

Understanding Your Style with the MBTI Prework Instructions (for Career Pathway)

Introduction

Welcome, SCP Participant!

Thank you for registering to attend the second core offering in the Supervisory Certificate Program, "Understanding Your Style with the MBTI". This workshop was designed to help you foster a better understanding of the ways in which your unique personality type interacts with others and how it influences your role as a supervisor.

Participation in this session <u>requires</u> the completion of the Myers Briggs Type Indicator (MBTI). This online assessment will help you identify your unique personality type.

*Please note: You must complete the Myers Briggs Type Indicator (MBTI) 1 week prior to your scheduled session in order to attend the session.

During the workshop, you will receive a copy of your MBTI results and engage in activities that will help you interpret and understand your assessment results. You will learn how to use this information to form better partnerships with coworkers and direct reports.

Instructions for Accessing the Myers Briggs Type Indicator (MBTI)

To complete the MBTI online assessment, please click on the link below:

MBTI Link

Assessment Results

An interpretive report and explanation of your results will be provided to you during the session.

Troubleshooting

If you cannot access the MBTI online using the link above, please use the following instructions for manual access:

Manual Instructions for Accessing the MBTI Online Assessment

To Take the MBTI Assessment

1.	Using a web browser (i.e., Microsoft [®] Internet Explorer), access the CPP Online Assessment site.	https://online.cpp.com
2.	Enter the following Login:	MYERSBRIGGS
3.	Enter the following Password:	MYERSBRIGGS1
4.	Leave the "User ID" blank - unless you are returning to complete an assessment.	Click: LOGIN
5.	From the menu, select the desired assessment Form M).	Click: BEGIN

- 6. You will be prompted to fill out a demographics page.
 - o Choose/select the batch name: Drexel HR
 - o Provide the requested demographic information.
 - o Click **CONTINUE**.
- 7. Follow all directions to complete your assessment.
- 8. **Respond to every item**, answering the questions as spontaneously as possible. (Don't think about how you "should" answer the question. There is no right or wrong answer your response should reflect how you most accurately feel about the answer.)
- 9. After completing the assessment, click **CONTINUE** at the bottom of the page.
- 10. Write down your USER ID.
- 11. Once you have completed the assessment, click LOGOUT.
- 12. If for any reason you cannot complete the assessment in its entirety:

Be sure to *click on* **SAVE & COMPLETE LATER**, so your responses will be *saved* and can be recovered when you resume.

- Write down the User ID number so you can resume the assessment using the same User ID.
- Click **LOGOUT** and close your browser session.
- To continue the assessment, return to item 1 above and start again, entering your USER ID in Step 4 and clicking RESUME in Step 5.

If you have any questions during this process, please email SCP@drexel.edu. Thank you for your participation.