



# CQ Portal

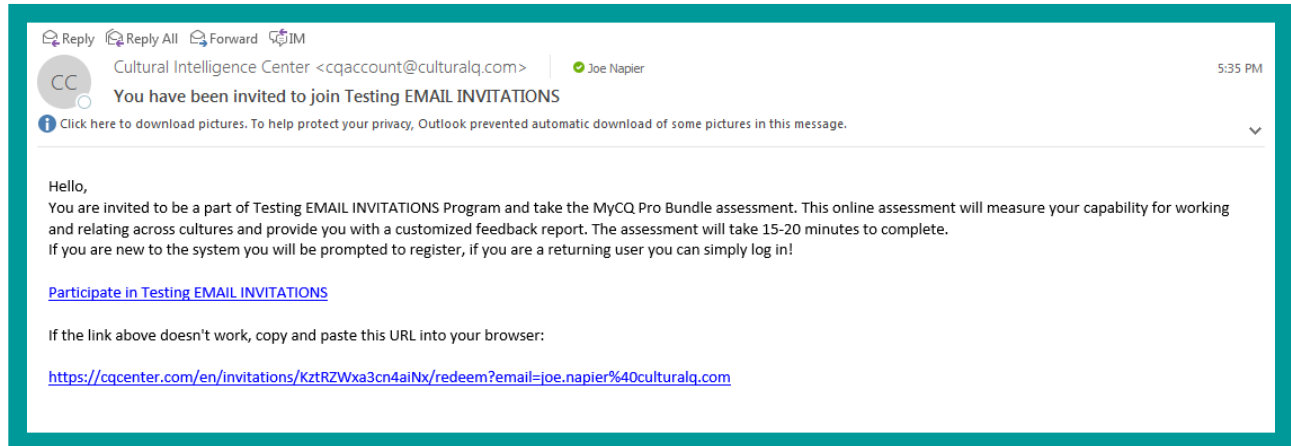
## Participant Guide



This guide will provide you with the information you need to know in order to successfully complete your assessments and online learning.

## Step One: Receive Email Invitation

Watch for an invitation email from [cqaccount@culturalq.com](mailto:cqaccount@culturalq.com).



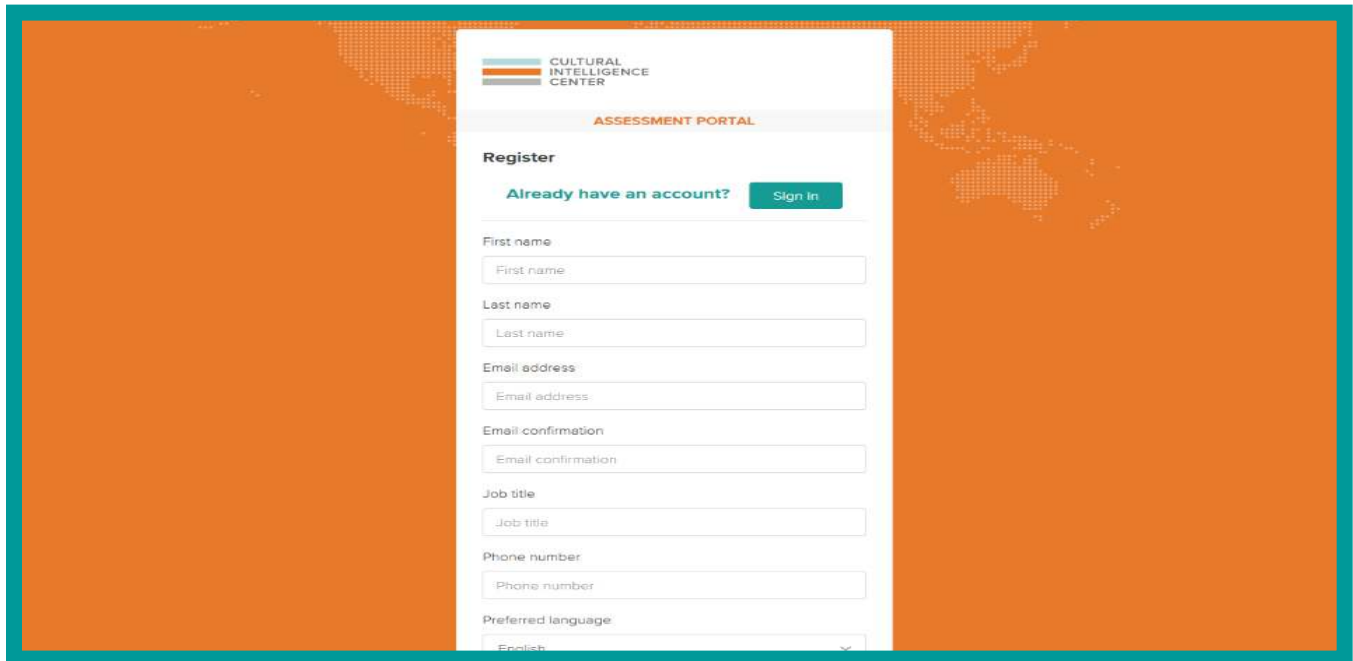
- If you do not see an e-mail invitation in your main inbox, then please check your spam and junk folders.

## Step Two: Register

After receiving the email, please do the following steps:

- Open email invitation and click or paste unique link into web browser (do not share or forward link)
- Register your email and password (All data is encrypted in transit)
- Watch for a confirmation link to your email and then click the link to confirm your account. If you do not receive it, please click the “*Didn’t receive confirmation instructions?*” link towards the bottom of the screen
- Log into your portal account and proceed to take the assessment

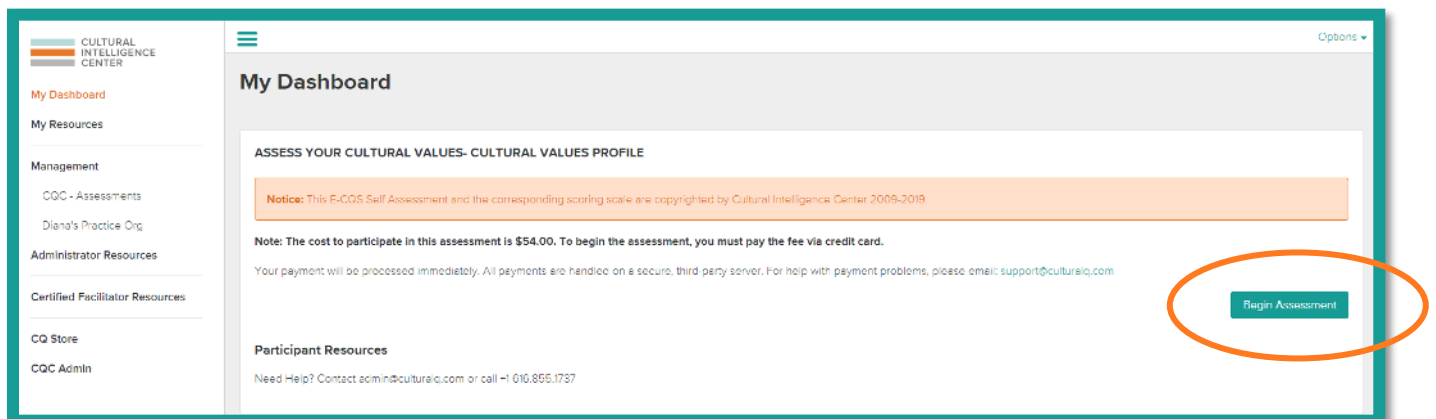
- If you are already a user, or have a CQ Portal account, you will bypass the registration process and be asked to log in.



The screenshot shows the 'ASSESSMENT PORTAL' registration page. At the top left is the Cultural Intelligence Center logo. Below it, the text 'ASSESSMENT PORTAL' is centered. The main heading is 'Register'. Below this, there is a link 'Already have an account?' and a green 'Sign In' button. The registration form includes the following fields: First name, Last name, Email address, Email confirmation, Job title, Phone number, and Preferred language (with 'English' selected). Each field has a corresponding input box.

## Step Three: Complete the Assessment

After successfully registering, you should complete the assessment by clicking the green *Begin Assessment* button.



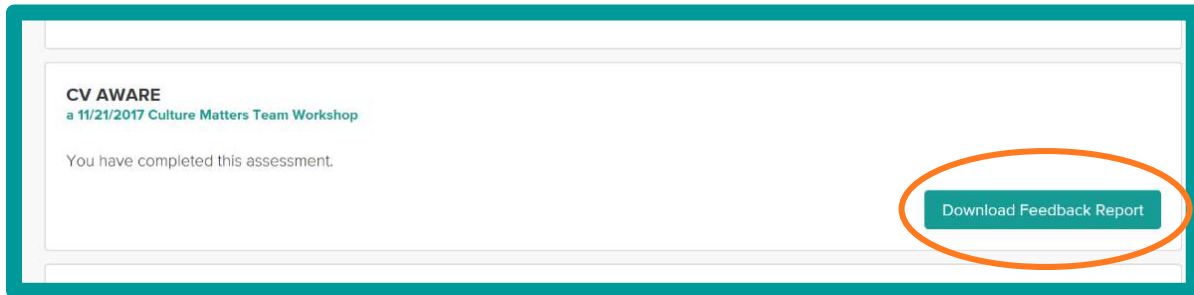
The screenshot shows the 'My Dashboard' page. On the left is a navigation menu with categories: My Dashboard, My Resources, Management, CQC - Assessments, Diana's Practice Org, Administrator Resources, Certified Facilitator Resources, CQ Store, and CQC Admin. The main content area is titled 'ASSESS YOUR CULTURAL VALUES- CULTURAL VALUES PROFILE'. It features a notice box with the text: 'Notice: This E-CQS Self Assessment and the corresponding scoring scale are copyrighted by Cultural Intelligence Center 2008-2019.' Below the notice is a note: 'Note: The cost to participate in this assessment is \$54.00. To begin the assessment, you must pay the fee via credit card.' Underneath the note is a link: 'Your payment will be processed immediately. All payments are handled on a secure, third party server. For help with payment problems, please email: support@culturaliq.com'. At the bottom of the main content area, there is a green 'Begin Assessment' button, which is circled in orange. Below the main content area is a 'Participant Resources' section with the text: 'Need Help? Contact admin@culturaliq.com or call +1 610.855.1737'.

- Please make sure that you are carefully reviewing the name of the program since it is important that you know the exact assessment which you should be taking.

\*\*Please consider the photo above, and discern where it shows *ASSESS YOUR CULTURAL VALUES* etc. —this is where you will find the program name.\*\*

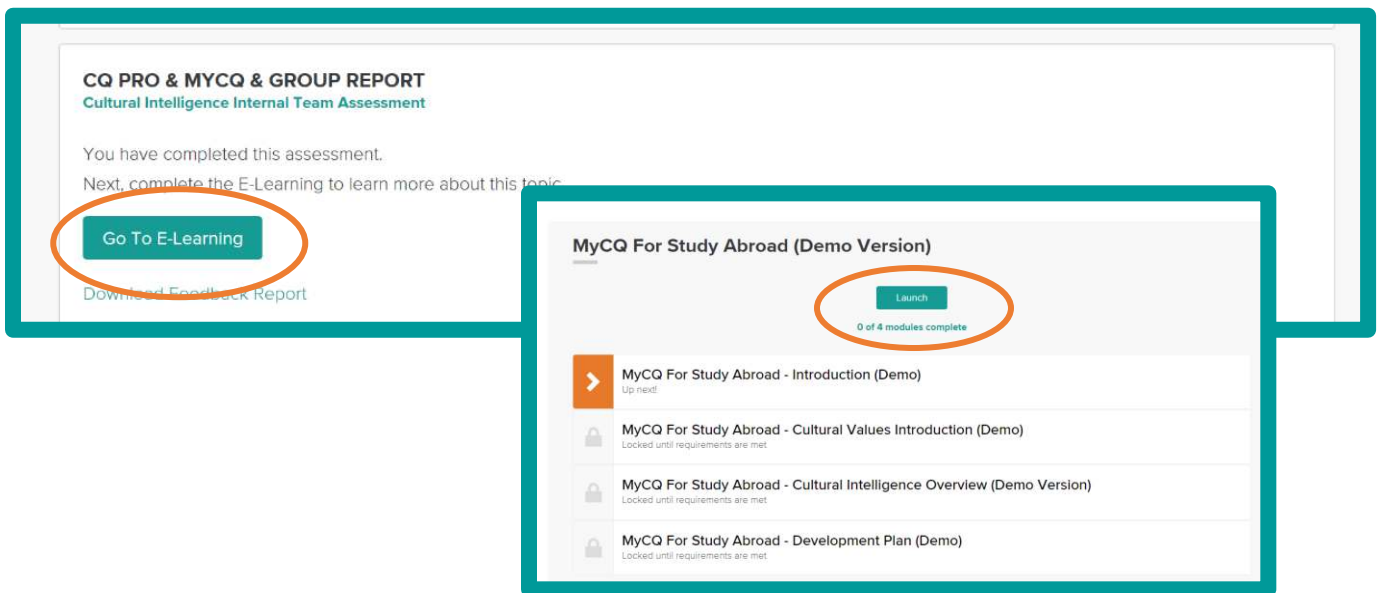
## Step Four: Download Feedback Report

After completing your assessment, then you can download your feedback report to see your results. Your results are displayed on your portal's home page. Click on *Download Feedback Report*.



## Step Five: Access e-Learning (If Required)

If it is required, then complete the e-Learning associated with your assessment. To complete, click the green *Go to My e-Learning* button and start the first module by clicking the green *Launch* button.



- Please keep in mind these supported browsers (most current version of):
  - For PC: Chrome (recommended), Edge, Internet Explorer 11, Firefox
  - For Mac: Safari (recommended), Firefox

## Step Six: How to Complete T2 Assessment (If Required)

Once T2 has been made available by your administrator, you may follow the steps below to access:

- Click this link [https://cqcenter.com/users/sign\\_in](https://cqcenter.com/users/sign_in)
- Sign in
- Click *Take T2 Assessment*
- If you happen to forget your password, then please follow these steps:
  1. Click [https://cqcenter.com/users/sign\\_in](https://cqcenter.com/users/sign_in)
  2. Click *Forgot Your Password?*
  3. Enter your email
  4. Click *Send Me Reset Password Instructions*
  5. Receive E-mail
  6. Click *Change My Password* link within the email
  7. Enter new password twice
  8. Click *Change My Password* button on the web
  9. This should immediately sign you in, and you would be all set

## FAQ's

- **If you see an option to pay for assessments**, but your professor has informed you that you do not need to pay, then you have not successfully joined your program. Please reach out to [admin@culturalq.com](mailto:admin@culturalq.com) for assistance.
- If you have any trouble concerning registration or any aspect of the participation process, then please take a screenshot (which you could learn how to do [here](#)) and e-mail it along with a brief description of your issue to [admin@culturalq.com](mailto:admin@culturalq.com) for assistance.
- If you have any other questions, then please reach out to [admin@culturalq.com](mailto:admin@culturalq.com) or call +1-616-855-1737.