



Your Getting Started Guide to an Enhanced LPI Online Experience

In a continuing effort to enrich the online process of using *The Leadership Challenge* assessments and tools—whether you are an Administrator, Leader, Observer, or Student Leader—we invite you to experience for yourself the newly enhanced and upgraded LPI Online at www.lpionline.com. With a fresh look, expanded capabilities, and more intuitive and interactive than ever before, this fully advanced web-enabled application incorporates the improvements that matter most to you and other LPI online users.

We listened when you told us what worked and what didn't with the previous online system. You let us know what changes we could make to streamline the process. And from Administrators in particular, you offered many useful ideas about how we could help you be more effective in administering the LPI Online assessments and tools.

One Quick and Easy Login. You asked us to eliminate the confusion caused by too many login requirements—a username and password for each role you may have had as an Administrator, Leader, Observer, or Student Leader. Now you can set up one account—with a unique username and password you create—and manage all of your LPI activities with just one set of login credentials.

Assigning a Specific Assessment to an Individual Leader: Experienced Administrators of the LPI assessments and tools shared thoughts about how we could make the process easier when assigning an LPI assessment—whether the LPI 360, the LPI Individual, or the Student LPI. In this enhanced version of LPI Online, you will be introduced to the concept of Assignments—the unique method used in this new process that records and tracks the use

of a specific assessment by a particular Leader, Student Leader, and all associated Observers. As an Administrator, you will be asked to identify participating Leaders or Students Leaders, establish completion deadlines for the assignment, and customize various components such as access rights to additional resources and essay questions (for LPI 360 only). Once you create a specific Assignment and deposit it into a designated Group Folder or Event File, you will have the option of transferring administrative responsibilities to another Administrator to manage the completion of all or some of the tasks required.

Improved Tracking System: As an Administrator, you wanted a more efficient way of organizing and monitoring the activities related to all of your various Leaders. Instead of arranging your account records by Group name, you will find the new LPI Online labeling system much more intuitive and easy to organize any way you choose—whether by corporate customer, organizational department, individual workshop attendees, student participants by course title or as a member of an activity club, etc. Just as you would if you were building a paper-based filing system, there is now a logical sequence of Group Folders and Event Files you will create to store an Assignment linked to an individual Leader or Student Leader and manage the entire administrative process, from beginning to end.

Building a Roster of Participating Leaders: Administrators asked for more flexibility in searching for, selecting, and editing leader and observer information. With this new release, you will be able to search for individuals in the traditional way, adding one leader at a time. Plus, in just one easy step you can upload an Excel or text file of data for multiple leaders up to a maximum of 500, using a template provided. There is also now an even more efficient way of creating and administering a set of matching assignments (e.g., beginning and end dates) to a specific group of Leaders or Student Leaders. Instead of adding individuals one-at-a-time or uploading a leader file, Administrators can create an Administrator PIN—a unique number that Leaders or Student Leaders themselves use to self-register with LPI Online, purchase the tokens required for the product-specific assessment they will be using, and activate their participation in the assignment template you create and manage.

Time-saving Tools for Administering Assignments: Tokens are the electronic form of exchange used within the LPI Online system that allows registered users to gain access to LPI assignments and tools. The enhanced token management process available in this new online version provides quick and easy access to all the information you need to manage tokens more effectively. You will find an in-depth view of all tokens by LPI product available in your account, including reminder messages calling attention to impending expiration dates. And for the first time, Administrators or authorized Resellers have a streamlined process for transferring tokens to another registered user on the LPI Online system.

As an Administrator, you also now have enhanced flexibility in managing the administration of the assignments you create. You can retain responsibility for all or any specific assignments. You can temporarily Share some or all of the administrative responsibilities with another Administrator. Or you may permanently Transfer all future administration for any or all of your assignments.

And there is more. We have made it easier for individual participants to view and manage all of their various assignments from one page—whether completing a specific LPI assessment as the designated leader or providing 360-degree insight as an Observer. We have enhanced the system's security features, updated the product design, and improved navigation.

As you can imagine, all of this will result in a significant change to the look and feel of the LPI Online when you log in for the first time. After getting used to this new version, we're certain that you will find it to be more intuitive, more efficient, and an enhanced experience overall as you navigate through the online system. However, it will take some time getting used to the changes and we want to let you know that we will be here for you during this period of transition. Please consider attending one of our Web Ex demo sessions to get a live tour of the new site. Or, if you prefer, please email leadership@wiley.com or call toll free 1-866-888-5159 to speak to one of our Leadership Consultants.