

MBTI® Complete - User Guide

Before participant attempt the assessment, do highlight on the following pointers to him/her:

- It is advisable to complete the assessment using the computer rather than mobile and/or tablet to have the best view of the assessment.
- The MBTI® assessment is well optimized on computer browsers, preferably Google Chrome.
- Attempt assessment when internet speed is fast and not lagging
- Internet firewall set as low or mid-level
- Laptop/desktop has enough of caches space

Before starting the assessment:

Participant will receive an email notification from no-reply@themyersbriggs.net

Check all email inboxes i.e. Inbox/Junk/Spam/Trash

□ ☆ no-reply Your Assessment from The Myers-Briggs Company - MBTI Workshop – River Valley High School - Dear C, You will be attending a MBTI® Virtual workshop on 22 or 23 May 2...

Participant will see following messages, i.e. Instructions

[Click here to get started.](#)

Your Assessment from The Myers-Briggs Company - MBTI Workshop – River Valley High School Inbox x



no-reply@themyersbriggs.net

to me ▾

Dear C,

You will be attending a MBTI Workshop on 22 or 23 May 2023.

To ensure that we have a successful MBTI® workshop, we need you to complete the following pre-session activity.

Kindly complete the MBTI® assessment by 12 May 2023.

What is MBTI® instrument?

- The MBTI® instrument is based on Carl Jung's theory of perception and judgment and classifies people into 16 broad personality Types.
- The MBTI® instrument provides a simple way of letting people be aware of their differences, build better understanding and reveals how an individual sees and interacts with the world.
- The MBTI® instrument gives insight into individuals' motivation and the motivation of others.

It is a forced choice, self-report, personality questionnaire used to measure and describe people's preferences for how they like to get information, make decisions and orient their lives.

This email contains the link for you to begin the assessment along with some tips on how to get the most out of your experience. Be assured that the assessment website you'll be using is secure.

You will have to proceed with a simple Registration with the Elevate platform before you begin the assessment.

Are you ready to take your assessment? Here's what you need to know:

- Depending on the assessment you will be taking, the session—including the registration process—will last between 30 and 60 minutes.
- It is best to finish the session in one sitting, but if you need to stop part-way through an assessment and resume it later, you can.
- Do not over-think any assessment items; select the responses that seem most natural and comfortable—"listen to your gut".
- Be honest about who you truly are (not who you or possibly others think you should be)—your responses are completely confidential.
- Even if questions seem repetitive or a little confusing, please try to respond to each one.
- Do remember to click "SUBMIT" after completion of 92 questions.

The MBTI®Complete combines the MBTI® Step I™ assessments with an interactive learning session (ILS) that explains type concepts and includes a self-verification exercise. You will receive a three-page Type Description Report.

If you require any technical support, please do not hesitate to contact our helpdesk (via email: enrolment.asia@themyersbriggs.com)

Thank you.

[Click here to get started.](#)

Sincerely,

The Myers-Briggs Company

Once participant [Click here to get started.](#)

It will automatically lead participant to the following web browser.

Participant has to start with REGISTRATION

** unless they have previously registered with ELEVATE Platform then he/she will have to click LOGIN instead of registration

Participants will register and create their elevate account. After successful creation of account, participants can proceed to do the MBTI® Step I™ assessment. Participants can easily access their account, retrieve their MBTI® report and refresh their MBTI® Interactive Learning Session.

Fill in all required fields as follow.

- First Name
- Last Name
- Password
 - **at least 8 characters: must contain at least **1 digit, 1 uppercase letter, 1 lowercase letter, and 1 special character**. Cannot be same as email address i.e. **1985Herbs#**
- Confirm password
- Age Requirement, please check-the-box "I'm outside the European Union and I'm at least 13 years old."
- Then click **NEXT**

The screenshot shows the registration page for the Elevate assessment site. The page title is 'ELEVATE | Login'. The Myers-Briggs Company logo is at the top. There are tabs for 'REGISTRATION' and 'LOG IN'. The registration form includes the following fields and options:

- First name***: Text input field with placeholder 'Enter first name'.
- Last name***: Text input field with placeholder 'Enter last name'.
- Email address***: Text input field with placeholder 'k.@gmail.com'.
- Password***: Password input field.
- Confirm password***: Text input field with placeholder 'Re-enter password'.
- Age Requirement ?**: Two radio button options:
 - I'm outside the European Union and I'm at least 13 years old.
 - I'm inside the European Union and I'm at least 16 years old.

A callout box highlights the password requirements: "At least 8 characters: must contain at least 1 digit, 1 uppercase letter, 1 lowercase letter, and 1 special character. Cannot be same as email address." A green 'NEXT' button is located at the bottom of the form.

Continue with REGISTRATION

Fill in all required fields.

- Phone number (mobile recommended):
 **change to Singapore Country Code +65 or whichever country code that is applicable
- Identification question
- Identification answer
- Check-both-boxes “I agree to Elevate’s Privacy Policy” and “I agree to the Elevate Terms of Use for Respondents.”
- Then click **REGISTER**

REGISTRATION
LOG IN
North American English ▾

Register to access the Elevate® assessment site.

Already have an account? [Log in.](#)

Phone number (mobile recommended):*

+65

I agree to Elevate's Privacy Policy


I agree to the [Elevate Terms of Use for Respondents.](#)

Privacy Notice
 All personal data we collect, whether through completion of our assessments generally, for the purposes of research, or otherwise, is handled by The Myers-Briggs Company in accordance with applicable data protection legislation (including European GDPR).


Please refer to our [Privacy Policy](#), for detailed information on how we handle personal data.

By completing an assessment, you agree that the data you give may be used by The Myers-Briggs Company and transferred to third-party data processors, including in respect of European respondents, outside the EEA for processing purposes by our parent company, The Myers-Briggs Company in the US, and other data processors.


If you ever forget your password, a reset code can be sent to this number.



Your account is private and secure



Assessment responses are confidential



Results are accessed only by your facilitator

REGISTER

Upon successfully registration, it will lead participant to **DASHBOARD**
 Do **read all instructions** before you click to start

The MBTI® Global Step I™ assessment will take approximately 20-30 mins of the participants time to complete. Do ensure participants don't over-think any assessment items, select the responses that seem most natural and comfortable and be completely honest about who they truly are to obtain most fit results.

Then click **START**

The Myers-Briggs Company **DASHBOARD** LEARN SHARE

Welcome, C! You have 1 assessment to complete. Click the Start button in the Assessments tab below to begin.

Taking an assessment on Elevate® HIDE

Your practitioner has assigned an assessment to you. Once you complete the assessment on the Elevate platform, they will be notified.

Your practitioner will then give you an opportunity to ask questions about the framework of the assessments and how to interpret and apply your results.

- 1 You complete your assessment(s)
- 2 Your practitioner reviews your results
- 3 You apply your results and continue learning

ASSESSMENTS

The Myers-Briggs Company - MBTI Complete Global

MBTI® Global Step I™ **START**

The *Myers-Briggs Type Indicator®* (MBTI®) assessment gives you a framework for understanding yourself and others and appreciating differences.

🕒 Estimated time to complete: 20 mins

MBTI® Complete Interactive Learning Session

The Interactive Learning Session is a required component of the MBTI® Complete experience. It takes you through the basics of MBTI type and provides you with more detailed insight on how to use this knowledge. At the end of the session you will receive your four-letter type and downloadable type description report. If you need to stop at any time during the session, your progress will be saved.

🕒 Estimated time to complete: 30 mins

You may fill in the demographic survey which is optional accordingly.

Read the Instructions

Then click **NEXT**

The screenshot shows the top of the assessment interface. At the top left is the logo for 'The Myers-Briggs Company' and 'DASHBOARD'. Below that is the 'mbti.' logo and the title 'MBTI® Global Step I™ Assessment'. A progress bar is empty. The main content area is titled 'Instructions' and contains the following text: 'Your answers to the questions on this assessment will help show how you like to look at things and how you like to go about deciding things. There are no "right" or "wrong" answers. Knowing your own preferences and learning about other people's preferences can help you understand what your strengths are, what kinds of work you might enjoy, and how people with different preferences can relate to one another and contribute to society.' Below this is another paragraph: 'Read each item carefully and select your response. Do not spend too much time thinking about any one item. If you cannot decide on a response, skip that item and return to it later. Work through the assessment until you have responded to all the items you can. There are 92 items on this assessment.' At the bottom of the instructions are two buttons: 'BACK' and 'NEXT'.

Do remember to attempt all 92 questions

Answer Q1 to Q92

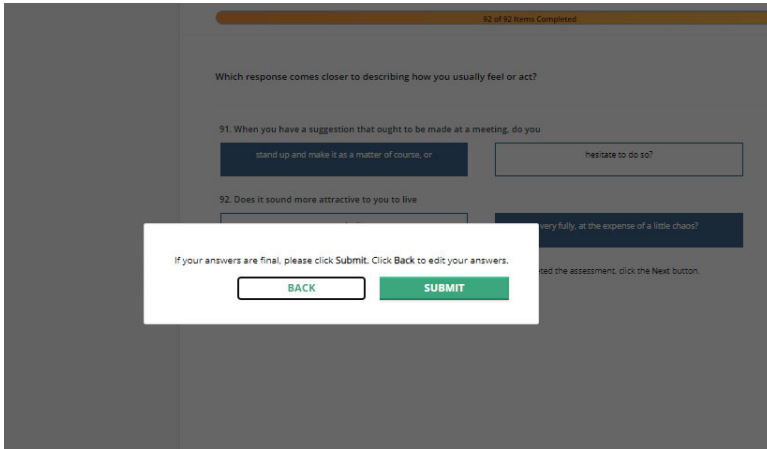
Click **NEXT**

click SUBMIT after completion of 92 questions.

The screenshot shows a question page. At the top left is the 'mbti.' logo and the title 'MBTI® Global Step I™ Assessment'. A progress bar shows '5 of 92 Items Completed'. The question is: 'Which response comes closer to describing how you usually feel or act?'. Below the question are five numbered items, each with two response options in buttons:

- 1. When you go somewhere for the day, would you rather: 'plan what you will do and when, or' (light blue) or 'just go?' (dark blue).
- 2. If you were a teacher, would you rather teach: 'fact courses, or' (dark blue) or 'courses involving theory?' (light blue).
- 3. Are you usually: 'a "good mixer," or' (dark blue) or 'rather quiet and reserved?' (light blue).
- 4. Do you usually get along better with: 'imaginative people, or' (dark blue) or 'realistic people?' (light blue).
- 5. Do you more often let: 'your heart rule your head, or' (dark blue) or 'your head rule your heart?' (light blue).

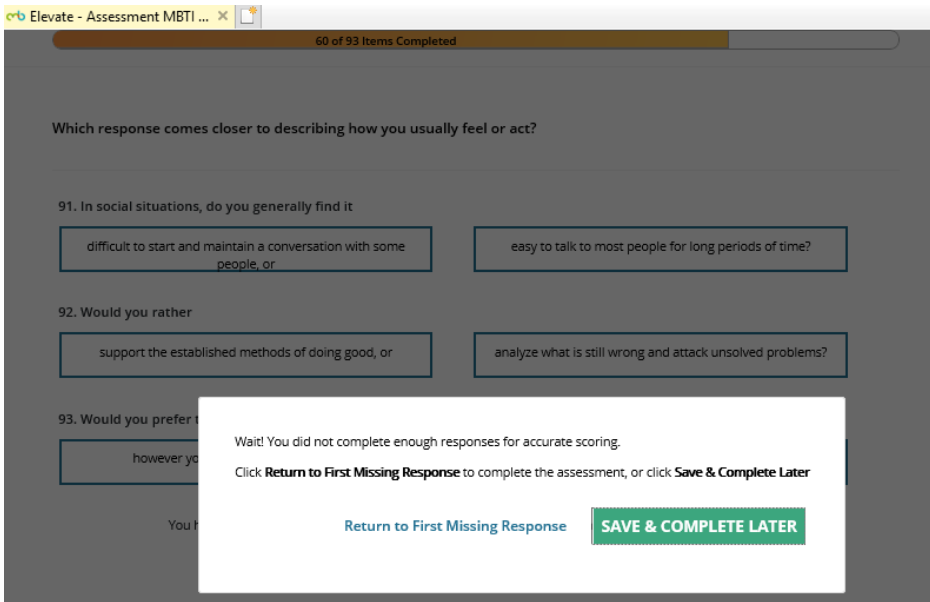
 At the bottom are three buttons: 'BACK', 'SAVE & COMPLETE LATER', and 'NEXT'.



Do remember to attempt all 92 questions.
 You may click BACK if you wish to change your answers from the previous pages.

If participant complete less than 95% of the questions i.e. complete only 89 questions.
 At question no. 92, when participant decides to click NEXT.
 Elevate Platform will prompt the following error message.

Click [Return to First Missing Response](#) to continue

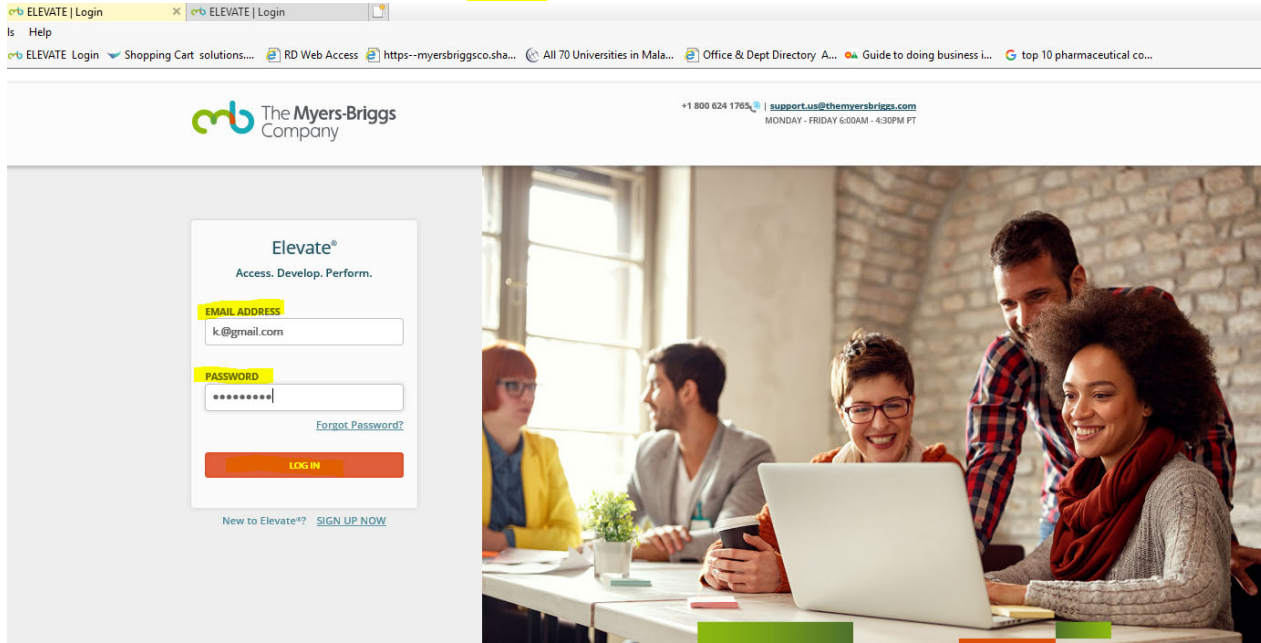


If participant decides to SAVE & COMPLETE LATER.

To re-access Elevate Platform, copy and paste following website:
<https://login.themyersbriggs.com/Login.aspx?ReturnUrl=%2Forganization%2Fregistration>

Participant will see this web page.

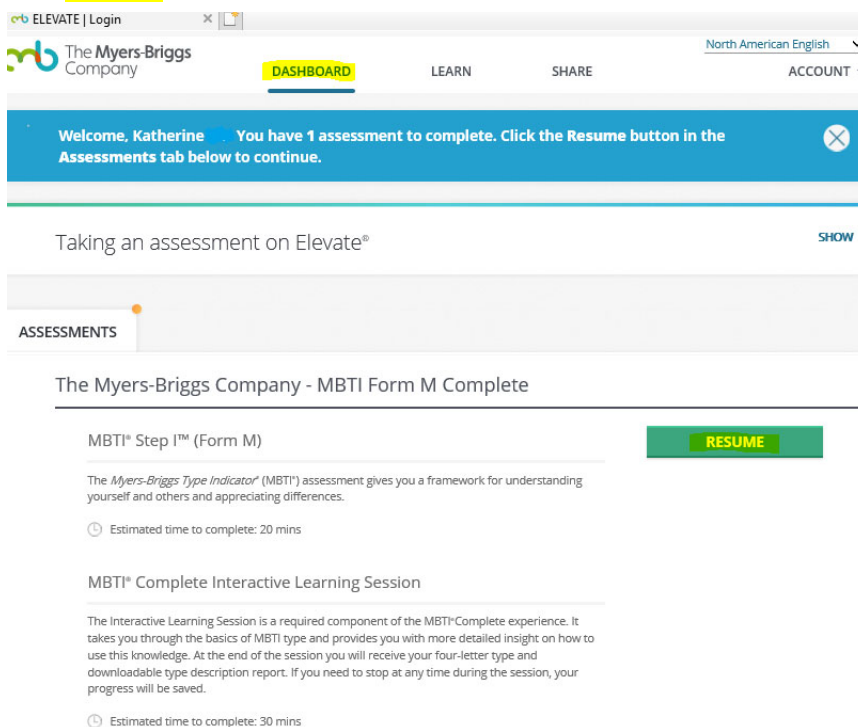
Key in email address, password and click **LOG IN**



After successful LOG IN.

It will lead you to DASHBOARD

Click **RESUME**



If participant decides to SAVE & COMPLETE LATER.

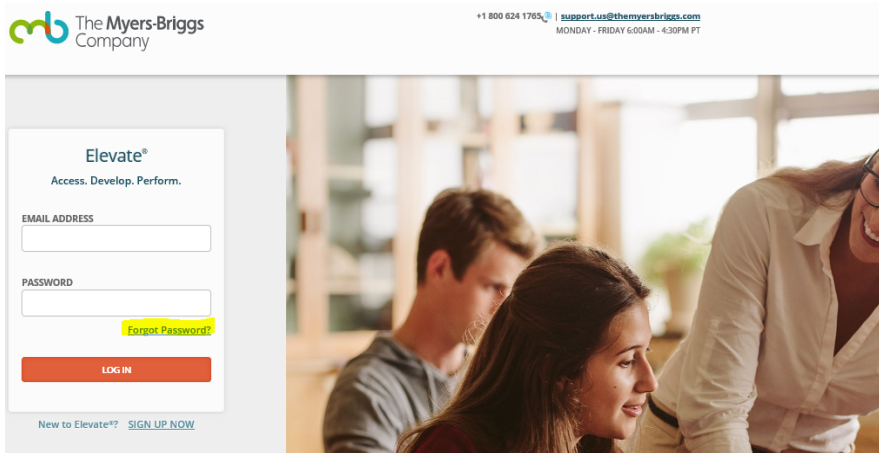
To re-access Elevate Platform, copy and paste following website:

<https://login.themyersbriggs.com/Login.aspx?ReturnUrl=%2Forganization%2Fregistration>

Participant will see this web page.

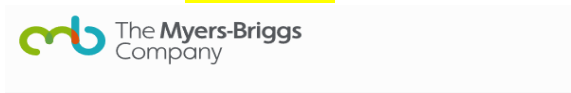
If he/she has forgotten his/her password.

Click **Forgot Password?**

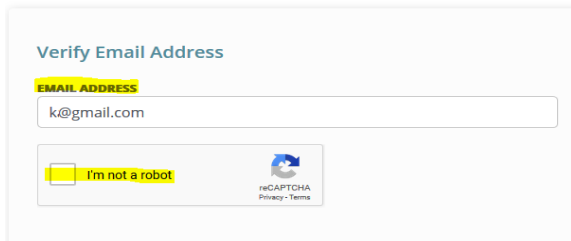


Key in your email address

Check-the-box **"I'm not robot"**



Password Reset

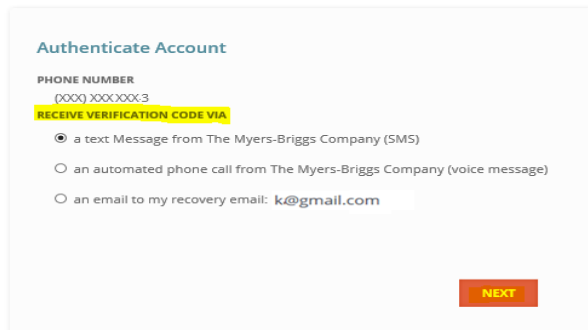


Choose **ONE** of the options

Click **NEXT**



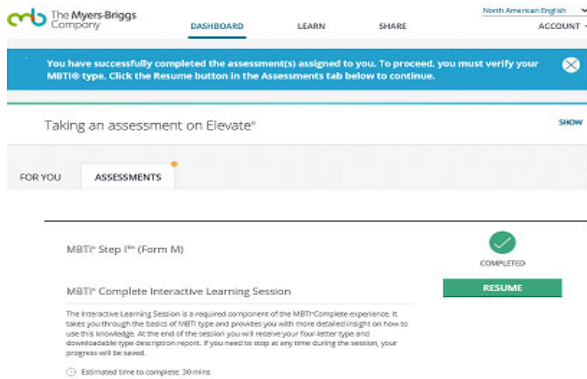
Password Reset



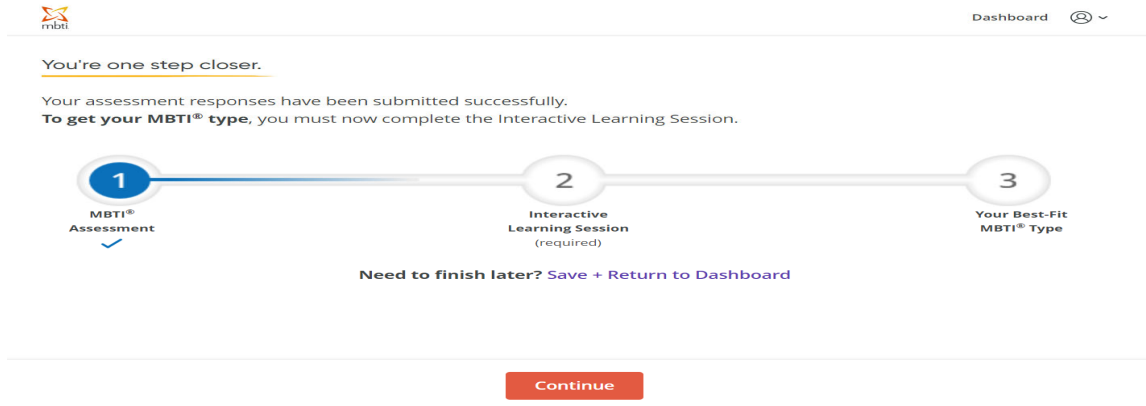
After completion of assessment:

Participant's Elevate Interface Status

Participant has completed MBTI® Step I™ (Global Step I) 92 questions, it would be reflected as COMPLETED. If participant has not begun or/and incomplete MBTI® Complete Integrative Learning Session, it would be reflected as RESUME.



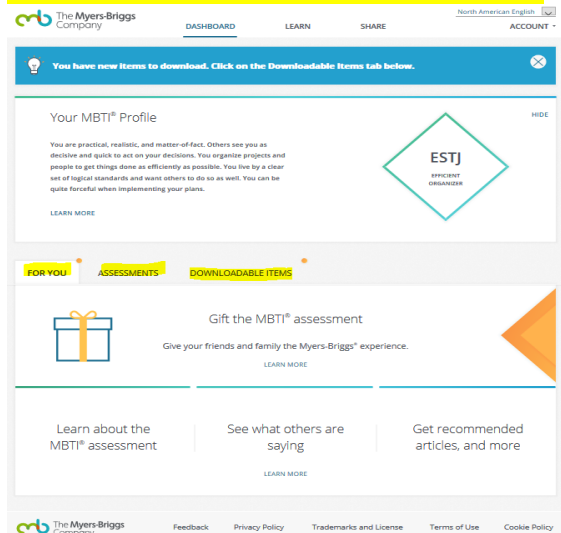
Participants proceed to the interactive learning session after completing their MBTI® assessment. The session will walk participant through the MBTI® preference pairs to determine their best-fit type.



The e-learning will walk the participants to determine their best-fit type. Once you have completed both steps you will have access to your three-page Type Description Report. A copy of the report can be printed or saved as a PDF. Participants can always re-login to review their learning.

Participant will see their MBTI® Profile. He/she may click on follow tab to find out more about him/herself under

FOR YOU... ASSESSMENTS...DOWNLOAD ITEMS



Frequently Asked Questions

Issues faced when signing up

Problem #1: Password does not match criteria despite adhering to the requirements.

Solution #1: The input fields may have been cached. Try to clear cache on browser and try again.

Problem #2: Unable to sign up an account

Solution #2: During registration, the password created has to be at least 8 characters. It must contain at least 1 number, 1 uppercase letter, 1 lowercase letter, and 1 special character.

Issues faced when logging in

Problem #1: Failure to log in after multiple tries

Solution #1: This can be due to unsuccessful registration. Register again through the link provided in the email. Once the account has been successfully registered, there should not be any problems arises when logging in.

Issues faced when completing MBTI® assessment

Problem #1: Unable to log in, start or resume assessment.

Solution #1: MBTI® assessment has to be completed on time. Reminder email with an access link attached will be sent to all registered email accounts. Please do ensure students complete the assessment within the time frame to find out their profiling results.

Issues faced when loading result page – download reports

Problem #1: Unable to proceed to receive MBTI® assessment report

Solution #1: For students who are having troubles loading the result page, they may have to clear their cache on their browser to obtain the profiling results.

If problem persist, kindly log out and log in to the system again. Do ensure students have completed the MBTI® assessment, which includes their MBTI self-estimate to get their personality test results.