

Navigating the Platform

Cognisess and The BUSY Group: Individual Guide

Step 1. Click on the link provided by The BUSY Group, this will direct you to the Cognisess Individual sign up Page.

Step 2. Register as an individual, using your email address and creating a username and password. Please create a formal username so the team can easily identify you, for example if your name is John Smith, please create a username such as 'johnsmith; john.smith or johnsmith1'.

Step 3. Read and accept the terms and conditions.

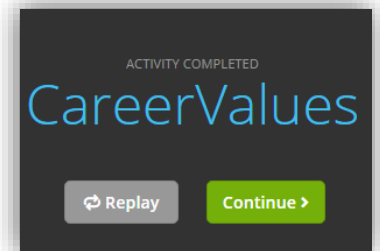
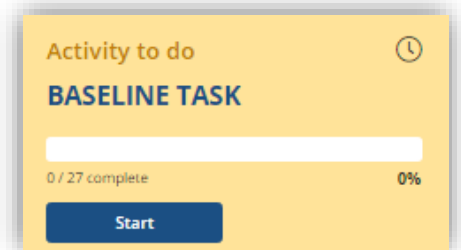
Step 4. You will be directed to your profile on the Cognisess platform. Please click on 'Baseline Task' in Activity to do section.

Step 5. You will be asked to fill out a few personal details that will be automatically added to your profile. If you would not like to fill them out you can just click 'continue'. Your first activity will be Matrix.

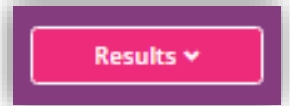
Step 6. Complete all Cognisess activities, they consist of cognitive, career-based, personality, emotion games and surveys and will take between 1 hour to 1.5 hours (depending on your pace and each activity). You are welcome to take breaks through-out - please note that you can leave the activity set when you would like, but in order to avoid having to re-do an activity make sure you have completed it before exiting (see image of completion display).

Step 7. You can navigate the platform through the navigation bar on the top of the screen (see image below and use number guide: 1 = left and 7 = right).

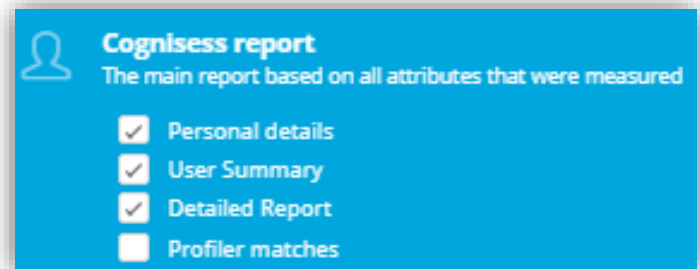
1. Profile, 2. Activities, 3. Careers, 4. Jobs, 5. Surveys, 6. News 7. Settings and Help.



If you decide to take a break or look at the results from the activities you have completed, please click on the 'Profile' icon on the top left handside of your screen. This will redirect you to your profile page, where you are able to view results by selecting the 'Results' tab.



There will be a drop-down menu where you can view your results in different formats, 'Results Summary' will offer high level scores for each area. By clicking on the 'Detailed Results' button you can view a breakdown of results. To access your PDF reports, please click 'Detailed Reports' and tick 'Personal Details', 'User Summary' and 'Detailed Report', you can also select 'Profiler matches' but we encourage you to complete additional assessments in order to gain precise match scores.



Similarly to the 'Profiler Matches' scores, you are welcome to download the 'Leadership/Competency Report' but we would encourage completion of as many activities as possible in order to generate as many insights as possible.

Step 8. After completing all activities for the career match, you can view your results on your profile page. You are also able to complete more activities (optional), add additional information (work experience, skills and knowledge, languages, social media links etc) and documents of your choice to your online resume. All personal details will be automatically added to your reports so when you re-download 'detailed report' it will include all data and profile information.