# **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:

<b>©</b>	Click on the link to your dashboard in the invitation email from
	team@coetichr.com
0	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
<b>(</b>	Read through the FM360 Guides & Resources Section

### Accessing the user guide and other helpful resources:

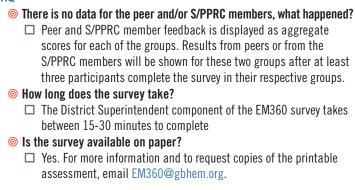
- The EM360 Guides & Resources section of the dashboard has all the guides (including detailed instructions for using the EM360 dashboard) and resources for completing the EM360 process
  - ☐ To Access the Guides and Resources section follow these steps:
    - 1. Login to your EM360 dashboard
    - 2. Locate the Guides and Resources section in the top left corner
    - 3. Click on the documents to download and view
- Melp 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
- Olick 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

# **District Superintendent Quick Start Guide**

#### FAQ



Learn more at www.gbhem.org/em360