



*ChangeWise*

Pioneer in Leadership Agility

December 31, 2018

## Steps for Free Test-Drive of the “Power Style Profile”

### Accessing the Test Drive

1. You may already be registered on the Leadership Agility Assessment site, but if you are not, so to <https://assessleadershipagility.com/for-coaches> and register on the site:
  - a) Go to <https://assessleadershipagility.com/power-style-profile>
  - b) Register by completing the fields under “Register” in the right-hand column. Enter a password of your choice. (Your contact information will be kept confidential). If necessary, you can use the Password Reset function near the registration form
  - c) You will receive an email confirming your registration. The approval process for registrations is manual, so there may be a short delay before you receive it.
2. Once your registration has been confirmed, at the same URL, log in to the site using the email and password you entered when you registered. This will take you to your User Dashboard page. (If the system does not recognize your password after a couple of attempts, use the Password Reset option to create a new password).
3. Click the “Purchase Assessments” header. Enter “1” as the Quantity.
4. For “Select and Assessment,” select “Power Style Profile.”
5. Enter the discount code: PSPTestDrive. (Note that you can use this free test drive code multiple times if needed, but it should be only for your own personal test-drive purposes. Any other use of the code needs to be approved by ChangeWise.)
6. Click “Apply Discount.” The total charge will change to \$0.00.
7. Click the “Purchase Assessment(s)” bar.
8. SKIP OVER the “Add Clients” header.
9. Click the “Assign Assessments” header. Select “Leadership Agility Accelerator.” Then select “Yourself” and, finally, click the “Assign Assessment(s)” bar.

10. Under the next header, “Leadership Agility Assessments” you will find a chart with 4 columns.

- The first column identifies which assessment you’re using (PSP).
- The second column is the date when the assessment was “purchased.”
- The third column tells you where you are in the process of completing the PSP: Not Started, Started, or Completed. (See below for how you can stop and come back later if you need to).
- The fourth column gives you a link to assess the Power Style Profile: Begin takes you to the beginning. Continue takes you to the point you stopped previously (if you did that). Clicking “View” gives you access to your completed Accelerator report as a PDF.

### **Completing Your Test Drive**

1. Imagine that you are a leader you know well and answer as you think they might answer.
2. Please read the online instructions carefully.
3. When you are finished, click “Save and View your Completed Report” on the final page. The system will download to your computer your completed report in PDF format. This PDF can also be accessed by clicking “View” on the chart at the bottom of the left-hand column your User Dashboard.