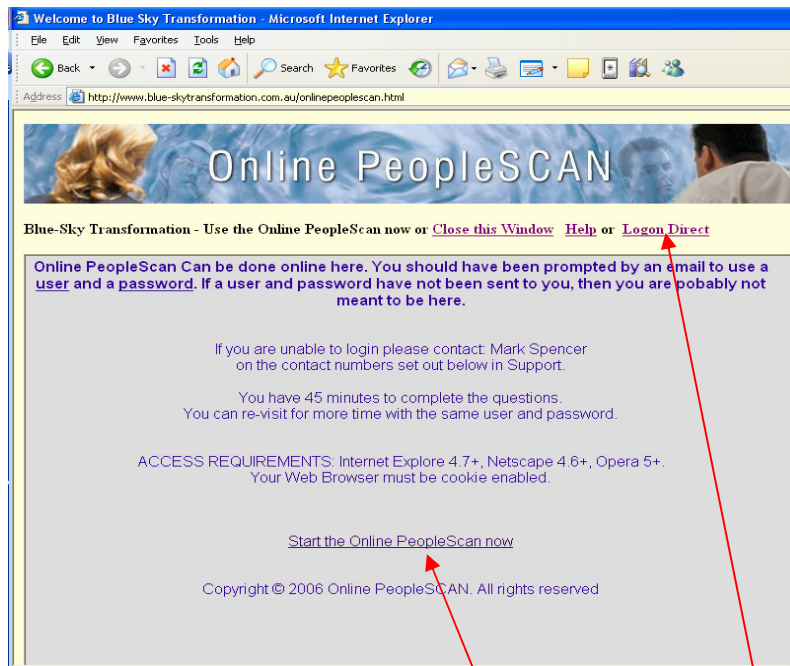


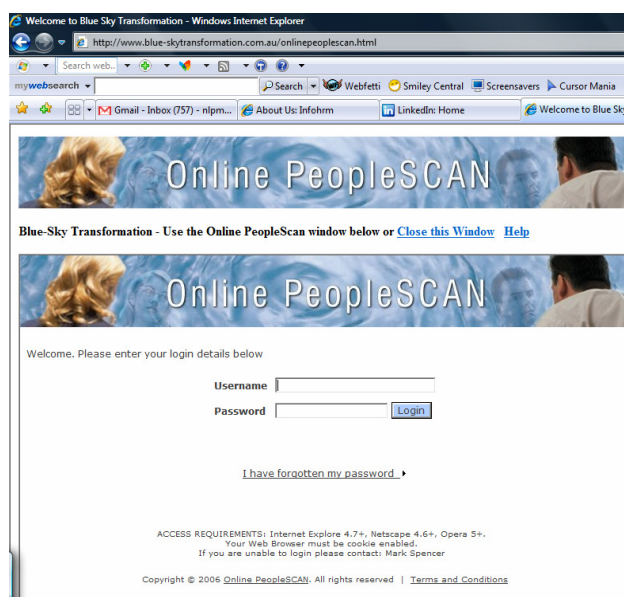


1. You should have been sent via email a
 1. logon (this is a group/generic login and you will be able to make a personal login in step 4 and 5)
 2. password (this is an initial password and new one will be generated for you in step 5)
 3. webpage link <http://www.blue-skytransformation.com.au/onlinepeoplescan.html>
2. The link will take you to a page very similar to this:



On the above webpage, use the [Start the On line People Scan now](#) button to start the survey process you have been asked to carry out. If you are working from a more restrictive environment, you may need to use the [Logon Direct](#) link.

3. And then enter the user name and password from the email in the screen indicated below:





4. Once you have successfully logged on, the program will ask you to create a personalised profile with your user name and password. So, please enter required personal data. Here is an example using Sonya's details - you should of course change the names and email address to your own:

The screenshot shows a registration form for 'Online PeopleSCAN'. The title is 'CREATE MY ONLINE WORK ENVIRONMENT'. Below the title, there is a welcome message: 'Welcome to Online PeopleSCAN. Before you can login to complete the 'survey-profiles' you will need to register your own personal online-work-environment. Please complete the following information.' The form is titled 'ABOUT YOU' and contains several fields, each with a red asterisk indicating it is mandatory:

- Full Name: Sonya Yeh Spencer *
- Email: sonya@blue-skytransformation.com *. Below the field, it says: 'Please note, your username will be your email address. It is important that you enter this correctly as your account details will be sent to this address.'
- Confirm Email: sonya@blue-skytransformation.com *
- Town / City: Queensland *
- Country: Australia *
- Zip: 4053 *
- Gender: Female *

At the bottom left, there is a red asterisk and the text '* Mandatory Fields'. At the bottom right, there is a blue button labeled 'Create Account'.

5. You should then see that a personal username and password that has been generated for you. Take note of this new Password and remember the email address you used.

Blue-Sky Transformation - Use the Online PeopleScan window below or [Close this Window](#)

The screenshot shows a confirmation screen titled 'Online Work Environment Created'. It says 'Hi Sonya Yeh Spencer,' and 'Your Online-Work-Environment has now been created. You can now login and complete the profiles listed in your Online-Environment.' Below this, it lists 'Your Login Details:-':

- Username: sonya@blue-skytransformation.com
- Password: BZDCIXR
- Login URL: <http://www.onlinepeoplescan.net/account/A11163>

It also notes: 'Please note, your account expires on 04 August 2008'. At the bottom, there is a red warning: 'Please print or make note of your account details otherwise you will not be able to login to your account on your next visit.' At the bottom right, there are two blue buttons: 'Login Now' and 'Come Back Later'.

6. Please click on the "Login Now" button on the screen above to start the Survey. Once you login at this point, you will be able to continue to login using your email address and this new password until the survey(s) are complete.

logon from now on, you can discard the initial group/generic login & remember the email address you used as your login - as displayed in the Online Work Environment Created screen

password the new system generated password (from the Online Work Environment Created screen) is the one you will use from now on

webpage link <http://www.blue-skytransformation.com.au/onlinepeoplescan.html>



7. Enter your personalised Username and Password then click on “Login”. Your Username will be your own email address used in step 4 and 5, and the password would be the new one that was generated for you by step 5.

Blue-Sky Transformation - Use the Online PeopleScan window below or [Close this Window](#)

8. Please select the Profile you have yet completed by clicking on the “Start Profile” and enjoy the process.

Blue-Sky Transformation - Use the Online PeopleScan window below or [Close this Window](#)

9. This screen (that you will get into as you login with your own email address used in step 4 and 5, and the password given to you in step 5) will allow you to resume a survey if you hadn't completed it, and also allow you to do a second or third profile if you could not complete it in the first login session. This screen will show you the ones you have completed and the ones yet to do. Depending on what has been requested for you, you may have 1, 2, 3 or 4 surveys to do.