




Motivational Currency® Calculator

Step by Step Instructions

The registration system will walk you through the process. Below is a tip sheet to support your process. For assistance logging in or navigating the assessment site click on "Contact Us" in dashboard, email help@learningbridge.com or call (801-492-1007). For any other information please email info@onpointadvising.com

- 1) Please go to surveys.onpointadvising.com/mcc
- 2) Fill in the registration information and then click on "Register"
- 3) Click on "Purchase Licenses"
- 4) In the drop-down menu labeled "Type" select "Administer to 1 or more individuals"
- 5) Enter the amount of people (You can add more later)
- 6) Enter your credit card information and click "Submit"
- 7) Click "Create a new Motivational Currency Calculator Run"
- 8) Complete the information specific to your survey and click "Create"
 - Note on Item #3 - "Reports"
 - i. Click "No" to have all reports be seen by 1 point person (Recommended for training sessions) and will not be sent to the participants.
 - ii. Click "Yes" to have reports sent to each participant automatically.
- 9) You will then be taken to the "Survey Administrator Instructions" page. Read and follow the listed instructions. A copy of that page is below for reference. Click "Next"
- 10) You will then be taken to the **Survey Admin Page**
 - Click **Participants tab** and enter Name and email address and click "Add Participant". Once clicked, the survey will be emailed to the recipient instantly. You may continue to add more participants which will be listed below.
 - Click **Status tab** to view the status of the assessment.
 - Click **Results tab** to view results of the completed MCC. You may download all participants results at once by clicking the pdf icon on the right side of the "Bulk Download" header. For individual results, you may click the pdf icon on the right side of the corresponding participant. To download the group score summary, click on the  below "Group Scores for all MCC" at the top of page.
 - Click **Settings tab** to change titles, report delivery, deadlines and reminders.

You can log back into your account by going to: surveys.onpointadvising.com and click on "Login" and enter your email and password. Emails come from: onpointadvising@learningbridge.com

Below you will find additional screenshots of the setup process.

1

Complete all Registration Information

REGISTER

LOGIN

First Name

First Name

Last Name

Last Name

Email Address



Confirm Email Address



Confirm Email Address

Password



- 5 to 15 characters
- Uppercase Letter
- Lowercase Letter
- Number
- Special Character

Confirm Password



Confirm Password

Register

Your Surveys

License for Motivational Currency® Calculator



[Purchase License\(s\)](#)





[Click and Purchase Licenses](#)

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Last Login 4/3/19 10:54:39 AM CDT

If the last login information is incorrect, contact LearningBridge, your security administrator, or IT help desk.

Purchase License(s) for Motivational Currency® Calculator

| | | |
|------------------------------------|--|--|
| Type | <div>Take it for myself ▼</div> <div>Take it for myself</div> <div>Administer to 1 or more individuals</div> |   3 Select to take assessment for yourself only Select to Administer to a group or multiple individuals |
| Qty | | |
| <i>Licenses are not refundable</i> | | |
| Description | License for Motivational Currency® calculator @ \$65.00 | |
| Unit Price | \$65.00 | |
| Total | \$65.00 | |

Payment Information

| | | |
|----------------------|----------------------|----------------------|
| Credit Card | Credit Card Number | Card CV2 Number |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <i>What is this?</i> | | |
| Expiration Date | | |
| <input type="text"/> | <input type="text"/> | |
| Cardholder's Name | | |
| <input type="text"/> | <input type="text"/> | |

Credit Card Billing Address

(This is the address that your credit card statement is sent to)

| | | |
|----------------------|----------------------|----------------------|
| Address | | |
| <input type="text"/> | | |
| Address 2 | | |
| <input type="text"/> | | |
| City | State/Province | Zip/Postal Code |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Country | Cardholder's Email | |
| <input type="text"/> | <input type="text"/> | |

IMPORTANT: When you click Submit below, your credit card will be charged with the Total amount above, assuming all the details are correct.

[Submit](#) [Cancel](#)


Your Surveys

License for Motivational Currency® Calculator



[Purchase License\(s\)](#)

[View Completed Orders](#)

| | Used | Available | Total |
|---|------|-----------|-------|
|  | 1 | 4 | 5 |

Motivational Currency® Calculator Administration

4



[Create a new Motivational Currency® Calculator Run](#)

Click "Create a new Motivational Currency Calculator Run"

Fill in the following information to set up a new Motivational Currency® Calculator survey run.

1. Group Name

The Survey Title and Administrative Title will begin with "Motivational Currency® Calculator". You may add additional text after by using the fields below.

Survey Title

The name that participants will see when they login.

Administrative Title

The name that you will see in your Survey Admin list.

2. Deadline

Communicated Close Date



Date included in all invitation and reminder emails. MUST BE IN THE FUTURE

3. Reports

Survey admins will have access to the reports

Allow participants to receive reports after completion

☐ No ☐ Yes

Click "No" to have all reports be seen by 1 point person (Recommended for training sessions) and not sent to participants

Click "Yes" to have reports sent to each participant automatically

4. Adding Participants

After you complete this process, use the "Add/Modify Participants" link from the Survey Admin page to add participants.

Create

Cancel

Survey Administrator Instructions

1. Survey created

That's all there is to it! Your survey has been created.

2. Pre-launch

In order to continue the process for this new MCC survey, you will need to visit the Survey Admin area of the website by clicking the Next button below. There you have a few steps to complete:

Survey Info

Review or customize when reminders are sent *(optional)*.



[Instructions Page for your Reference](#)

Admin Permissions

Add additional survey administrators *(optional)*.

Participants

Add participants and send survey invitation emails to the survey participants. *Please note that an invitation email is automatically sent as soon as you add a participant to the survey.*

It may be necessary to add 'onpointadvising@learningbridge.com' to the whitelist of allowed email addresses at the target company to help ensure that the communications from the system are not filtered into a Junk Mail filter. This would be done in consultation with the IT department at the company.

3. Post-launch

Status

Monitor the survey completion status.

Results

Access individual reports. Note that you will not be notified via email when someone completes the survey. Instead, you can monitor the completion status at any time on the website and access the reports for completed participants in the Results area.



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Survey Admin Page

Surveys

Active Closed

Search

| Survey | Communications | Participants | Status | Results | Settings |
|---|----------------|--------------|--------|---------|----------|
| Motivational Currency® Calculator Sales Team | | | % | | |
| Motivational Currency® Calculator Marketing Team | | | % | | |
| Motivational Currency® Calculator Design Team | | | % | | |
| Motivational Currency® Calculator Finance Team | | | % | | |
| Motivational Currency® Calculator Distribution Team | | | % | | |
| Motivational Currency® Calculator Management Team | | | % | | |
| Motivational Currency® Calculator Demo (No Report Access) | | | % | | |
| Survey | Communications | Participants | Status | Results | Settings |

Showing 1 to 7 of 7 entries (filtered from 8 total entries)

Surveys

Active

Closed

Communications

Participants

Status

Results

Settings

All Communications

Initiation Emails

Survey Screens

Reminder Emails

Search

Survey

Motivational Currency® Calculator Sales Team

Communications

Participants

Status

Results

Settings

Communications

Participants

Status

Results

Settings

License Info

Add Participant

Summary

Group Scores for all MCC groups

Individual Report Download

Available MCC Licenses: 4

Purchase Licenses

First Name

Last Name

E-mail

Add Participant

When you click "Add" an invitation email will be automatically sent immediately.

Summary

Completion Overall

Participants - Total

Group Scores for all MCC groups

Bulk Download

Individual Report Download

Communications

Participants

Status

Results

Settings

Time

Time

Administrators

Contact Us

Technical Support Contact Information

help@learningbridge.com

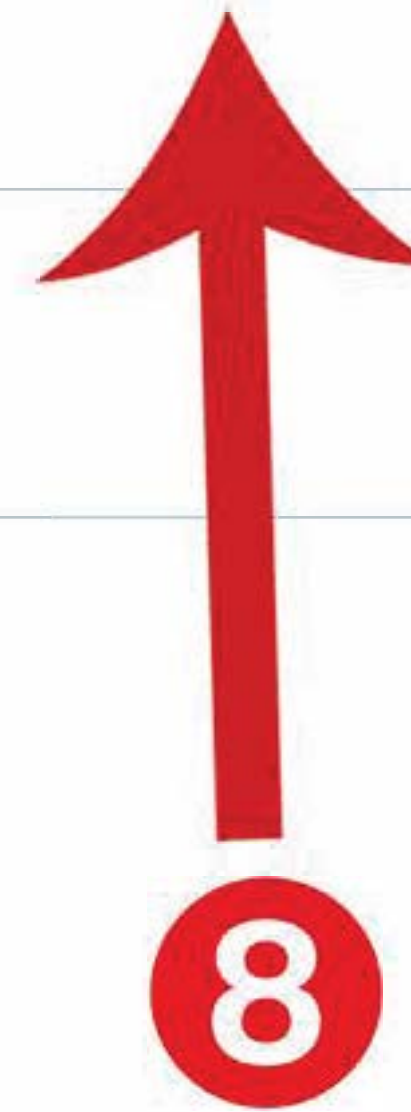
+1 801 492 1007

LearningBridge, Inc.
27 N 470 W
American Fork, UT 84003

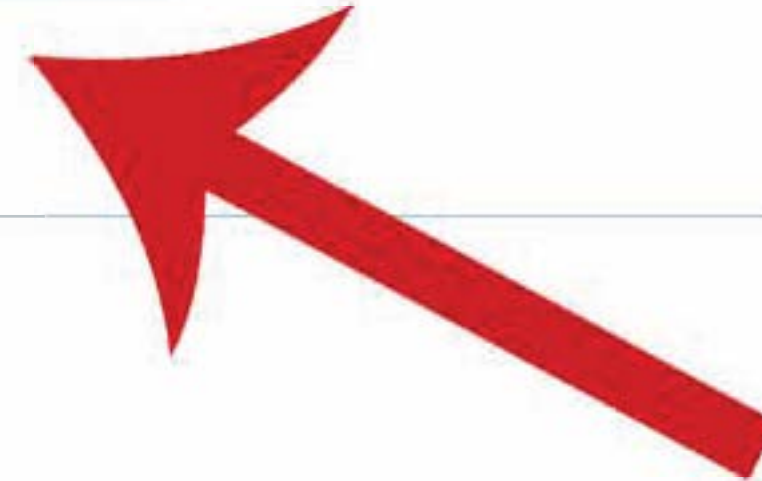
Message

We value your comments, questions, and feedback. Please fill in the form below with your information to send us your feedback.

Send



Contact Us For Assistance



9

[Click Here to purchase more licenses or create a new run](#)


Your Surveys

License for Motivational Currency® Calculator



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[View Completed Orders](#)

| | Used | Available | Total |
|---|------|-----------|-------|
|  | 1 | 4 | 5 |

Motivational Currency® Calculator Administration



[Create a new Motivational Currency® Calculator Run](#)

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