

We are delighted you'll be joining us for the StrengthsQuest™ session on MM/DD/YY. You'll receive an email confirmation before the class date. However, there is pre-work needed for this course, so please read on...

Enclosed is your personal copy of *StrengthsQuest: Discover and Develop Your Strengths in Academics, Career, and Beyond* by Donald O. Clifton, Ph.D. and Edward "Chip" Anderson, Ph.D., et al.

- This book/course includes a self-assessment to identify your strengths.
1. Please read the enclosed *Navigating the StrengthsQuest Web Site* job aid carefully to ensure your success when registering for the StrengthsQuest instrument.
  2. Go to <https://www.strengthsquest.com> and find the section marked *New Users*. The instructions below, along with enclosed *Navigating the StrengthsQuest Web Site* job aid, will assist you in registering on the site and completing the assessment.
    - On the inside front cover of your book you will find a long printed code filled with letters and numbers – this is your personalized password to enter into the website *Access Code* field, then click on *Get Started*>.
    - Complete the registration fields.
      - Use your first and last name as your *Screen Name*. If that name is already in use, add "FT" to the end of it. For example, "shariwardFT."
      - In the *Name of School* field, enter "First Tech CU."
      - In the *Name of Class* field, enter your department name. Select a password that is between 8 and 50 characters in length. Record it, along with the email address you entered, in the designated spaces where you located your code. **Note: Your Training Dept. cannot reset your password or look up your Screen Name, so be sure you save them!**
    - Once logged on, complete the assessment –**allow 45 minutes. Make sure you set aside uninterrupted time to take the assessment. You can only take the assessment once.**
    - The assessment questions are timed, so be sure not to spend too much time analyzing the question or it will skip that question.
    - Do not have your answers in the middle of the scale – really answer the question as to what you sense you agree with, otherwise your results will be skewed.
    - When you are done with your assessment, click on the icon to print your Top 5 report.
    - Click on the *E-Mail a Friend* icon (under the *Strengths* menu heading) and enter [training@firsttechcu.com](mailto:training@firsttechcu.com).
  3. Next, read pages 1 through page 23 in your *StrengthsQuest* book.
  4. Follow the instructions at the bottom of page 16 about contacting three people who know you best to discuss your Signature Themes.
  5. Read the instructions at the top of page 26 then affirm your Signature Themes by finding the pages for each of your Top 5 themes on pages 26 through 70. Mark the pages pertaining to your strengths and read them, considering the ideas presented. Highlight anything that speaks to you.
  6. Finally, read pages 73 through 94 in your book about relationships from the strengths perspective and highlight key messages you'd like to discuss in class.

**Please complete your assessment and do the prescribed reading before you come to class, as you must bring your printout and your book with you to the session and be prepared to discuss what you have read.** Thanks, and have fun! Any questions? Call your Training Department at x. 5105.