District Superintendent 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 My Districts & Pastors section in the left column
- Click on Pastors to open the list of pastors within your District
- To open the survey, click on the Assess button next to the pastor’s name
- Once the survey has been submitted the Assess button will change to Completed
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.

How long does the survey take?
   The District Superintendent component of the EM360 survey takes between 15-30 minutes to complete.

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