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