

Bishop Quick Start Guide

Note: To insure receipt of the EM360 invitation email, add team@coetichr.com to your contact list. If you believe an invitation email has been sent to you but you did not receive it, be sure to check your Junk Mail/Spam folder.

Logging in for the first time:

- ⊙ Click on the link to your dashboard in the invitation email from team@coetichr.com
- ⊙ Update your password by following the steps below
 - Click on your name in the top right corner of your dashboard
 - Select **Account Settings**
 - Enter and confirm new password
 - Enter the original password to confirm change
 - Click Update
- ⊙ Read through the EM360 Guides & Resources Section

Accessing the user guide and other helpful resources:

- ⊙ The EM360 Guides & Resources section of the dashboard has all the guides (including detailed instructions for using the EM360 dashboard) and resources for completing the EM360 process
 - To Access the Guides and Resources section follow these steps:
 1. Login to your EM360 dashboard
 2. Locate the Guides and Resources section in the top left corner
 3. Click on the documents to download and view
- ⊙ Help Desk Information
 - GBHEM's Candidacy Office provides support for EM360. The Contact Info link is at the bottom of your dashboard

Accessing your pastor assessment reports:

- ⊙ From your EM360 dashboard look for the Conference section in the left column

FAQ

- ⊙ **There is no data for the peer and/or S/PPRC members, what happened?**
 - Peer and S/PPRC member feedback is displayed as aggregate scores for each of the groups. Results from peers or from the S/PPRC members will be shown for these two groups after at least three participants complete the survey in their respective groups.
- ⊙ **Is the survey available on paper?**
 - Yes. For more information and to request copies of the printable assessment, email EM360@gbhem.org.

Learn more at www.gbhem.org/em360

