

Online Assessment Instructions

Taking an Assessment

1.) Using a web browser (i.e., Microsoft® Internet Explorer), access the CPP Online Assessment site.	https://online.cpp.com
2.) Enter the following Login.	collegestudent
3.) Enter the following Password.	buttecollege
4.) Leave the "User ID" blank unless you are returning to complete an assessment.	Click: LOGIN
5. From the menu, select the desired assessment MBTI, Form M or Newly Revised Strong Interest Inventory	Click: BEGIN

- You will be prompted to fill out a demographics page.
 - Choose the **BATCH NAME** you have been instructed to use. It is usually the instructor's name and course. If you do not have a Batch Name, just select **WEB BATCH**.
 - Provide the requested demographic information.
 - Click **CONTINUE**.
- Follow all directions to complete your assessment.
- Respond to every item, answering the questions as spontaneously as possible. Don't think about how you "should" answer the question. The right answer is how you most accurately feel about the answer.
- After completing the assessment click **CONTINUE** at the bottom of the page.
- Write down your **USER ID**.
- If you have been instructed to take another assessment, click **BEGIN ANOTHER ASSESSMENT**.
- If you have completed everything you have been instructed to take, click **LOGOUT**.
- If you any reason you cannot complete an assessment in its entirety, be sure to click **SAVE & COMPLETE LATER**, so your responses will be saved and can be recovered when you resume.
 - Write down the **USER ID** number so you can resume and/or take additional assessments using the same **USER ID**.
 - Click **LOGOUT** and close your browser session.
 - To continue the assessment, return to **ITEM 1** above and start again, entering your **USER ID** in Step 4 and clicking **RESUME** in Step 5.

COST, ASSISTANCE, FOLLOW-UP: If you have any questions during the self-administration process, please contact Butte College Career Center at (530) 895-2340, Monday through Friday 8:00AM to 5:00PM. **Once you have finished the assessment contact the Career Center at (530) 895-2340 to make an appointment with a Career Counselor to review your results.** Assessment costs are \$12.50 for the MBTI and \$10.50 for the Strong Interest Inventory. Fees may be paid at the Career Center either before or after taking the assessment. Thank for you for your participation.

Preparation for the Assessment

1. Choose a time when you will not be interrupted.
2. Allow 30 to 40 minutes to complete the assessment.
3. Plan on completing the whole thing once you start.
4. Take the assessment when you are in an even frame of mind – not down in the dumps or bouncing off the walls.
5. Respond to the questions as they most accurately describe you 99% of the time – not the way you wish you were, or think you should be.
6. Do not try to analyze or manipulate the assessment.
7. Your first response is probably your most accurate or “best” response.
8. If there are words that you do not understand, don’t hesitate to look them up in a dictionary.
9. There is no right or wrong answer.
10. When you’ve completed your desired assessments please contact the Butte College Career Center at (530) 895-2340 to schedule an appointment with the Career Counselor to review your results.

Technical Requirements

For the site to function properly, your Internet browser must meet the minimum requirements of Microsoft® Internet Explorer Version 5.0 or higher or Netscape® Navigator® Version 4.72 or higher. The site may not function or display properly in other browsers or browser versions (such as Netscape 6.0). In general, browser providers (such as AOL) are supported as long as they are using the base applications noted above. While it is not a system requirement to do so, we recommend that you updated your browser from either www.microsoft.com or www.netscape.com.