



# Online Assessment Quick Guide

## Purchasing JIST Gateway Online Assessments

To order JIST Gateway online assessments, contact your JIST account manager, visit [JIST.com](http://JIST.com), or call 800-328-1452.

Our assessments are sold in sets of 25 assessment attempts. For each set of 25 you purchase, you will be provided with one access key to administer the assessments. This access key will be delivered to you via email.

## Administering JIST Gateway Online Assessments

1. Go to <http://gateway.jist.com/assessments>
2. Enter the access key you received via email in the "Enter Access Key" box.

A screenshot of a web form titled "Take an Assessment". The form contains a text box with the placeholder text "Access Key or Attempt Code". Above the text box, there is instructional text: "Type your access key or attempt code in the space below, press Enter, and then click the Begin Assessment button. Follow the on-screen instructions to complete the assessment." The text box is currently empty.

3. Next, click on one of the following buttons, located below the "Enter Access Key" box, to proceed.

A screenshot of the "Take an Assessment" form. The text box now contains the access key "ADZ58U5P". Below the text box, there are five green buttons: "Begin Assessment", "Cancel", "Print Attempt Code", "Admin", and "Email Attempt Code". The "Begin Assessment" button is highlighted.



*If you want to administer the assessment with a client or student in your presence, select “Begin Assessment.”*

**Begin Assessment button:** Your client or student will click this button, enter brief information about him or herself, and will follow onscreen instructions to begin taking the assessment.

*If you want to allow the client or student to take the assessment at another time or location, select “Print Attempt Code” or “Email Attempt Code.”*

**Print Attempt Code button:** Click this button to print an attempt code and the JIST Gateway web address Gateway.JIST.com. Give your client or student this document so that he or she can access and attempt the assessment at another time or location. He or she will enter the attempt code in the “Enter Access Key” box.

**Email Attempt Code button:** Click this button and enter your client or student’s email address to send him or her an attempt code and the JIST Gateway web address Gateway.JIST.com. He or she will enter the attempt code in the “Enter Access Key” box.

*If you do not want to administer the assessment after you’ve already entered your access key, select “Cancel.”*

**Cancel button:** Click this button to return to the access key screen. An attempt will not be deducted from your access key total.

## Viewing Your Clients’ or Students’ Results

*If you want to view a client or student’s assessment results or see a report of the number of assessment attempts made with your access key, select “Admin.”*

1. Go to <http://gateway.jist.com/assessments>
2. Enter the access key you received via email in the “Enter Access Key” box.
3. Click the green “Admin” button.

### Take an Assessment

Type your access key or attempt code in the space below, press Enter, and then click the Begin Assessment button. Follow the on-screen instructions to complete the assessment.



4. A summary page will display a table that indicates which clients or students have been assigned with taking the assessment. The table provides each individual's name, email address, phone number, and attempt code. The table also indicates the date the individual took the assessment and their completion status (Started, Not Started, or Completed).
5. To view, print, or save a particular client or student's assessment results, click the "Complete" link next to his or her name in the far right column. If an individual has "Started" or "Not Started" in this column, he or she has not yet completed the assessment.

## Assessment Results

Click Complete to view and print results.

21 of 25 Assessments Available

ACHOWYYZ

Last / First Name	Email	Phone	Attempt Code	Date Taken	View / Print
Smith, I.	i_smith_3290@hotmail.com		TYLDX	11/25/2014	<a href="#">Started</a>
Fenske, Lisa	lafenske10@gmail.com	6514426619	EM47Y	11/25/2014	<a href="#">Completed</a>
Moore, F.	FMOORE__79@yahoo.com		QTAV8	11/25/2014	<a href="#">Not Started</a>
Spelvin, George			PWURP	11/25/2014	<a href="#">Completed</a>

[Administrator's Guide](#)

## Accessing Additional Help

If you, your clients, or your students experience difficulties accessing JIST Gateway online assessments, contact JIST Technical Support.

**Call:** 800-328-1452 (option 2)  
**Email:** techsupport@jist.com  
**24/7 Live Chat:** <http://support.emcp.com/>