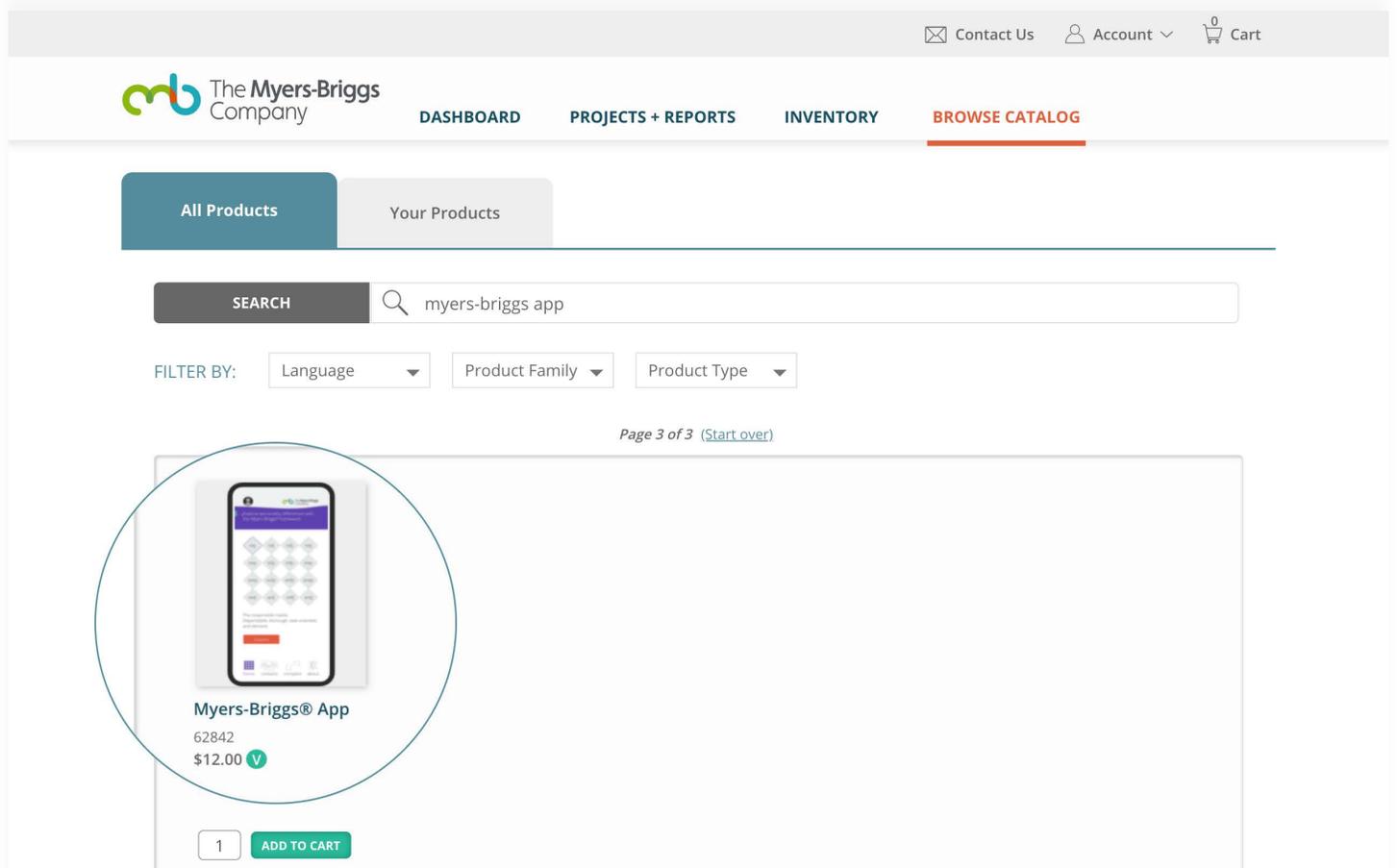




## The Myers-Briggs® App Practitioner guide

In this guide you'll find instructions for purchasing licenses for the Myers-Briggs® App through the Elevate® platform and assigning them to your respondents.

# Step 1: Purchase licenses for the app



*For customers in the US and Australia:* You can purchase as many licenses as you like from the Elevate catalog or through the Myers-Briggs® App's promotional page.

*For customers in New Zealand and the Asia Pacific region:* Please contact [Customer Support](#) to directly purchase the app or app bundles.

The Myers-Briggs® App is also available to purchase as part of a money-saving bundle with our most popular MBTI® reports. Browse our catalog to see the different bundles available.

*Note:* It may take up to a minute for the licenses you purchase to show up in your account.

## Step 2: Go to your Assign Licenses tab

The screenshot shows the web application interface for The Myers-Briggs Company. At the top, there is a header with the company logo and navigation links: 'DASHBOARD', 'PROJECTS + REPORT', 'INVENTORY', and 'BROWSE CATALOG'. The 'INVENTORY' tab is highlighted with a red circle. Below the navigation, there is a sub-tab 'MYERS-BRIGGS APP' also circled in red. To the right of the sub-tab is a 'PURCHASE LICENSES' button. Below the sub-tab, there is a section for assigning licenses. It includes a 'Assign Licenses' button, a 'Manage Assigned Licenses' button, and a 'PURCHASE LICENSES' button. A message states: 'You have 3 licenses to assign. Click the fields below and enter each person's first name, last name, and email address. After you have entered the information, you will see an Assign Licenses button. Click the button to confirm your assignments.' Below the message, there is a section with 'ASSIGN LICENSES', 'CLEAR ALL', '3 licenses to assign', and 'ADD RESPONDENTS IN BULK' button. The main content is a table with the following structure:

#	FIRST NAME	LAST NAME	EMAIL ADDRESS
1.	<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Last Name"/>	<input type="text" value="Enter email address"/>
2.	<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Last Name"/>	<input type="text" value="Enter email address"/>
3.	<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Last Name"/>	<input type="text" value="Enter email address"/>

You can access your licenses by clicking the **Inventory** navigation tab, then clicking the **Myers-Briggs App** sub navigation tab.

## Step 3: Enter respondents' information and assign licenses

The screenshot shows the 'Assign Licenses' interface. At the top, there are two tabs: 'Assign Licenses' (active) and 'Manage Assigned Licenses'. A blue banner at the top states: 'You have 27 licenses to assign. Click the fields below and enter each person's first name, last name, and email address. After you have entered the information, you will see an Assign Licenses button. Click the button to confirm your assignments.' Below the banner, there are three buttons: 'ASSIGN LICENSES' (circled in red), 'CLEAR ALL', and 'ADD RESPONDENTS IN BULK' (circled in green). The 'ADD RESPONDENTS IN BULK' button has a dropdown menu with options: 'Import from Project' and 'Upload from file (CSV)'. A table below contains 8 rows of respondent information. A callout box points to the 'ASSIGN LICENSES' button with the text: 'Click this button to assign licenses to the respondents you have entered.'

	FIRST NAME	LAST NAME	EMAIL ADDRESS
1.	Adam	Gate	agate@tmbc.com
2.	Dayci	Garcia	dgarcia@tmbc.com
3.	Elaine	Kate	ekate@tmbc.com
4.	Farrah	Saud	fsaud@tmbc.com
5.	Sarah	Judd	sjudd@tmbc.com
6.	Naomi	Hart	nhart@tmbc.com
7.	Xi	Young	xyoung@tmbc.com
8.	Rohan	Kapoor	rkapoor@tmbc.com

From the Assign Licenses tab, you will be able to enter your respondents' first name, last name, and email address to assign licenses to them. Remember to click the Assign Licenses button after entering respondents' information to confirm your assignments and send respondents their access codes. To save time, you can also click the Add Respondents in Bulk button on this page to import respondents directly from an Elevate Project or CSV file.

Each respondent will receive a link and instructions for downloading the app from the App Store or Google Play, along with a unique access code with which to activate the app.

## Step 4: Manage and track

Assign Licenses    **Manage Assigned Licenses**    PURCHASE LICENSES

From this tab you can 1. see which respondents you have assigned licenses to, 2. remind respondents to download the app, 3. edit or delete respondents' information.

SEARCH LICENSES    Search by first, last name or email

FILTER BY: LICENSE STATUS ▾

<input type="checkbox"/>	NAME	EMAIL ADDRESS	STATUS	LAST INVITE
<input type="checkbox"/>	John Doe 	jdoe@tmbc.com	Not active	01/12/2020 
<input type="checkbox"/>	Adam Gate	agate@tmbc.com	Active	01/05/2020
<input type="checkbox"/>	Dayci Garcia	dgarcia@tmbc.com	Not active	01/12/2020
<input type="checkbox"/>	Elon Kate	ekate@tmbc.com	Active	01/12/2020
<input type="checkbox"/>	Farrah Saud	fsaud@tmbc.com	Not active	01/12/2020
<input type="checkbox"/>	Sarah judd	sjudd@tmbc.com	Not active	01/12/2020
<input type="checkbox"/>	Naomi Hart	nhart@tmbc.com	Not active	01/12/2020

After you have successfully assigned licenses to your respondents, you can track your respondents' activation status, edit their information, and send reminder emails from the Elevate platform.

You will be able to delete a respondent who has not activated their license and reassign that license to another respondent.



Got questions?

[CONTACT CUSTOMER SUPPORT](#)



[www.themyersbriggs.com](http://www.themyersbriggs.com)



The Myers-Briggs® App Practitioner Guide Copyright 2020 by The Myers-Briggs Company. MBTI, Myers-Briggs, Myers-Briggs Type Indicator, the MBTI logo, and The Myers-Briggs Company logo are trademarks or registered trademarks of Myers & Briggs Foundation, Inc., in the United States and other countries.