

Clergy Quick Start Guide

District Superintendent Quick Start Guide

Note: To insure receipt of the EM360 invitation email, add 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
- Use the password token in the email from 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 District Superintendent block

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

Accessing your clergy assessment reports:

- From your EM360 home page look for the **Assessments** section
- Click on **Take Survey** for the clergy person to open the survey to open the list of pastors within your District
- To view clergy feedback reports click on **Reports**

Accessing your self-assessment dashboard:

- From your EM360 dashboard click on the **Assessments** tab and click view on the District Superintendent block
- To return to your pastor assessments, click on the **Assessments** tab and scroll down to the **Open Surveys** section. Or you can click on the **Groups** tab and see all participating clergy from your district

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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

FAQ

- **How do I update my contributors' information?**
 - If you incorrectly enter a contributor's information, click edit, enter in the corrected email and click update.
- **There is no data for one of my groups, what happened?**
 - Groups that are marked as anonymous will display feedback as aggregate scores for each of the groups. Results from anonymous groups will be shown after at least three contributors complete the survey in the respective groups
- **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, contact your annual conference representative
- **My Dashboard appears blank, what happened?**
 - If your dashboard appears to be incomplete, try switching browsers or computers. It is recommended that you use Google Chrome for the EM360. Internet Explorer is the least supported web-browser, and using it may cause technical errors in your dashboard