

INSTRUCTIONS FOR REGISTERING AND TAKING IES ONLINE

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Provided by:

THE KOZAI GROUP, INC.
16414 Sundance Creek Ct.
Wildwood, MO 63005
USA

HOW TO COMPLETE THE IES ONLINE

Before you can complete the IES online, you will need a Group ID code. Your instructor or program manager will provide you with this code. Without the Group ID code you will not be able to access the IES. Please contact your instructor or program manager to obtain this code. Taking the IES online is straightforward and can be done without formal instructions; however, many people who take the IES prefer to have a step-by- step guide to follow, so this document has been prepared for you if you have that preference.

INSTRUCTIONS FOR TAKING THE IES ONLINE

1. Go to <http://ies.kozaieducation.org>
2. Click on the **“Sign-Up”** link in order to register.
3. You will then be asked to indicate whether you are **“taking the IES”** or **“managing a group taking the IES.”** Click on the **“take the IES”** button and it will take you to the page to register your name, email address and password.
4. Once you have registered your email address and password and clicked on the **“Register”** button at the bottom of the page, you will be taken to a confirmation page. Click on the **“Continue”** button to proceed.
5. You now find yourself on a page that gives you four options. Let’s follow the first option, **Register for the IES**, as that is the most common one users take to fill out the IES.
6. Click on **Register for the IES**. You will then be taken to the **“IES Registration”** page. Type in the Group ID you have been given by your instructor or program manager in order to be eligible to take the IES. Next

to the Group ID window, there is a button labeled, **“Search.”** Click on it, and the rest of the windows are automatically filled in with the information they require. Now, click on **“Proceed to the Next Step”** to be taken to the IES.

7. When you are taken to the IES cover page, read the instructions and then click on the button at the bottom to proceed to the questions.
8. After you have answered all the questions, you will be taken to a demographics page, which will ask you about your background and present situation (management level, experience, language expertise, etc.). Please fill this page out completely. Once you have completed this page, click **“Done.”** This will complete the steps for you to take the IES and the results will be stored. When your instructor or program manager releases the reports to be viewed, you will be able to go back in to the site and retrieve your results. To do so, you will need to do the following:
9. Go to [Http://ies.kozaieducation.org](http://ies.kozaieducation.org) and click on **“Sign in”** and log in with the same email address and password you used to register the first time. You must use the same email address and password or it will not recognize you, and you will not be able to retrieve your results. When you register, you will be taken to the Main Menu.
10. Click on **“View the IES Report”** and you will be taken to a page that has a button called **“View and Print the Report.”** When you click on this button, you will be taken to a Word file of the IES Report and can scroll through the report to get the explanations of the different dimensions the IES measures and your level of competency with respect to those dimensions. You can also print it for future reference.

More Tips

- a. After you register and access the IES, you can log out and return to the IES later to finish filling it out. If you log out, you can sign in again at the homepage, ies.kozaieducation.org, with the same email address and password you used to enter the site. After logging back in, you will be taken to the Main Menu with the same selections as before. To finish filling out the IES select **Complete the IES.**
- b. If you have finished the IES and would like to view your report later, log in at thoe click on: **View the IES report**
- c. If you would like to modify your name or password that the IES site has you registered under, click on: **Update my Account**