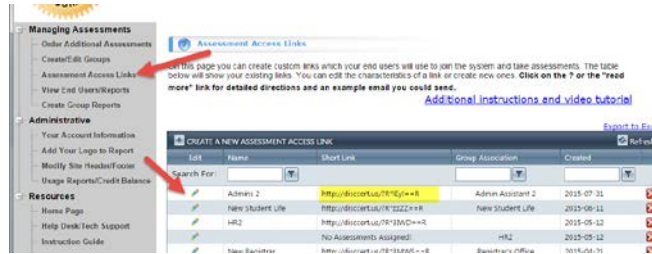
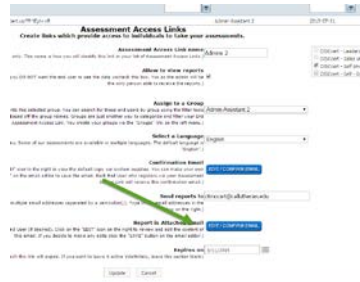


6 Steps for Editing Bottom Blue Button “Edit/Confirm Email” (Aug 11, 2015)

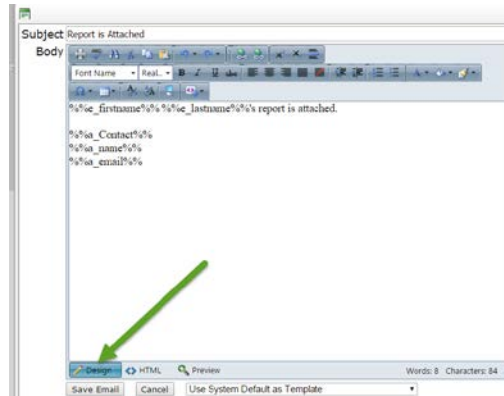
1. Click on pencil



2. Select bottom blue button



3. Click “Design” Button



4. Delete “Subject” & Body & replace with copy below. Then “Save Email”

Subject:

DISC Report is Attached

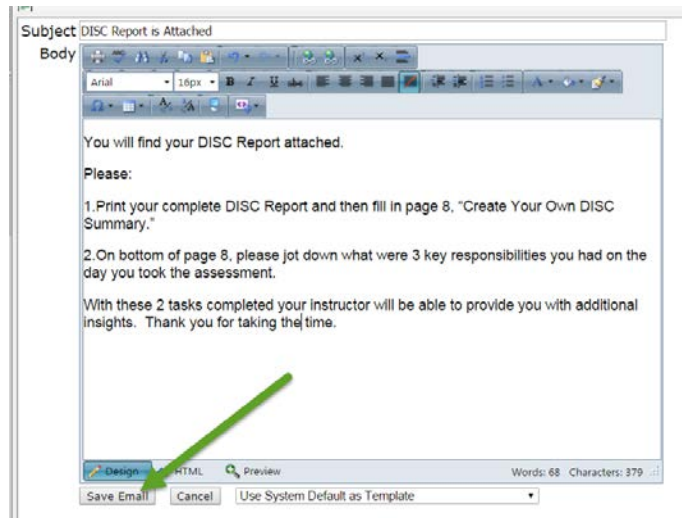
Body:

You will find your DISC Report attached.

Please:

1. Print your complete DISC Report and then fill in page 8, “Create Your Own DISC Summary.”
 2. On bottom of page 8, please jot down what were 3 key responsibilities you had on the day you took the assessment.
- With these 2 tasks completed your instructor will be able to provide you with additional insights. Thank you for taking the time.

5. Once Added... Click "Save Email."



6. Click "Update"

Select a Language: English

our assessments are available in multiple languages. The default language is "English".

Confirmation Email EDIT / CONFIRM EMAIL

ie right to view the default copy our system supplies. You can make your own ail editor to save the email. Each End User who registers via your Assessment Access Link will receive this confirmation email.)

Send reports to: ctmccart@callutheran.edu

ail addresses separated by a semicolon(;). Type in the email addresses in the box on the right.)

Report is Attached Email EDIT / CONFIRM EMAIL

esired). Click on the "EDIT" icon on the right to review and edit the content of If you decide to make any edits click the "SAVE" button on the email editor.)

Expires on: 8/12/2015

will expire. If you want to leave it active indefinitely, leave this section blank)

Update Cancel