



MyEverythingDiSC.com Frequently Asked Questions

Q: I am trying to build my team group and I can't find one of my employees. She has logged in and checked the "allow others to search for me by name or email address" box but she still doesn't come up in my search.

A: Make sure that the employee's report is set to "primary." To do this, she will need to select 'My Reports' and choose the 'Primary' button. She should then be able to be found.

Q: I'm trying to make sure that my account is set up but my email address isn't working and it won't let me reset my password.

A: Please check with the administrator of the account to ensure that you are using the properly associated email address. Once the account is set up you can change the primary email address if you need to.

Q: I want to change the primary email address on my MyEverythingDiSC.com account.

A: You should be able to log into the system under this email address. Once you are in there, you should also be able to go to "My Account" at the top of the page and change the "Primary Email" if you wish.

Q: I am attempting to add my boss's report so he can share and we've attempted a few times to add by adding the code and then clicking on the email link to confirm, but the report doesn't show up on his profile.

A: Check to make sure that you are set up to be searched in the system. You can do this by logging in and clicking "My Account" in the upper right corner. Next, you can expand the "Privacy" bar and check the box next to "Allow others to search for me by name". This will allow your colleagues to find you and create comparison reports.