

# MLC or Contractor Academy Free Assessment Requests

Oct 2022

## Daily Report from Carrier

We will receive a daily email from Carrier with the previous day's Communication is key purchases.

Open up our tracking spreadsheet

[Z:\Online Training\ MLC and Contractor Academy Communication is Key Assessments](#)

Copy any new purchases from Carrier's spreadsheet to our spreadsheet

Add it to the bottom of the spreadsheet, save

## Email Request Received from a Customer

Find the customer on the tracking spreadsheet

[Z:\Online Training\ MLC and Contractor Academy Communication is Key Assessments](#)

If they are not on there, check to see if they are a customer of Contractor Academy

Go to Users on the backside and enter their name in the search field.

Look for a Level 1, 2, or 3 membership

If found, then enter their name onto our tracking spreadsheet

<input type="checkbox"/>	Username / Email	Name	Email	Roles	Posts	Active Memberships	Registered
<input type="checkbox"/>	 Rayon.Charlery	Rayon Charlery	rcharley@bac.bm	Customer	0	Level 1 Individual Membership	May 19, 2022 1:56 PM

## Composing Email to the Customer

Reply to the email with the following verbiage, but **WAIT to send**. You will be putting in the password in the yellow highlight area.

Hello

Thanks for purchasing the Communication is Key lesson! Here are the directions for completing the complimentary assessment. Please note, this assessment and link is specific to you and can only be used 1x.

Go to <https://www.ttisurvey.com/396150KMA>- Enter the password                      and follow the directions.

This assessment should take no more than 20 minutes to complete. Complete it when you will not be disturbed and don't ask for input from anyone else. There is no right or wrong answers to this. Go with your initial gut reaction and don't over analyze your responses. When you are done, the resulting report will be sent to you via the email you entered at the start of the assessment.

Thanks and have fun!

## Getting the Password from TTI

<https://www.ttiadmin.com/admin/login>

Login – ps4336

Password – quicken1

Click on the Link tab



Find and click on the Contractor Academy link



## Click on Edit

Accounts Links Reports Account Info **Link Info** Candidate Match

**Link Information** 396150KMA

**General Information**

Name	Contractor Academy - Behaviors & Motivators	Status	Enabled
Login	396150KMA	Type	Protected
Contact	teamsolutions@grandyassociates.com	Language	English (US)
Survey link	https://www.ttisurvey.com/396150KMA	Link admin	Disabled

**GDPR / User Data Expiration**

Response Expiration (deletion) Respondent information never expires.

Description Contractor Academy - Behaviors & Motivators

**Link Limit Actions** This link does not have an established limit.

Respondents 141  
Archived 0

**Link reporting** This link does not send activity reports.

**Marketing information**

Report Tag Grandy & Associates  
Logo Grandy & Associates  
Attachment no attachment assigned

**Report options**

Paper size Letter  
Report color Color

**Included Reports**

Product Code	Report Name
* IDS-TIMAN	TTI Talent Insights - Management-Staff (R4) (Direct)- Behaviors & Motivators - SPOT Training

**Edit**

You will see a list of passwords. Hand them out in descending order. (12 down to 1)

**HOWEVER, compare the last password against the tracking spreadsheet.** It is possible that a password was handed out but has not been used yet.

<input checked="" type="checkbox"/>	Password	Name	Email	Created Date	
<input type="checkbox"/>	10841360XTW			09/30/2022	●
<input type="checkbox"/>	10841359AUK			09/30/2022	●
<input type="checkbox"/>	10841358RCK			09/30/2022	●
<input type="checkbox"/>	10841357RSV			09/30/2022	●
<input type="checkbox"/>	10841356LBA			09/30/2022	●
<input type="checkbox"/>	10841355MMX			09/30/2022	●
<input type="checkbox"/>	10841354TDY			09/30/2022	●
<input type="checkbox"/>	10841353MVS			09/30/2022	●
<input type="checkbox"/>	10841352XDD			09/30/2022	●
<input type="checkbox"/>	10841351PXR			09/30/2022	●
<input type="checkbox"/>	9920317QQL			12/07/2021	●
<input type="checkbox"/>	9920316QBA			12/07/2021	●
<input type="checkbox"/>	9920315XGV	Baker, Kevin	kbaker@slakey.com	12/07/2021	✓
<input type="checkbox"/>	9920314HWP	Johnson, Love Latisha	latisha@proflohvac.com	12/07/2021	✓
<input type="checkbox"/>	9920313URA	Fralix, Garrett	centralrefrigerationco@gmail.com	12/07/2021	✓
<input type="checkbox"/>	9920312WGX	Christesnen, Casey	csr@advancedairandetal.com	12/07/2021	✓
<input type="checkbox"/>	9920311DTN	Kwon, Haina	hkwon@siglers.com	12/07/2021	✓
<input type="checkbox"/>	9920310SSB	South, Anden	Anden@paulshvac.net	12/07/2021	✓
<input type="checkbox"/>	9920309VDP	Thompson, Lee	lthompson@unorthopaincare.com	12/07/2021	✓

