

Dear ,

Please read and follow these instructions carefully to login and complete your online ESAP.

Your randomly generated login credentials for your online ESAP are provided near the end of these instructions. You must change them the first time you log in. The randomly generated login credentials contain many characters, and typing accuracy sometimes gives people trouble. The credentials are case sensitive and must be typed in correctly. Here's an example of how the initial access screen looks.

## EILS Login Control Panel

Login below for access.

User ID:  (email)

Password:

After successful login, you will be required to provide your first name, last name, a good email address (you must type your email address twice, in two separate, consecutive spaces), as well as a new password that you must create yourself. The email address becomes your new UserId and will be used along with your new password for future visits to your ESAP or ESAP results. Please begin your password with a letter and use only letters and numbers in creating your new password (other combinations may have unpredictable results). For explanation purposes, the initial screen with the updated information for an online ESAP that I completed for myself is provided below. Note how I had to type in my email address twice!

Welcome **New Client**,

**Rick Hammett** set up an account for you. Before you can access your online ESAP, we need you to update your user information. Please update the information below:

FIRST NAME:

LAST NAME:

EMAIL:

ENTER EMAIL AGAIN:

PASSWORD:



Return site visits may be desired, either to review your ESAP profile (results) or to complete the instrument if not completed during your initial visit. So please write down your new UserID (email address) and password for your online ESAP, and keep them in a safe place.

After the initial screen collects your name, new UserID, and new password, you will be presented with a new screen that collects personal (demographic) information about you. The only optional field in the entire ESAP process is the student/employee ID number in this demographic section. All other fields require a response before you are allowed to proceed to the next section. Once you have supplied the demographic information, use the submit button at the bottom of the screen. A message asking you to verify you're your information will be displayed. After verification, just click the submit button at the bottom of the screen one more time to proceed to the ESAP proper. The figure below shows what the demographics screen looks like.

Collaboration, Health, & Meaningful Work

Welcome **Rick**, to your online  
Emotional Skills Assessment Process (ESAP)  
*"Your personal guide to lifelong emotional learning"*

**Please double check your entries, then press the  
Save & Continue >> button at the bottom of this page.**

1. If you were asked to provide a Student or Employee ID, please enter it here:
2. Please select your age:
3. Please select your gender:
4. Please select your education:
5. Please select your occupation:
6. Please select your race/ethnicity:
7. Please enter your nationality:

Save & Continue >>

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Instructions for the assessment will be presented next. The ESAP is presented in 13 sections, beginning with the skill of Assertion. Please allow yourself enough time to complete at least

through the first skill during your initial visit. To save the instrument with your new credentials and demographic information, you must complete the ESAP through an entire skill section and save and close the instrument using the appropriate "Save and Exit" button at the bottom of the skill screen. If you exit your browser before completing at least one skill section in this manner, then you may have to start all over using your randomly generated credentials the next time you try to access your ESAP. Once you complete the ESAP and see your ESAP Profile at the end, then your assessment is automatically saved and you will no longer be able to change any of your answers. After completion, you may return any time to review your profile.

After you complete the online ESAP, a color profile of your emotional skills will be presented on your computer screen. Please print your ESAP profile and bring it to the EI training or class. You will also see a link on this screen to access and print helpful information about the ESAP skills. The profile will print in color only if your browser's settings are selected to print background colors. Otherwise, the profile will print in black and white even if you have a color printer.

Please login and complete the ESAP at <<http://www.eilearningsys.com/login.php>> using your temporary login credentials provided below.

User ID:

Password:

Thank you.