Candidate Login Procedures

When a candidate is assigned an assessment to complete, you have the following options for allowing them access to the assessment:

1. You may allow them to launch the assessment from the link provided in their assignment email. In this case, the candidate does not need to login to take the assessment.They simply click the link from the email and the assessment is opened in their default browser. If their browser session is interrupted for any reason, the candidate can re-access the assessment from the same email link.

2. You may allow them to log in to their own assessment portal to launch the assessment(s) and optionally view their results. By default, candidates do NOT have the ability to view their results. If you wish to allow candidates to view their results, see Allowing Candidates to View Score Reports. Candidates are usually allowed to view results when they are completing self-improvement or personal growth type assessments such as a personality assessment. To see what a candidate account looks like and the options they will have, see Candidate Account below.

You may use only one or a combination of the above two options for assessment access.

Candidate Actions Options (Client Information Record)

Note: Contact your account representative to modify these settings.

Your account representative can discuss with you the appropriate settings for the Candidate Actions options shown below.

The Candidate Actions settings are described below:

Send New Candidate Email	Specifies whether candidates will receive an email containing their account login information upon candidate creation. Several possible scenarios are: • If you plan to have candidates access their assessments via the link in the Tester Assigned email, you would set this to No (default).

- If you plan to have candidates login to their assessment portal account to view and launch assigned assessments, set this to Yes. New candidates will receive their login credentials automatically (see New Candidate Email).

- If you want candidates to access their assessments via the link in the Tester Assigned email, but you would like them to login to their candidate account to view and print the results, set this option to No (default) AND when you set up the candidate records, assign a standard password to all candidates. Using this scenario, you would provide the candidates their password in the email they will receive when they complete the assessment (Candidate Score Reports Available Email). To do this you will need to edit the Candidate Score Reports Available Email Template and insert the candidate password there. Be sure to instruct users to change their password immediately to avoid possible security risks that may result from candidates having a standard password. See Candidate Score Reports Available Email.

New Candidate Passwords	Specifies whether new candidate passwords will be System Generated or Admin Created.
Allow Candidates to View Score Reports	Specifies whether the option to allow candidates to view their score reports appears during assessment assignment. The default setting is No. By default, when logged in to their candidate account, candidates can see which assessments they are assigned and a status (not started, in progress, completed), but they cannot view their results reports. If set to Yes, the **Share score reports with candidates** option will appear on the Step 3 - Assign tab during assessment assignment. You must

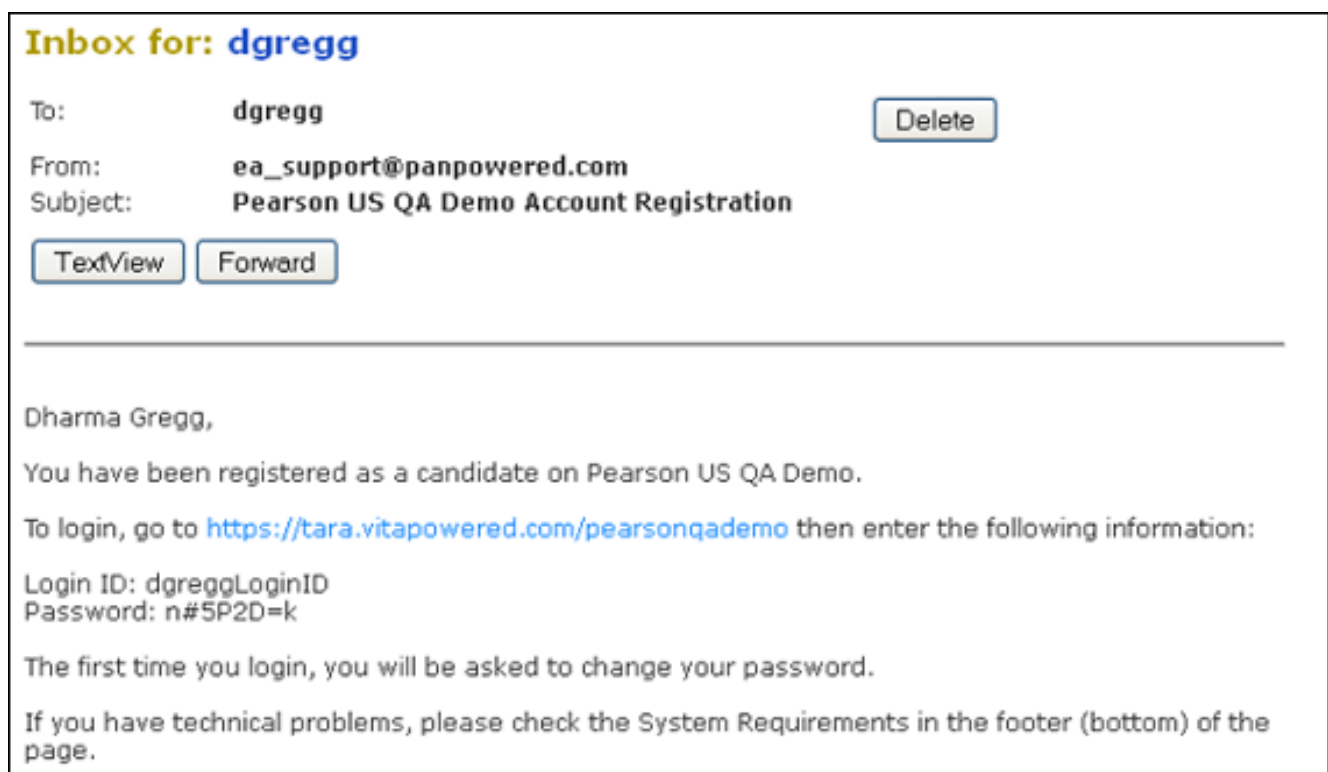| | set **Share score reports with candidates** to Yes to allow a candidate to view their results. |
| | A setting of Yes is often used when assessments are being used for personal growth or self-improvement. In this case, candidates need to view their own results. |

Candidate Account Information

New Candidate Email

To allow your candidates to access their own assessment accounts, the settings on your client account can be modified so that candidates will receive their login information when their candidate account is created.

When the "Send New Candidate Email" option is set to Yes, candidates will receive an email upon candidate creation. The email will be similar to the text shown below:

Inbox for: dgregg

To: dgregg

From: ea_support@panpowered.com
Subject: Pearson US QA Demo Account Registration

[TextView] [Forward]

Dharma Gregg,

You have been registered as a candidate on Pearson US QA Demo.

To login, go to https://tara.vitapowered.com/pearsonqademo then enter the following information:

Login ID: dgreggLoginID
Password: n#5P2D=k

The first time you login, you will be asked to change your password.

If you have technical problems, please check the System Requirements in the footer (bottom) of the page.

Note: You can change the text of the Candidate Created email that is sent out by editing the Candidate Created email template. See the article on Email Templates for more details.

Emailing Existing Candidates

To send account information to an existing candidate:

1. Locate the user's record by going to **Settings | Users**. The Manage Users screen is displayed as shown below:

Manage Users

Edit the settings of existing users or [Create New User]

Search Users

First Name: [   ]
Last Name: [   ]
Phone: [   ]
Email: [   ]
Login ID: [   ]
Alternate ID: [   ]
Account Type: [Candidate] [User]
Account Status: [Active ▼]
Include Sub Clients: [Yes] [No]

[Search]

2. Enter search criteria to locate the user's record and click the **Search** button to initiate the search.

3. In the results, double-click on the row containing the user whose account information you wish to send.

4. Under Login Information in the User Details display (shown below) click the Reset Password button to reset the user's password and send them an email with their account information.

Login Information

The Username and Password are fields that will be used to access all system activity. Please choose a username that you will remember. The password must be a minimum of 8 characters in length and can include letters, number, or special characters.

Account Type:	[Candidate] [**User**]
Account Status:	[**Active**] [Inactive]
Qualification Level:	C (HR) ▾
Login ID:	PearsonQA_Standard
	[Change]
Alternate ID:	[ ]
	[Reset Password]
Password:	[ ] Password Requirements
Confirm Password:	[ ]
Account Locked:	[**No**] [Yes]

5. Click OK when the following message appears to confirm the email notification.

Confirm

ⓘ Reset password and send email notification to user?

[Ok] [Cancel]
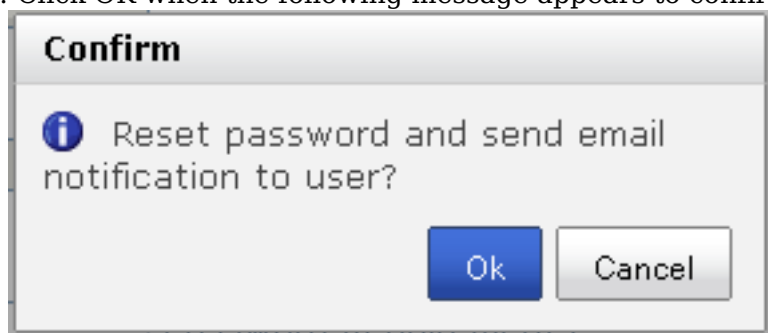
6. The user's account information is sent.

Candidate Account

Once the candidate has their login information, they can login to view activity on their account. The candidate account appears as shown below:

Tasks Pane

TASKS · PROFILE · RESULTS · HELP

Click Start to view/launch a task

Start	Task		Status	Date Assigned ▲
Start	Advanced Numerical Reasoning Appraisal		Not Started	05/19/2014

Click View to display message details

View	Date ⇕	Subject ⇕
No data to display		

The Tasks pane shows any assessments that have been assigned to the candidate and the assessment Status (not started, in progress, completed). Additionally a Welcome message can be displayed to the candidates. To create a Welcome message or other messages for your candidates, see Candidate Messages below.

Profile Pane

TASKS · PROFILE · RESULTS · HELP

Edit My Info

Login ID: joybillings [Change]

First Name: Joy
Middle Name:
Last Name: Billings
E-mail Address: jbillings@mailinator.com
Retype E-mail: jbillings@mailinator.com
Postal Code:

Password must be between 8 and 32 characters in length and may contain letters, numbers and special characters.
Change Password:
Retype Password:
Preferred Language: English ▾

[Save Changes]

The Profile pane allows the candidate access to their account information. This is where they would go to modify their password, update their email address, or change their login ID if desired.

Results Pane

The Results pane allows the candidate access to their assessment results. If the option to **Share score reports with candidates** was set to No during assessment assignment, the Results pane will display the assessments the candidate has completed and the completion date, but the candidate will not be able to view the results.

If **Share score reports with candidates** was set to Yes on assignment, the candidate will see a display similar to the one shown below for the My Thinking Styles assessment:

If available, the candidate can click the **View Report** button to view their results.

Allowing Candidates to View Score Reports

If you would like your candidates to be able to view the results for a particular assessment, the option to **Share score reports with candidates** should be turned on during assessment assignment. If you are using a Custom URL to administer the assessment and you wish to allow candidates to view the results, you must select Yes for the **Share score reports with candidates** option when creating the Custom URL.

Note: The **Share score reports with candidates** option will appear during assessment assignment or in the Custom URL creation/edit screen AFTER you have enabled the **Allow Candidates to View Score Reports** option in the Client Information settings (contact your Pearson account representative to enable this option).

To turn on the **Share score reports with candidates** option during assessment assignment:

1. Go to the Assign panel and perform an assessment assignment in the normal manner by selecting the product, candidate, and norm group (if applicable).

2. At the Select Options step, the screen will appear as shown below:

3. Set the **Share score reports with candidates** option to Yes. (The default setting is No, as shown above). This will allow the candidate to view their results reports by logging into their candidate account.

4. Complete the assignment process as usual.

Once the candidate has completed their assessment, they will receive an email letting them know their results are available for viewing (candidates ONLY receive this email if the **Share score reports with candidates** option is set to Yes upon assignment). When the candidate logs in to their account and clicks **Results**, they will see a screen similar to what is shown below for the My Thinking Styles assessment:

The candidate can click the **View Report** button to view or print their report. See Candidate Account for more information on the candidate interface.

Candidate Score Reports Available Email

When the **Share score reports with candidates** option is set to Yes, upon completion the

candidate will receive an email letting them know their score report is available for viewing. The default text of the email is shown below:

Dear %%TesterName%%,
Your assessment is complete and your results are now available. Please login to your account for review.
Login URL: %%LoginURL%%
Login ID: %%LoginID%%
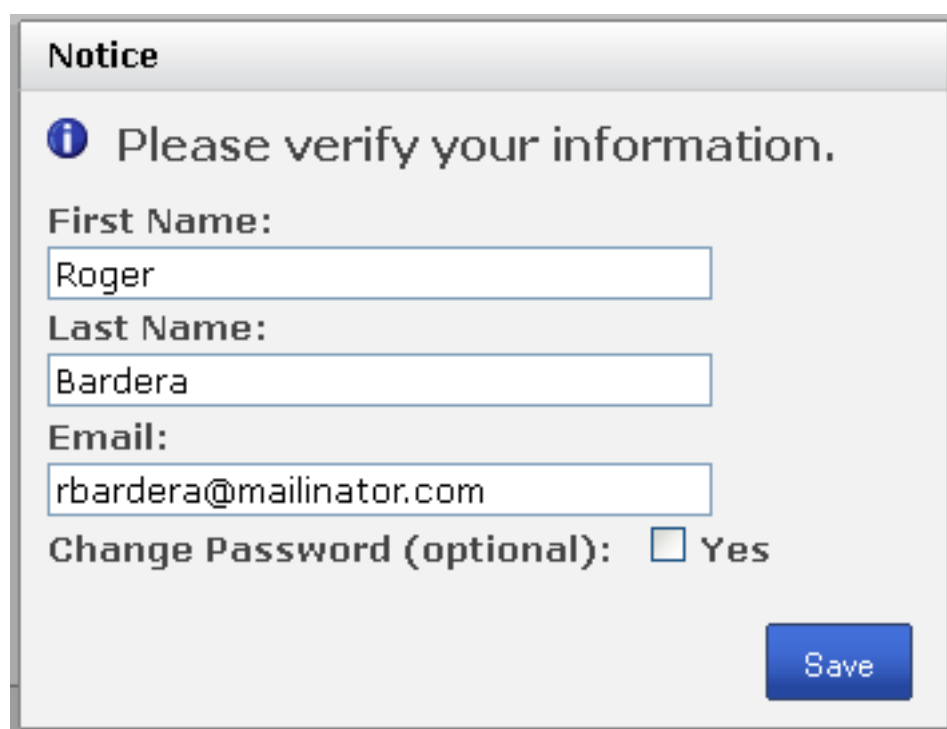If you have forgotten your password, click on the forgot your password link and one will be emailed to you.
Thank you for your participation!

If you are providing users with a standard password to be changed upon login, you may edit the Candidate Score Reports Available Email Template to something similar to the following, inserting your standard password in place of "password1."

Dear %%TesterName%%,

Your assessment is complete and your results are now available. Please login to your account to review and print the results.

Login URL: %%LoginURL%%

Login ID: %%LoginID%%
Password: password1

Be sure to check **Yes** on the option to change your password.
If you have forgotten your password, click on the forgot your password link and one will be emailed to you.

Thank you for your participation!

Note: You can change the text of the Candidate Score Reports Available email that is sent out by editing the Candidate Score Reports Available email template. See the article on Email Templates for more details.

Keep in mind that the system does not *require* the candidate to reset their password. Upon initial login, the candidate has the option to change their password. They are prompted as follows:
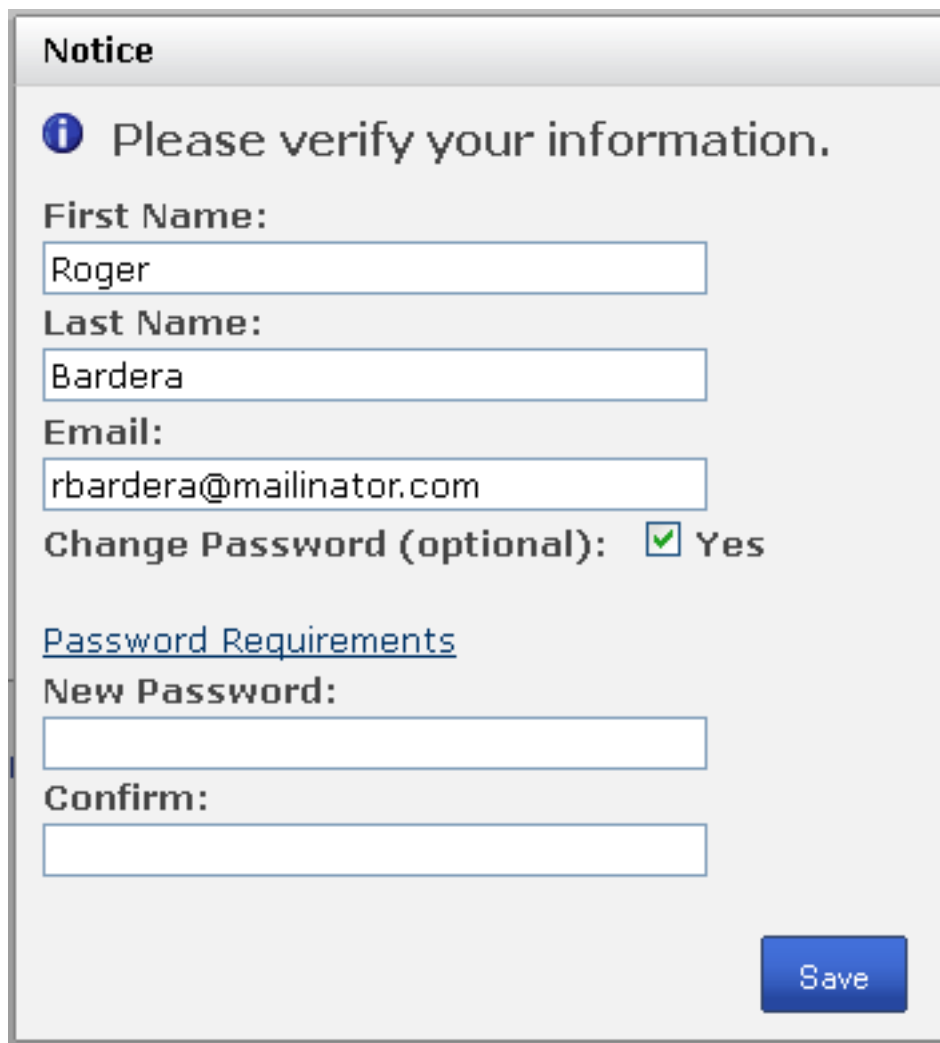
If the user checks **Yes**, the Notice window expands to include the option to modify the password as shown below:

The candidate can then enter a new password with confirmation and click **Save** to save their changes. Candidates may also change their password using the [Profile Pane] within their account.

Candidate Messages

You can create a Welcome message or other messages that your candidates will see when they login. To create a message for candidates:

1. Go to **Settings | System Messages**.

2. The Message Management page is displayed:

Message Management

Create new messages or manage existing messages.

Create a New Message

Subject/Title: [ ] — Enter a Subject or Title for the message.

*Activation Date: 11/14/2011 [📅]
*Expiration Date: 11/28/2011 [📅] — Enter an Activation and Expiration Date. If you wish this message to remain up, put in an Expiration Date in the future.

*Audience: [User] [Candidate] — To create a new message for candidates, select Audience = Candidate.

Group: [Single Client] [Children Clients]

*Message Text [ ] — Type new message text here.

[Create Message]

NOTE: Changes to these messages take effect immediately. — Click on the message text to modify a message.

Search: [ ] [Search]

Subject/Title	Activation Date ▲	Expiration Date	Audience	Message Text	Message Group
Welcome	10/20/2011	11/03/2015	Candidate	Welcome! Please access and complete any assessments you have been assigned. If no assessments have been assigned to you yet, be sure to check back!	Single Client

3. You can create new messages or edit existing messages. Messages appear in the candidate's account as shown below:

TASKS   **PROFILE**   **RESULTS**   **HELP**

Click Start to view/launch a task

Start	Task		Status	Date Assigned ▲
Start	Occupational Solution: Accountant/Auditor		In Progress	04/24/2012
Start	My Thinking Styles		In Progress	05/19/2014

Click View to display message details

View	Date	Subject	
▤ View	05/19/2014	Welcome	

4. The candidate can click the **View** link to display the message. It will appear similar to the following: