



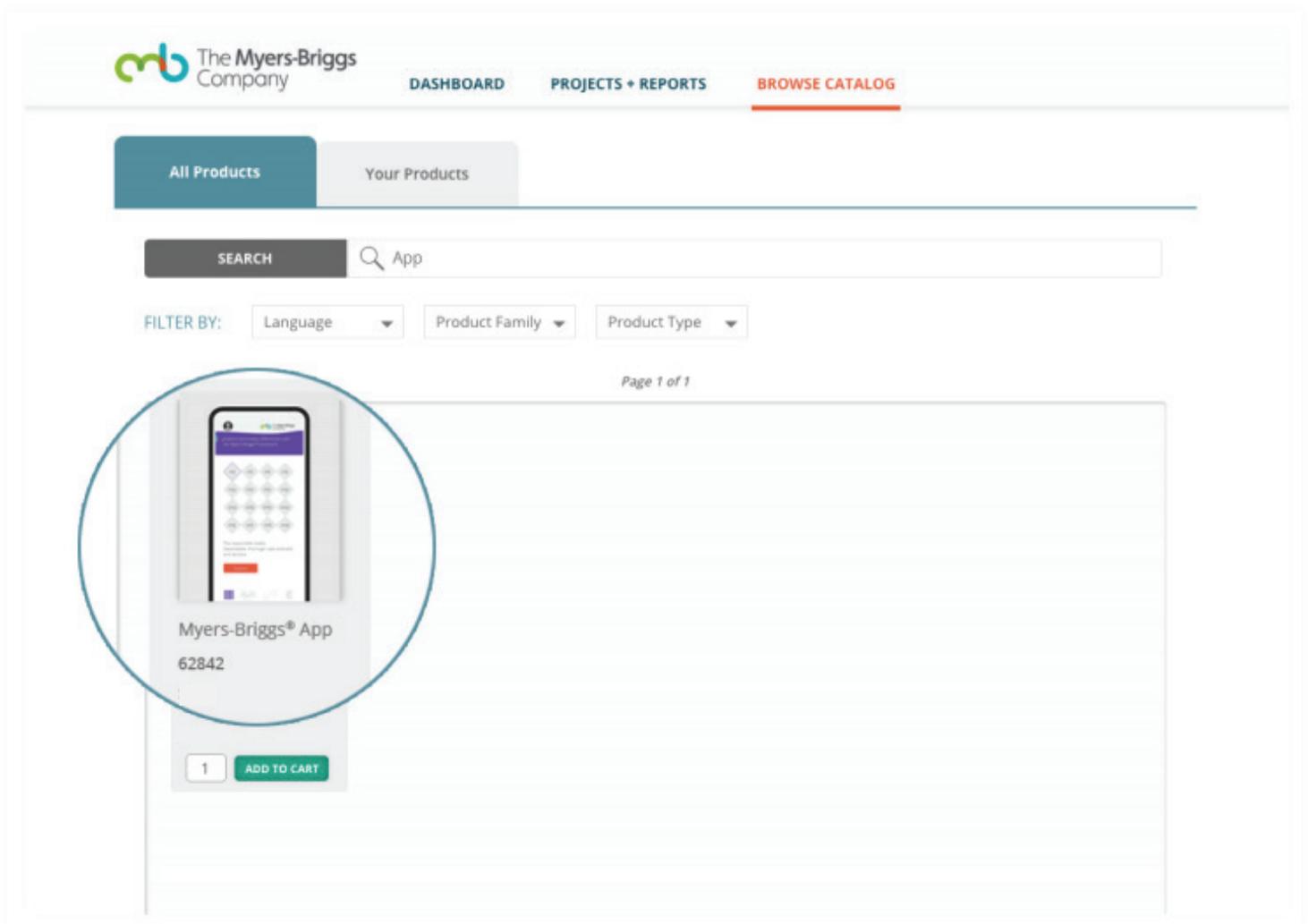
The **Myers-Briggs**  
Company

# The Myers-Briggs® App

## Practitioner guide

In this guide you'll find instructions for purchasing licenses for the Myers-Briggs® App and assigning them to your respondents.

## Step 1: Purchase licenses for the app

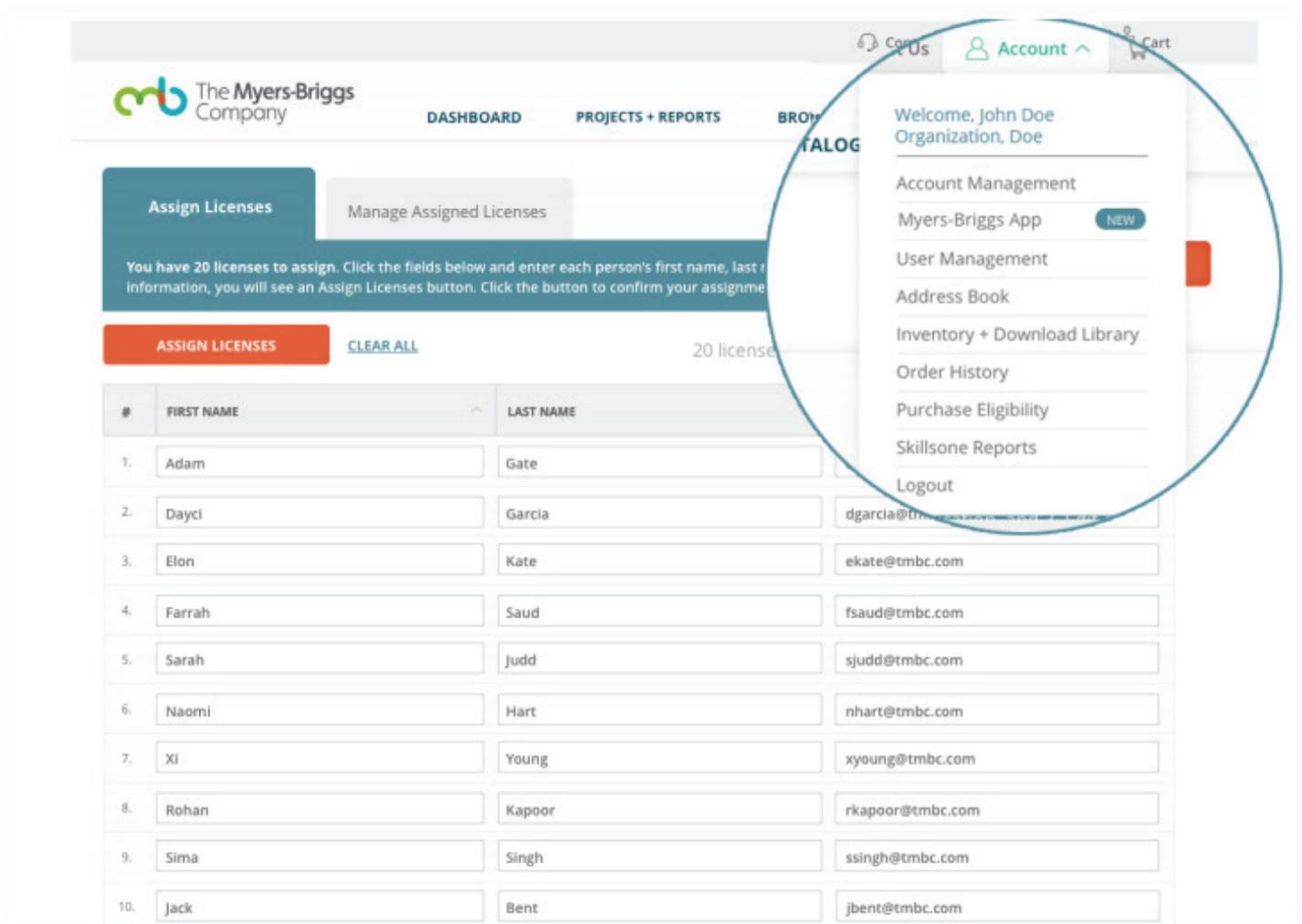


You can purchase as many licenses as you like from the Elevate® catalog, through the Myers-Briggs® App's promotional page, or by contacting Customer Support at [support.ap@themyersbriggs.com](mailto:support.ap@themyersbriggs.com).

The Myers-Briggs® App is also available to purchase as part of a money-saving bundle with our most popular MBTI® reports.

*Note:* It may take up to a minute for the licenses you purchase to show up in your account.

## Step 2: Go to your Assign Licenses tab



The screenshot shows the 'Assign Licenses' tab in the Myers-Briggs Company dashboard. The dashboard header includes the company logo, navigation tabs (DASHBOARD, PROJECTS + REPORTS, BROWSE CATALOG), and user account information (Welcome, John Doe, Organization, Doe). The 'Assign Licenses' section features a blue header with the text 'You have 20 licenses to assign. Click the fields below and enter each person's first name, last name, and email address. When you have entered all the information, you will see an Assign Licenses button. Click the button to confirm your assignments.' Below this is a table with 10 rows, each containing a license number, first name, last name, and email address. A red 'ASSIGN LICENSES' button and a blue 'CLEAR ALL' button are visible. A circular callout highlights the 'Account' dropdown menu, which lists various account management options, including 'Myers-Briggs App' with a 'NEW' badge.

#	FIRST NAME	LAST NAME	EMAIL ADDRESS
1.	Adam	Gate	
2.	Dayci	Garcia	dgarcia@tm
3.	Elon	Kate	ekate@tm
4.	Farrah	Saud	fsaud@tm
5.	Sarah	Judd	sjudd@tm
6.	Naomi	Hart	nhart@tm
7.	Xi	Young	xyoung@tm
8.	Rohan	Kapoor	rkapoor@tm
9.	Sima	Singh	ssingh@tm
10.	Jack	Bent	jbent@tm

You can access your licenses by clicking **Myers-Briggs® App** in your Elevate® account dropdown.

If you do not have an Elevate® site, you can still purchase and assign licenses for the App by working with our Scoring Bureau. You will need to provide your respondents' first name, surname and email addresses when purchasing licenses.

## Step 3: Enter respondents' information and assign licenses

The screenshot shows the 'Assign Licenses' interface. At the top, there's a navigation bar with 'DASHBOARD', 'PROJECTS + REPORTS', and 'BROWSE CATALOG'. Below that, a teal banner reads: 'You have 20 licenses to assign. Enter the information, you will see an ASSIGN LICENSES button. After you have entered the information, you will see an ASSIGN LICENSES button. Click the button to confirm your assignments.' To the right of the banner is a red 'PURCHASE LICENSES' button. Below the banner, there's a table with 10 rows of respondent information. The columns are 'FIRST NAME', 'LAST NAME', and 'EMAIL ADDRESS'. A red 'ASSIGN LICENSES' button is highlighted with a callout box that says: 'Click this button to assign licenses to the respondents you have entered.'

	FIRST NAME	LAST NAME	EMAIL ADDRESS
1.	Adam	Gate	agate@tmbc.com
2.	Dayci	Garcia	dgarcia@tmbc.com
		Kate	ekate@tmbc.com
4.	Farrah	Saud	fsaud@tmbc.com
5.	Sarah	Judd	sjudd@tmbc.com
6.	Naomi	Hart	nhart@tmbc.com
7.	Xi	Young	xyoung@tmbc.com
8.	Rohan	Kapoor	rkapoor@tmbc.com
9.	Sima	Singh	ssingh@tmbc.com
10.	Jack	Bent	jbent@tmbc.com

From the Assign Licenses tab, you will enter your respondents' first name, surname and email address to assign licenses to them. You can also add respondents in bulk by importing from a project or by uploading a CSV file. Click the Assign Licenses button after entering respondents' information to confirm your assignments and send respondents their access codes.

Each respondent will receive a link and instructions for downloading the app from the App Store or Google Play, along with a unique access code to activate the app.

## Step 4: Manage and track

Assign Licenses    **Manage Assigned Licenses**    PURCHASE LICENSES

From this tab you can 1. see which respondents you have assigned licenses to, 2. remind respondents to download the app, 3. edit or delete respondents' information.

SEARCH LICENSES    Search by first, last name or email

FILTER BY LICENSE STATUS

<input type="checkbox"/>	NAME	EMAIL ADDRESS	STATUS	LAST INVOKE
<input type="checkbox"/>	John Doe	jdove@tmbc.com	Not active	01/12/2020
<input type="checkbox"/>	Adam Gate	agate@tmbc.com	Active	01/05/2020
<input type="checkbox"/>	Dayci Garcia	dgarcia@tmbc.com	Not active	01/12/2020
<input type="checkbox"/>	Farran Judd	fsaud@tmbc.com	Not active	01/12/2020
<input type="checkbox"/>	Sarah judd	sjudd@tmbc.com	Not active	01/12/2020
<input type="checkbox"/>	Naomi Hart	nhart@tmbc.com	Not active	01/12/2020
<input type="checkbox"/>	Xi Young	xyoung@tmbc.com	Active	01/12/2020

After you have successfully assigned licenses to your respondents, you can track your respondents' activation status, edit their information, and send reminder emails from the Elevate® platform.

You will also be able to delete a respondent who has not activated their license to reassign to another respondent.

If you are working with our Scoring Bureau, you will need to contact them to check activation status or make changes to respondent details.



Got questions?

[CONTACT CUSTOMER SUPPORT](#)

