

Pastor 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:

- ⦿ If you serve a multi-point charge, see instructions at the end of this guide **before** logging in
- ⦿ Click on the link to your dashboard in the invitation email from team@coetichr.com
- ⦿ Verify your charge information
- ⦿ 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

Adding S/PPRC members and peer contributors:

- ⦿ Pastors must invite S/PPRC members (required) and peer contributors (if desired) for these reviewers to access the EM360. Invite all S/PPRC members and a minimum of three peers
- ⦿ To ensure anonymity, at least three responses are needed from peers and S/PPRC members to generate the data. It is recommended to include all S/PPRC members and more than three peer contributors to obtain the required three responses from each group
- ⦿ Add your S/PPRC and peer contributors through your EM360 dashboard under **My Invited S/PPRC Contributors** and **My Invited Peer Contributors**



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- ⊙ Click on the **+ADD** button to add a new contributor
- ⊙ Use the **✓Save** button to save the contributors until you are ready to invite them
- ⊙ Once all contributors are added click on the **Invite** button to send their surveys

If you serve a multi-point charge:

- ⊙ Consult with your key stakeholders (Superintendent, S/PPRC Members, Conference Administrator) to determine if you will complete a joint EM360 across your entire charge or whether you wish to have a separate EM360 process for each church in your charge
- ⊙ Based on this decision have your Conference or District EM360 administrator associate either the name of your charge or the names of each individual church in your charge with your EM360 process
- ⊙ Continue setting up your account as listed in this guide

FAQ

- ⊙ **How do I update my S/PPRC members' or peer contributors' information?**
 - If you incorrectly enter a contributor's email address, delete the record entirely. Then create a new user with corrected name/email address
 - Other corrections (such as misspellings) may be made by editing the contributor's user record
- ⊙ **There is no data for my 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 EM360 survey takes on average between 45-60 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

