

## Clergy Quick Start Guide

**Note:** To insure receipt of the EM360 login email, add [team@coetichr.com](mailto:team@coetichr.com) to your contact list. If you believe an invitation email has been sent to you but you did not receive it, be sure to check your Junk Mail/Spam folder.

### Logging in for the first time:

- Click on the link to request your login credentials in the invitation email from [em360@gbhem.org](mailto:em360@gbhem.org)
- Use the password token in the email from [team@coetichr.com](mailto:team@coetichr.com) to setup your password and access your dashboard
- Read through the EM360 General Guides & Resources Section
- Click Start Assessment
- Click Start in the Clergy Effectiveness block
- Read through the EM360 Guides & Resources Section

### Accessing the user guide and other helpful resources:

- The EM360 Guides & Resources section of the dashboard has all the guides (including detailed instructions for using the EM360 dashboard) and resources for completing the EM360 process
  - To Access the Guides and Resources section follow these steps:
    1. Login to your EM360 dashboard
    2. Click on the Guides and Resources section in the navigation menu
    3. Click on the documents to download and view
- Help Desk Information
  - GBHEM's Candidacy Office provides support for EM360. The Contact Info link is at the bottom of your dashboard

### Adding contributors:

- Add your contributors through your EM360 dashboard under the **References** tab
- Click **Add Group** to add a participant block
- Choose the appropriate survey type from the drop-down menu
- Name your group
- Click Create
- Enter the first and last name and email address of your contributors
- Click Submit to add the contributor to the group Repeat this process until all members of a group have been added
- Once all contributors are added in the group click on the **Send Invitation** button to send their surveys To add additional contributor groups, click on **Add Group** and repeat the steps above



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## FAQ

- **How do I update my contributors' information?**
  - To re-visit your current process click on **View** under **My Assessments** on your home page
  - If you incorrectly enter a contributor's information, click on Edit next to their name and add the corrected information.
  - If you incorrectly enter a group name, click on ... at the top of the group box, and enter in the correct name
- **There is no data for my one of my groups, what happened?**
  - Peer and S/PPRC member feedback is displayed as aggregate scores for each of the groups. Results from peers or from the S/PPRC members will be shown for these two groups after at least three participants complete the survey in their respective groups.
  - If a group was marked an anonymous when created, at least three responses will be required to generate data
- **How long does the survey take?**
  - The EM360 survey takes on average between 45-60 minutes to complete
- **Is the survey available on paper?**
  - Yes. For more information and to request copies of the printable assessment, email your conference administrator

