

## Chair Academy Survey Site Instructions - LSPS

### REGISTER YOUR THREE EVALUATORS TO TAKE THE LSPS SURVEY

**Click this link:**

<https://www.mesacc.edu/LeadershipAcademy/>

**Click the link the says:**

[Click here to proceed to the login page.](#)

**Your username is:**

Your Email address

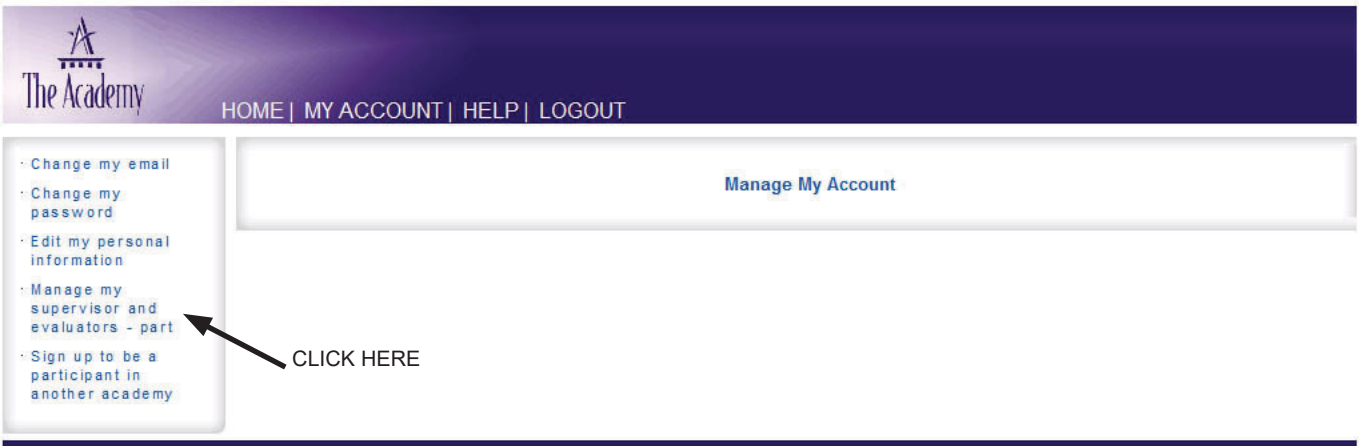
**Your password is:**

*The personalized password you chose previously*

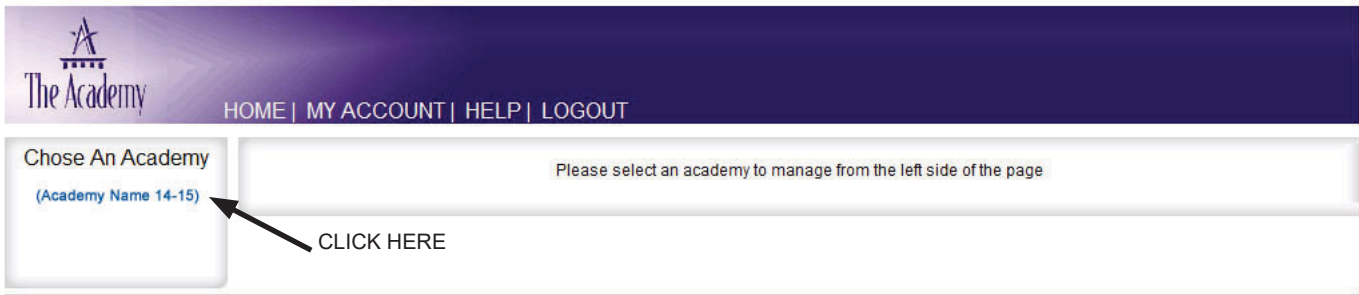
If you do not remember your password, click the “**Forgot Password**” link.



Upon successful login, click on **MY ACCOUNT**, at the Top of the page.



Click on your **MANAGE MY SUPERVISORS AND EVALUATORS**, to the Left of the page



Click on **ACADEMY NAME**, to the Left of the page

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### ADD DELETE YOUR EVALUATORS/SUPERVISOR

The screenshot displays the 'Chair Academy Survey Site' interface. At the top, there is a dark blue header with the 'The Academy' logo on the left and navigation links: 'HOME | MY ACCOUNT | HELP | LOGOUT'. Below the header, on the left, is a sidebar with a 'Chose An Academy' dropdown menu. The main content area is titled '(Academy Name) 14-15' and contains several sections: 'Current Supervisor' with a list entry for 'Joan Smith - jsmith@xyz.edu' and a 'Deactivate' link; 'Current Evaluators' with a 'None' entry and an 'Add New User' link; 'Deactivated Supervisors' with a 'None' entry; and 'Deactivated Evaluators' with a 'None' entry. At the bottom of the page, a dark blue footer contains the text 'Copyright © 2014 The Chair Academy. All Rights Reserved.'

To register your Evaluators:

Beneath **CURRENT EVALUATORS**, click [Add New User](#)

Type in your evaluator's **LAST NAME**

If they are already in the system, **select their name**.

Choose either **Evaluator** or Supervisor. *You can have only ONE Supervisor, and up to THREE Evaluators.*

If they are not found, click the link that says [Click here to add a new person](#).

**Once the Evaluator is added, repeat this process until THREE Evaluators are registered.**

After you are done Registering your Evaluators, Click **HOME** at the top of the page.



## Chair Academy Survey Site Instructions - LSPS

### PARTICIPANT – TAKING THE LSPS

**Once you have completed the Evaluator Registration process,  
and have returned to the HOME page.**

Click on your Academy Name, located to the left of the page:

Click the link that says:

[Take the pre-Academy LSPS survey](#)

**THIS IS THE ONLY SURVEY YOU SHOULD HAVE TO TAKE**

Once done, contact your supervisor and Evaluators, email them these instructions.

Tell your Supervisor to go to **PAGE 4**, and follow the instructions.

Tell your Evaluators to go to **PAGE 5**, and follow the instructions.

Once your Supervisor and Evaluators have completed the LSPS Survey

Log in again and click the following links

- [MLQ/LSPS Cover Sheet: Overall Results \(PDF\)](#)
- [Multifactor Leadership Questionnaire \(MLQ\) Expanded Results \(PDF\)](#)
- [Leadership Skills Perception Survey \(LSPS\) Expanded Results \(PDF\)](#)

**Print both, in color, and bring them with you to the Week 2 Academy.**

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# ACADEMY SUPERVISORS ONLY

## Chair Academy Survey Site Instructions - LSPS

### SUPERVISOR – TAKING THE LSPS

Click this link:

<https://www.mesacc.edu/LeadershipAcademy/>

Click the link that says:

[Click here to proceed to the login page..](#)

Your username is:

- Your Email address

Your password is:

- *personalized password you chose previously.*

If you do not remember your password, click the “Forgot Password” link

Upon Successful login, look to the left of the page, beneath SUPERVISOR, you will see the participants name.

Click on their name.

Click the link that says:

[Take the pre-Academy LSPS survey](#)

**Let the Participant know you have completed the LSPS survey.**

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# ACADEMY EVALUATOR ONLY

## Chair Academy Survey Site Instructions - LSPS

### EVALUATORS – TAKING THE LSPS SURVEY FOR AN ACADEMY PARTICIPANT

**IF you have NEVER attended an Academy or taken an Academy Survey before.**

Click this link:

<https://www.mesacc.edu/LeadershipAcademy/>

Click the link that says:

[Click here to proceed to the login page..](#)

Your username is:

- Your Email address

Your password is:

- chair

Upon Successful login, look to the left of the page, beneath EVALUATOR FOR, you will see the participants name.

- Click on their name.

Click the link that says:

[Take the pre-Academy LSPS survey](#)

**Let the Participant know you have completed the LSPS survey.**

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**IF you HAVE attended an Academy or taken an Academy Survey before.**

Click this link:

<https://www.mesacc.edu/LeadershipAcademy/>

Click the link that says:

[Click here to proceed to the login page..](#)

Your username is:

- Your Email address

Your password is:

- *personalized password you chose previously.*

If you do not remember your password, click the “Forgot Password” link

Upon Successful login, look to the left of the page, beneath EVALUATOR FOR, you will see the participants name.

- Click on their name.

Click the link that says:

[Take the pre-Academy LSPS survey](#)

**Let the Participant know you have completed the LSPS survey.**