

Chair Academy Survey Site Instructions - BEFORE YOU BEGIN

Academy Participant.

----- Look at the SUBJECT LINE of the email I sent you. It will say FOR EXAMPLE:
"Chair Academy - Arizona 2012-2013 MLQ INSTRUCTIONS - DO NOT DELETE"

----- The name and year combination in that subject line is the Academy class you are participating in.

----- Please remember this. It is VERY important

Academy Participant - Please strictly adhere to the Timeline below:

Approximately 1 month before Session One Academy
Participant and Supervisor take MLQ (PRE)

-----DO NOT COMPLETE THE LSPS AT THIS TIME-----

6 months after Session One Academy
Participant, Supervisor, and Three Evaluators (of your Choosing) take LSPS (PRE)

1 Month before Session Two Academy
Participant and Supervisor Take MLQ (INTERIM)

6 months after Session 2 Academy
Participant, Supervisor, and Three Evaluators take LSPS (INTERIM)

When you initially register on the Survey Site,
the Survey Site will say "Take the PRE-LSPS Survey.

DO NOT TAKE THE LSPS

Also, tell your Supervisor NOT TO TAKE THE LSPS

We will send you Instructions when it is time to thake the PRE LSPS.

Email addresses/Usernames are case-sensitive.

John.Smith@tca.edu and **john.smith@tca.edu** are two totally different usernames.

IF in doubt, register ANY email address ALL LOWER CASE (john.smith@tca.edu).

PARTICIPANTS - FOLLOW INSTRUCTIONS ON PAGE 2 and 3

SUPERVISORS - FOLLOW INSTRUCTIONS ON PAGE 4

ACADEMY PARTICIPANT ONLY

Chair Academy Survey Site Instructions - Initial Registration and MLQ

IF you have NEVER attended an Academy or taken an Academy Survey before,
FOLLOW THESE DIRECTIONS.

Click this link:

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

Click the link that says:

[Click here to start the registration process.](#)

Click this link:

[If you are a participant who is registering for this survey application, please click here to continue
Select your Academy](#)

Look at the subject line of the email we sent you, that included these instructions.
You will see your class name (eg. Chair Academy – Location 201X-201X).
Select THAT name from the Pull down menu.

Some names will look similar. Make sure you select the correct class. If you select the wrong class, you will have to go through this process all over again, after telling your supervisor that you registered them for the wrong class. (Not a good start to your Leadership Development)

- **Enter your information.**
Click continue.
- **Enter your Supervisors Information.**
Click continue.
- **Enter optional Demographic Information.** (Only Age range is required)
Click continue.
- **Confirm your information.**
- **Complete Registration.**
- **Click Continue, and then follow the instructions on Page 2**

IF you HAVE attended an Academy or taken an Academy Survey before,
FOLLOW THESE DIRECTIONS.

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:

Change or a personalized password you chose previously

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

ACADEMY PARTICIPANT ONLY

Chair Academy Survey Site Instructions - Initial Registration and MLQ

TAKE YOUR MLQ SURVEY

Click the link the says:

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

Login using the Username (your email address) and the password your chose. You will see this page:

The screenshot shows the 'SURVEY DASHBOARD' for a participant. On the left, there is a sidebar with 'Select Your Role' and three options: 'Participant:' (selected), 'Supervisor For:', and 'Evaluator For:'. The main content area is titled 'Currently Selected Role: Participant in (Academy Name) 14-15'. It features a 'SURVEY DASHBOARD' section with 'Surveys you need to take:' containing two links: 'Take the post-academy LSPS survey' and 'Take the post-academy MLQ survey'. A red warning box states 'DO NOT TAKE UNTIL 6 MONTHS AFTER YOUR WEEK 1 ACADEMY'. Below this, 'Surveys you have already taken:' shows a message that no surveys were found. A 'View your survey results (pdf)' section contains three links: 'MLQ/LSPS Cover Sheet: Overall Results (pdf)', 'Leadership Skills Perception Survey (LSPS) Expanded Results (pdf)', and 'Multifactor Leadership Questionnaire (MLQ) Expanded Results (pdf)'. A red warning box notes that the MLQ report is 9 pages long and should be printed after the supervisor has completed the survey. Another red warning box notes that the LSPS report is 16 pages long and should be printed after four individuals have completed the survey. Arrows point from the text 'CLICK HERE' to the LSPS and MLQ survey links, and from 'CLICK HERE AND PRINT ONCE SUPERVISOR HAS COMPLETED' to the result links.

Copyright © 2014

The Chair Academy. All Rights Reserved.

To take your MLQ survey, click on the link in the middle that says:

- [Take the pre-academy MLQ survey](#) -----**IGNORE THE LSPS - DO NOT TAKE IT**-----

DO NOT TAKE THE LSPS, UNTIL WE PROMPT YOU.

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

Tell them to go to **PAGE 3**, and follow the instructions.

Once your Supervisor has completed the MLQ Survey

Log in again and click the following links

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

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

ACADEMY SUPERVISORS ONLY

Chair Academy Survey Site Instructions - Initial Registration and MLQ

SUPERVISORS – TAKING THE MLQ 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
Email addresses are Case Sensitive.
JSmith@tech.edu and jsmith@tech.edu are two different usernames

Your temporary password is:

- chair

Click the link that says:

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

DO NOT TAKE THE LSPS SURVEY.

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:

- a 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. (See graphic on PAGE 2)

Click on their name.

Click the link that says:

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

DO NOT TAKE THE LSPS SURVEY.