



CQ PORTAL

PARTICIPANT GUIDE

JOINING AND COMPLETING A PROGRAM:
EMAIL INVITE

This guide will provide you with the information you need to know to successfully join a program through email invite, complete assessments, and complete online learnings.

REGISTER/CREATE AN ACCOUNT

If you have an existing CQ Portal account, you can skip the registration process and just log in. Go to https://cqcenter.com/users/sign_in to sign in.

1. Register your email and password (All data is encrypted in transit). Go to https://cqcenter.com/en/users/sign_up to get to the registration page.

REGISTER

Already have an account? [Login](#)

First name	Last name
<input type="text" value="First name"/>	<input type="text" value="Last name"/>
Email address	Email confirmation
<input type="text" value="Email address"/>	<input type="text" value="Email confirmation"/>
Job title	Phone number
<input type="text" value="Job title"/>	<input type="text" value="Phone number"/>
Preferred language	
<input type="text" value="English"/>	
Password	Password confirmation
<input type="text" value="Password"/>	<input type="text" value="Password confirmation"/>

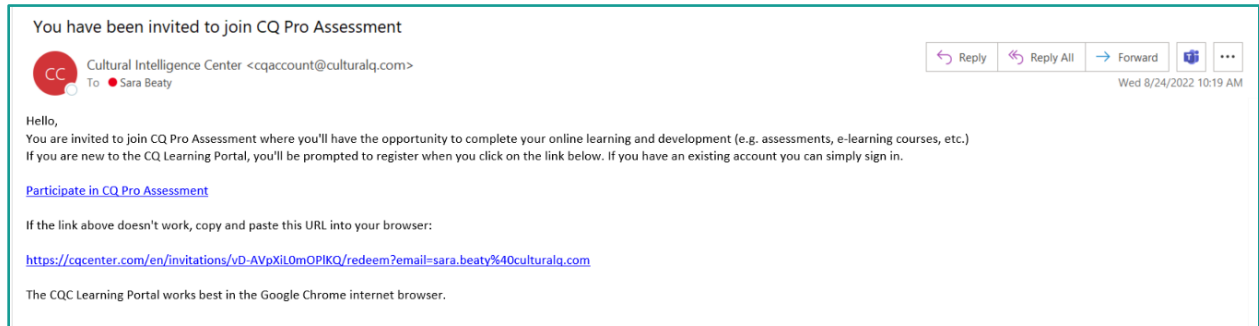
6 characters minimum, please!

I agree to the [terms and conditions](#)
[View our privacy policy](#)

2. Watch your email inbox for an email with a confirmation link. Then click the link to confirm your account. If you do not receive it, please click the “Didn’t receive confirmation instructions?” link on the log-in page.

RECEIVE EMAIL INVITATION

Watch for an invitation email from cqaccount@culturalq.com. Here is an example of what the email will look like:

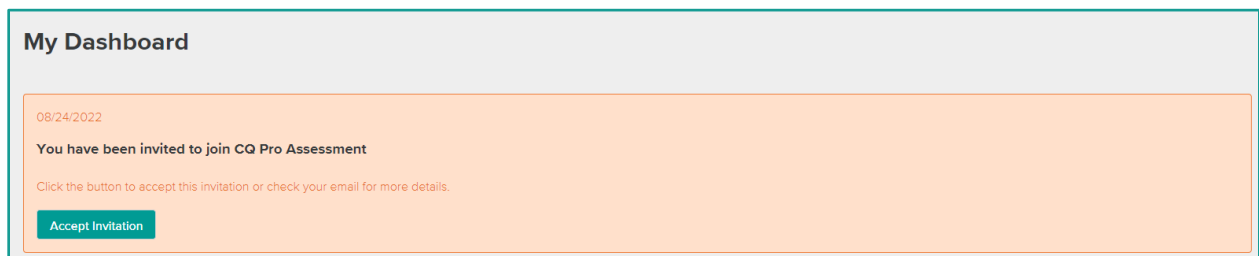


The program name you are joining will appear in the subject line and in the email, like in the above screen shot.

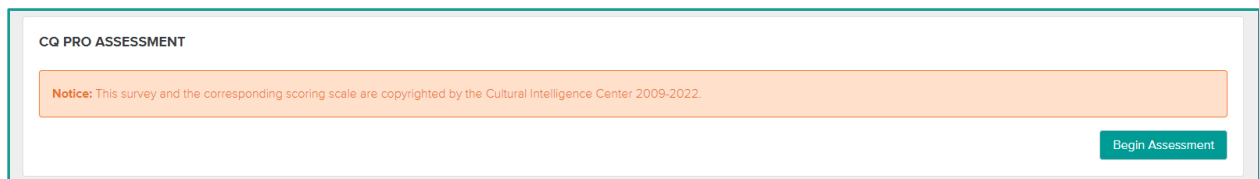
If you do not see an email invitation in your inbox, then please check your spam or junk folders.

JOIN A PROGRAM

1. Log into you CQ Portal account.
2. You should see the option to join your program on your dashboard. It will look something like this:

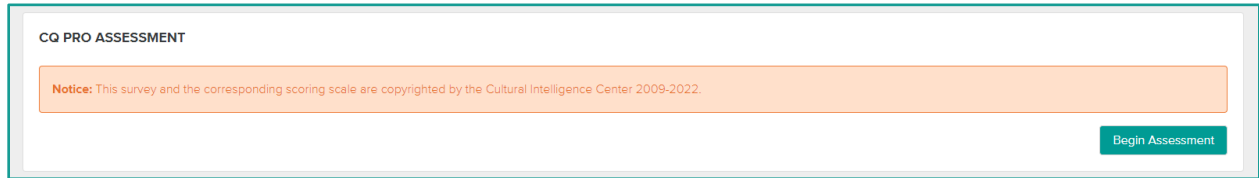


3. Click the "Accept Invitation" button to join the program. Then you should see the program appear on your dashboard.



Note: If you do not see the option to accept the invitation on your dashboard, then open the email invitation that you should have already received.

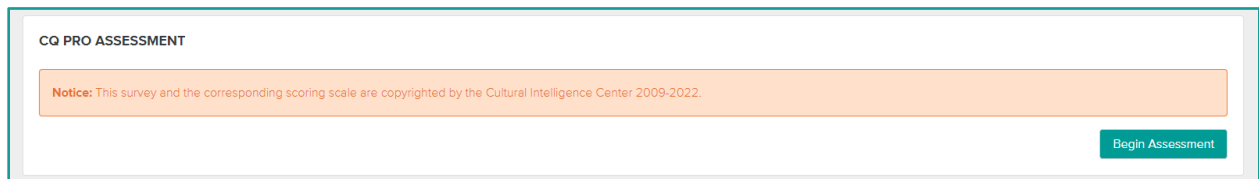
4. Click the link in the email, while you are logged in. You can also copy the link and paste it into your web browser.
5. You should now see your program on your dashboard.



ASSESSMENTS & FEEDBACK REPORTS

If completing an assessment is part of your program, read this section.

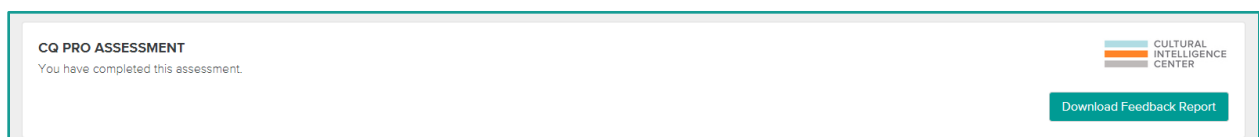
1. An assessment can be start by clicking the “Begin Assessment” button.



2. After clicking the “Begin Assessment” button, follow the instructions provided and answer the questions to the best of your ability. We recommend completing an assessment in one sitting, but if for whatever reason you are unable to do so, the CQ Portal will track and save your progress. When you return later to continue the assessment, click the “Resume Assessment” button and you will resume where you left off.



3. After completing the assessment, you will return to your dashboard. Then you can click the “Download Feedback Report” button to view your feedback report. This should be available for download immediately after assessment completion.



Note: If you do not see the “Download Feedback Report” button, then your program administrator has chosen to distribute feedback reports differently. Please contact your program administrator for more information if you do not see this button. The program administrator is the person who asked you to take the assessment.

Some assessments are made up of a Pre-Assessment and a Post-Assessment.

The Pre-Assessment will automatically appear on your dashboard once you join the program. The Post-Assessment will only appear on your dashboard after the program administrator makes it available. You will probably receive some kind of communication when you should come back to the CQ Portal to take your Post-Assessment. Here is an example of what a Pre and Post Assessment will look like:

The screenshot displays two identical assessment cards. Each card has a title 'CQ PRE/POST ASSESSMENT' and a subtitle 'Pre-Assessment' (for the top card) or 'Post-Assessment' (for the bottom card). Below the title is an orange notice box containing the text: 'Notice: This survey and the corresponding scoring scale are copyrighted by the Cultural Intelligence Center 2009-2022.' To the right of the notice box is a green button labeled 'Begin Assessment'.

E-LEARNINGS

If completing an e-learning is part of your program, read this section.

Some e-learnings can be taken without any prerequisites, while others require an assessment to be completed first. If your e-learning requires an assessment to be completed first, you should see something like this:

The screenshot shows a message box with the title 'MyCQ®: Understanding My Cultural Intelligence'. Below the title is the text: 'To access this e-learning course, please complete an assessment first.' There is no button visible in this state.

There is no option to begin the e-learning course and says “To access this e-learning course, please complete an assessment first”.






1. After you complete your assessment the e-learning will update and allow you to begin. Click the “Go to E-learning” button.

The screenshot shows the same message box as above, but now with a green button labeled 'Go To E-Learning' located below the text.

2. Within each e-learning there will be modules. All modules must be complete to fully the complete the e-learning. To begin the first module, click the “Launch” button.



MyCQ®: Understanding My Cultural Intelligence

0 of 8 modules complete

	MyCQ® Course Introduction Up next! Launch
	CQ Overview Locked until requirements are met
	CQ Drive Locked until requirements are met
	CQ Knowledge Locked until requirements are met
	CQ Strategy Locked until requirements are met

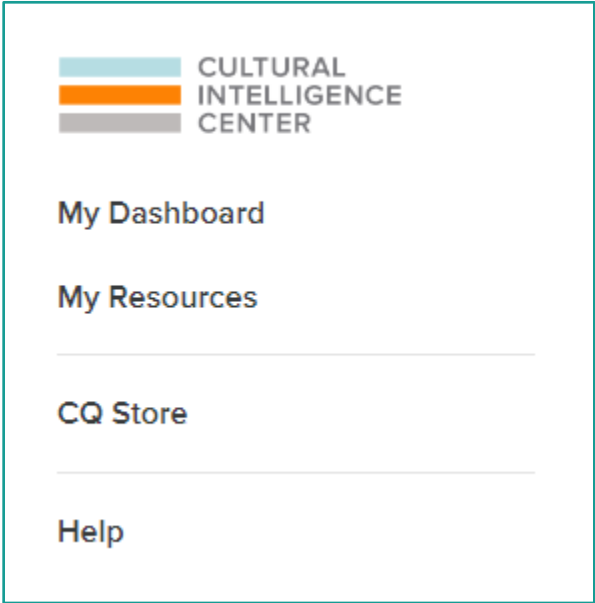
3. After a module is completed, it will have a green check mark next to it. You can click the “View Results” button to take the module again and review any quiz results (if there was a quiz at the end of that module). The next module will also become unlocked for you to begin.

1 of 8 modules complete

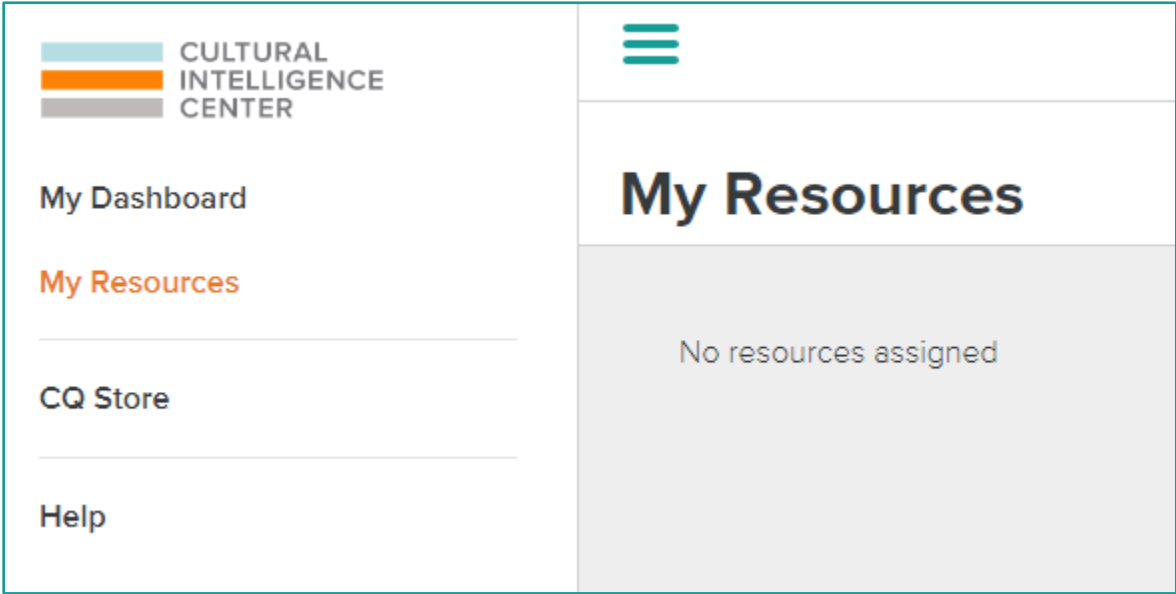
	MyCQ® Course Introduction Completed 2022-06-22 12:34 PM Your score: View Results
	CQ Overview Up next! Launch

MATERIALS AND VIDEOS

Some programs will have other reading materials and videos for you to read and review. You can access these reading materials and videos under the My Resources link in the side panel navigation.



If you have no materials or video available to you, then the page will show a message saying, "No resources assigned".



If there are resources listed, then you can click on the resource name to download and view it.

Implicit Bias in Healthcare Training	
Implicit Bias Health Care Training Guide (English)	Implicit Bias in Healthcare Training - Digital Materials for Class
Portal Participant Guide_Learning Paths (English)	How to complete your learning path

FAQ'S

- If you happen to forget your password, then please follow these steps:
 - Click https://cqcenter.com/users/sign_in
 - Click the “Forgot Your Password?” link.
 - Enter your email address into the box.
 - Click the “Send me reset password instructions” button.
 - You will receive an email with instructions, check your inbox.
 - In the email click the “Change my password” link.
 - A new web page will open, enter in your new password.
 - Click the “Change my password” button to confirm the new password.
 - This should immediately sign you in, and you would be all set.
- If you need to change your email address that you used to create your account, then follow these steps:
 - Log into your CQ Portal account.
 - Click the “Options” drop-down in the upper right corner of the page.
 - Select “Edit Account”.
 - Make any necessary changes.
 - Click the “Update” button at the bottom of the page.
 - The next time you go to login you will use the new email address you entered in.
- If you see an option to pay for assessments, but your Program Admin has informed you that you do not need to pay, then you have not successfully joined your program. Please reach out to admin@culturalq.com for assistance.

- If you have any trouble concerning registration or any aspect of the participation process, then please take a screenshot (which you could learn how to do [here](#)) and email it along with a brief description of your issue to admin@culturalq.com for assistance.
- If you have any other questions, then please reach out to admin@culturalq.com or call +1-616-855-1737.