tolerant, Respectful	<input type="radio"/>	<input type="radio"/>

Group 9	Most	Least
Results are what matter	<input type="radio"/>	<input type="radio"/>
Do it right, Accuracy counts	<input type="radio"/>	<input type="radio"/>
Make it enjoyable	<input type="radio"/>	<input type="radio"/>
Lets do it together	<input type="radio"/>	<input type="radio"/>

Group 17	Most	Least
Education, Culture	<input type="radio"/>	<input type="radio"/>
Achievements, Awards	<input type="radio"/>	<input type="radio"/>
Safety, Security	<input type="radio"/>	<input type="radio"/>
Social, Group gatherings	<input type="radio"/>	<input type="radio"/>

Group 2	Most	Least
Soft-spoken, Reserved	<input type="radio"/>	<input type="radio"/>
Optimistic, Visionary	<input type="radio"/>	<input type="radio"/>

Group 10	Most	Least
Will do without, Self-controlled	<input type="radio"/>	<input type="radio"/>
Will buy on impulse	<input type="radio"/>	<input type="radio"/>

Group 18	Most	Least
Take charge, Direct approach	<input type="radio"/>	<input type="radio"/>
Outgoing, Enthusiastic	<input type="radio"/>	<input type="radio"/>

6. Remember! You must select only **one most** and **one least** answer from each of the 24 groups.

Signed In ▶ jsample@sample.com
Selected Account ▶ john.sample@sample.com

Step 3 of 6

- There are 24 groups of statements that follow. Each group has 4 statements. Carefully read all four statements in each group.
- For each group, select **most** for the statement that is most like you, and **least** for the statement that is least like you. **Be sure to respond to the statements in a DISC Report with Teams, Values, and Interview Qs environment.**
- Remember to select **only 1 most** response and **only 1 least** response in each group.
- This section should be completed within SEVEN MINUTES, or as close to that as possible.
- When finished, click Next.

Group 1	Most	Least
Easy-going, Agreeable	<input checked="" type="radio"/>	<input type="radio"/>
Trusting, Believing in others	<input type="radio"/>	<input type="radio"/>
Adventurous, Risk-taker	<input type="radio"/>	<input checked="" type="radio"/>
Tolerant, Respectful	<input type="radio"/>	<input type="radio"/>

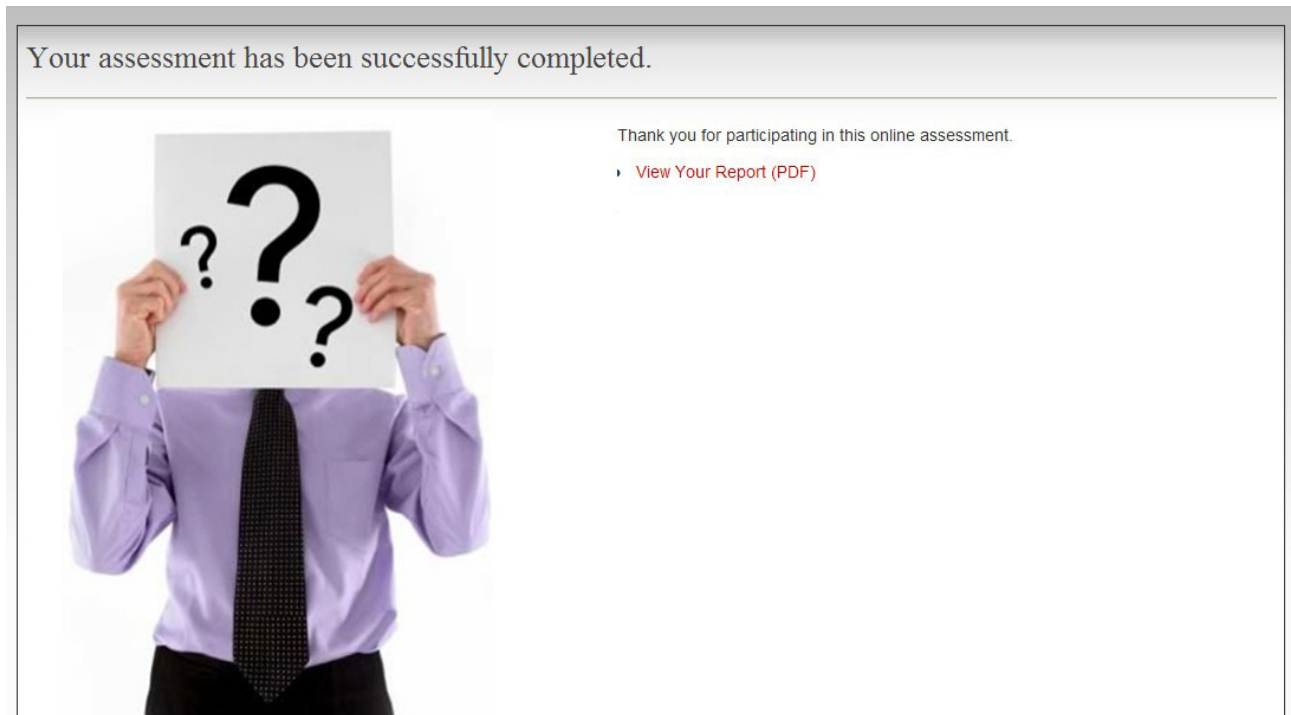
Group 9	Most	Least
Results are what matter	<input type="radio"/>	<input type="radio"/>
Do it right, Accuracy counts	<input type="radio"/>	<input type="radio"/>
Make it enjoyable	<input type="radio"/>	<input type="radio"/>
Lets do it together	<input type="radio"/>	<input type="radio"/>

Group 17	Most	Least
Education, Culture	<input type="radio"/>	<input type="radio"/>
Achievements, Awards	<input type="radio"/>	<input type="radio"/>
Safety, Security	<input type="radio"/>	<input type="radio"/>
Social, Group gatherings	<input type="radio"/>	<input type="radio"/>

7. You may submit the assessment and proceed by clicking **Next >>>** at the bottom of the page.

8. **Optional Step:** You may be required to complete additional and/or different assessment(s) after you complete the first assessment. You may follow the prompts and instructions for each assessment. At the end of each assessment, please submit by clicking **Next >>>**

9. You have now successfully completed your assessment(s). To view your report, click the link titled **View Your Report (PDF)**



Note: You have to have Adobe Acrobat installed in order to view or print your report.

If you have any questions, please email customer.service@peoplekeys.com or call 1-800-779-3472