my EVERYTHING DiSC®

User Guide

For Questions:

Contact@IntegrisPA.com

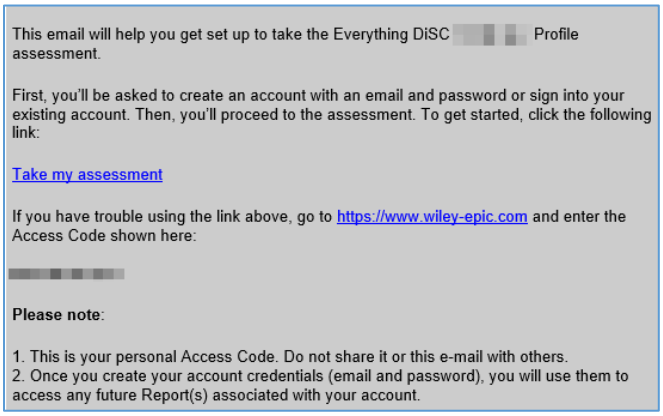
INTEGRIS
PERFORMANCE ADVISORS

Create a New MyEverythingDiSC Account

You can setup a MyEverythingDiSC account after completing your Everything DiSC® assessment.
Contact your Everything DiSC administrator if you have any questions.

From the Assessment Site

1. Click the link in the email you received to open the website where you took your Everything DiSC assessment.


This email will help you get set up to take the Everything DiSC [redacted] Profile assessment.

First, you'll be asked to create an account with an email and password or sign into your existing account. Then, you'll proceed to the assessment. To get started, click the following link:

Take my assessment

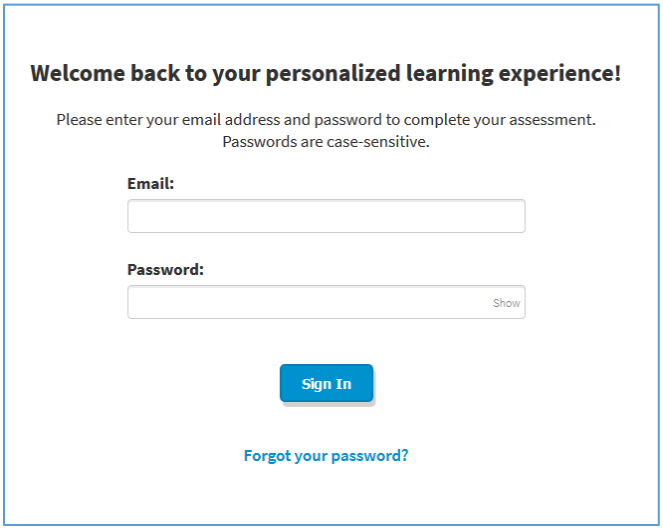
If you have trouble using the link above, go to https://www.wiley-epic.com and enter the Access Code shown here:

[redacted]

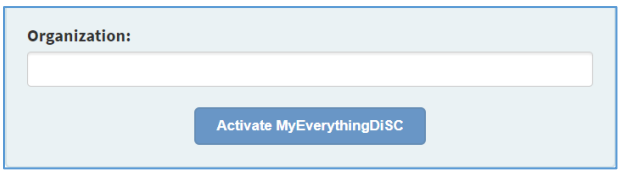
Please note:

1. This is your personal Access Code. Do not share it or this e-mail with others.
2. Once you create your account credentials (email and password), you will use them to access any future Report(s) associated with your account.

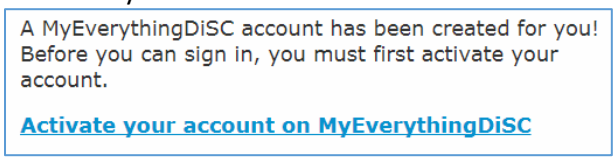
2. Enter the email address and password you created before taking your assessment and click **Sign In**.



3. Click **Next**.
4. Enter your organization and click **Activate MyEverythingDiSC** to have an activation email sent to you.

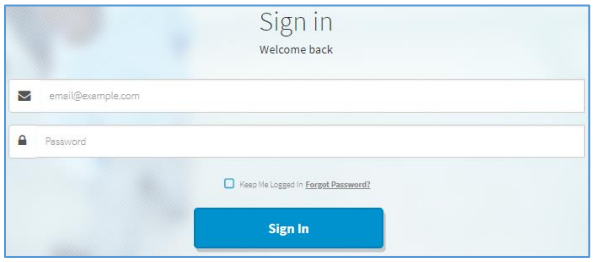


5. Click **Activate your account on MyEverythingDiSC** in the body of the email.

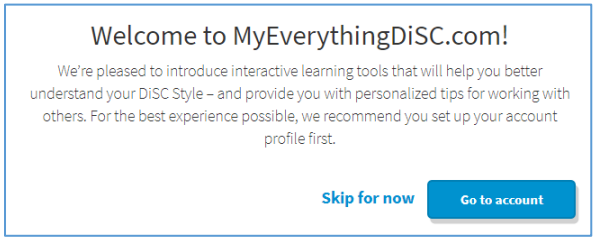

A MyEverythingDiSC account has been created for you! Before you can sign in, you must first activate your account.

Activate your account on MyEverythingDiSC

6. Enter your email address and password used to complete your assessment and click **Sign In**.



7. Click **Skip for Now** to go to the home page or click **Go to account** to setup your account profile.



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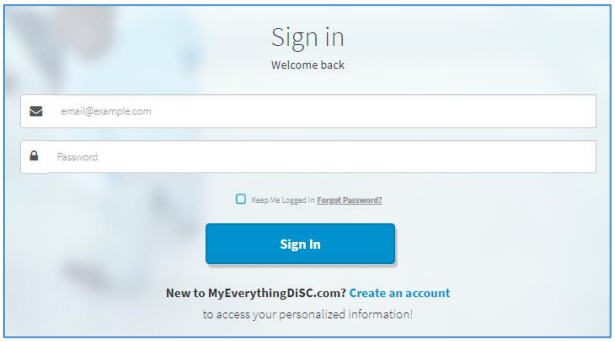
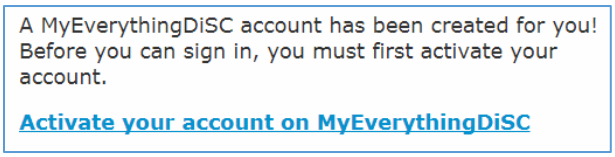
From MyEverythingDiSC.com

1. Navigate to www.myeverythingdisc.com.
2. Enter your email address and password used to complete your assessment and click **Sign In**.

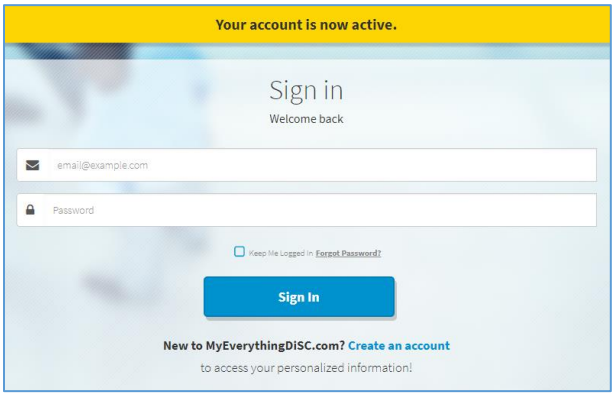


3. Click the link in the warning message to have an activation email sent to you.

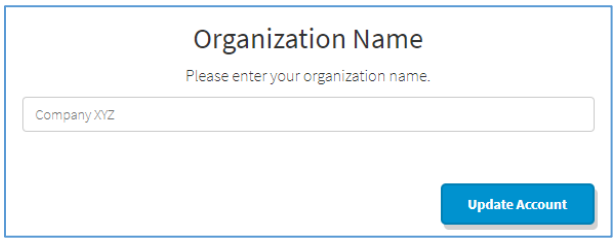
4. Click **Activate your account on MyEverythingDiSC** in the body of the email.



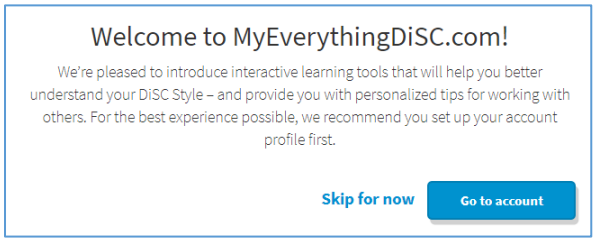
5. Enter your email address and password used to complete your assessment and click **Sign In**.



6. Enter your organization name and click **Update Account**.



7. Click **Skip for Now** to go to the home page or click **Go to account** to setup your account profile.



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Changes for MyEverythingDiSC in Response to GDPR

In order to be GDPR-compliant, privacy options cannot be turned on or enabled when new users activate MyEverythingDiSC accounts. This means the following options will be disabled by default:

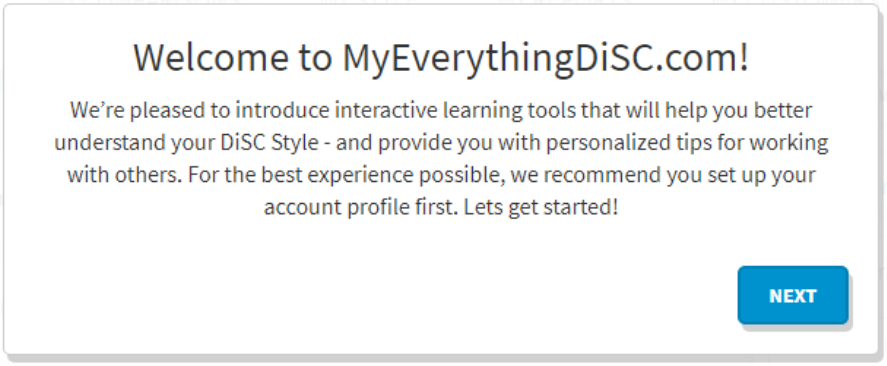
- Allow others to search for me by name or email address
- Notify me when I receive invitations to Compare
- Notify me when someone accepts my invitation to Compare
- Notify me when there are updates to MyEverythingDiSC

These changes are applicable to new accounts only. No changes to the settings of existing accounts will be made. New users must enable the various options to experience the full functionality of MyEverythingDiSC.

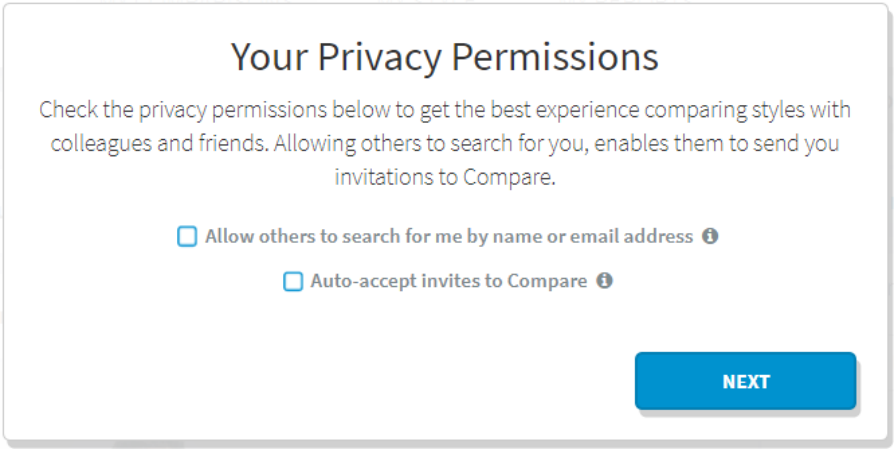
How this works:

A new participant finishes an assessment that has MyEverythingDiSC and My Comparisons enabled. The participant is directed to enter an organization and activate MyEverythingDiSC. After activating and logging into the site, participants see the three-step welcome modal pictured below.

Welcome Modal: Step 1



Welcome Modal: Step 2



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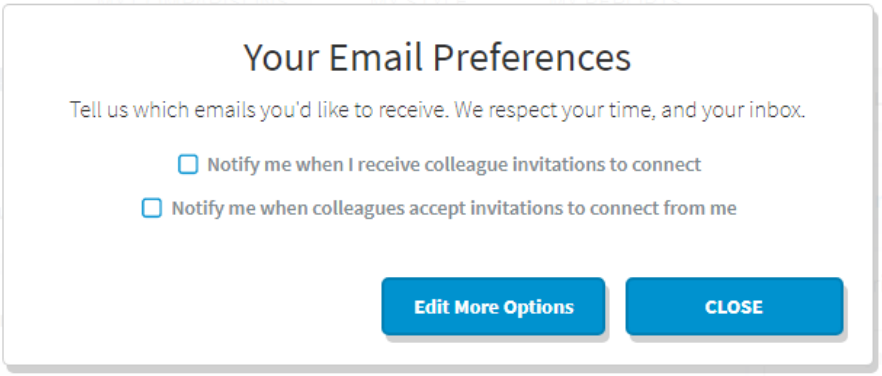
Welcome Modal: Step 3



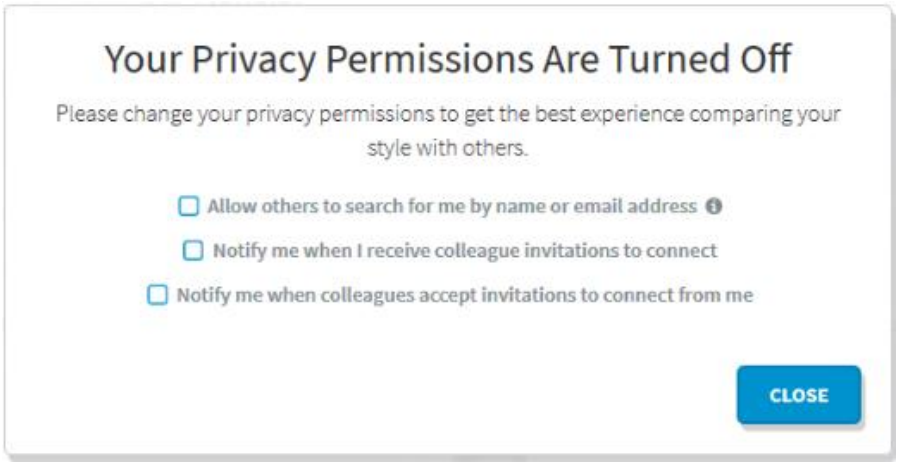
Note that if access to MyEverythingDiSC and My Comparisons is enabled after a participant has already created an account, then the participant will not see the 3-step welcome modal. They will see the permissions modal with all options displayed and unchecked. (See "If User Checks No Options" below.)

If User Selects All Options

If the participant checks "Allow others to search for me by name or email address" (in Step 2) and one or both of the email notification options (in Step 3), they will not see any further prompts. As always, they can change their security settings and/or email options at any time by going to **My Account**.

If User Selects No Options

On the other hand, if the participant does not check any of the options presented and later clicks the **Invite Others to Compare** button, they will see this permissions modal.



If the participant closes the permissions modal without checking any of the options, they will be able to invite others to compare, but they will not receive notifications regarding that invitation nor invitations from others to compare, and they will not be discoverable by other participants.

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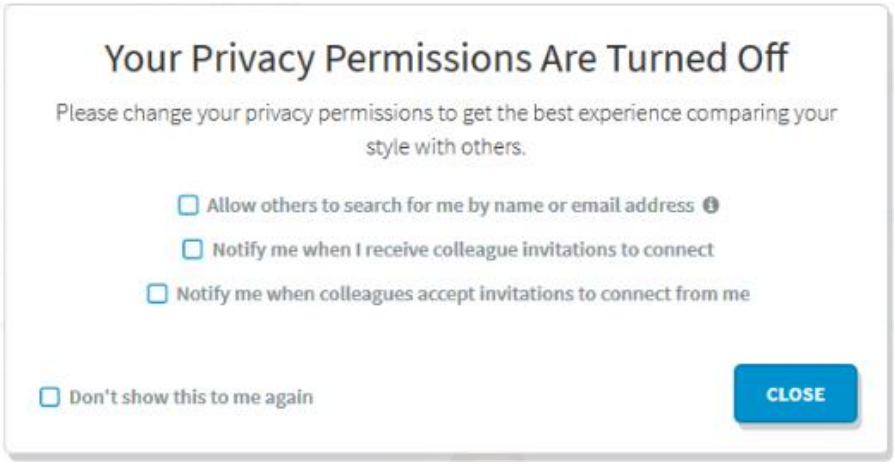
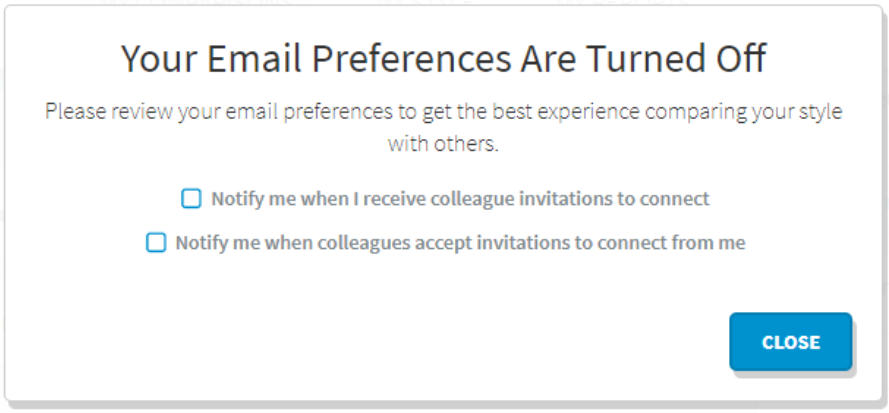
On subsequent clicks of the **Invite Others to Compare** button, the inviting participant will again see the permissions modal. At this point, they will have the option to ignore the permissions modal by checking the "Don't show this to me again" box, as shown below.

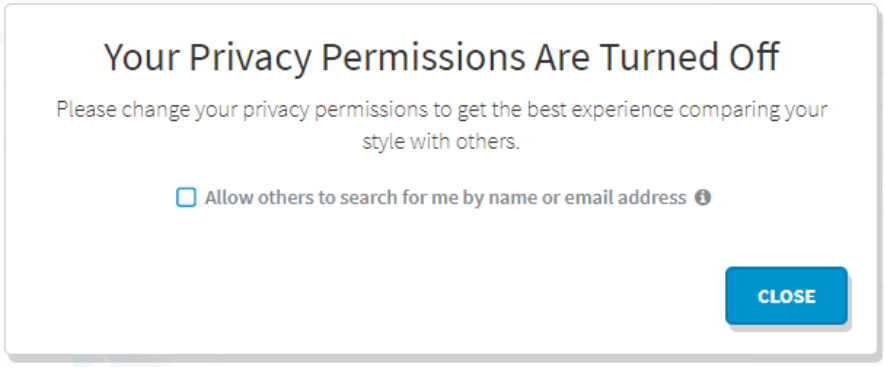


If User Selects Some Options

If the participant checks the "Allow others to search for me by name or email address" option but not either of the comparison email notification options, they will see the permissions modal allowing them to change their email preferences.



Likewise, if the participant checks one or both of the comparison email notification options but not the "Allow others to search for me by name or email address" option, they will see the permissions modal allowing them to change their privacy setting.



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Once a MyEverythingDiSC participant has checked (1) the option to be searchable and a least one of the comparison notifications messages or (2) the “Don’t show this to me again” box, they will no longer see any version of the permissions modal.

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