

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**



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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



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