



Helping your organization do more through HR Outsourcing...

HUMAN RESOURCES CONSORTIUM, INC.

Colleague Matching Assessment ToolSM(CMAToolSM)

Sign In / Login Instructions

Step 1: Employer / Employee Sign In Process:

Before you can take the CMAT, you will need to create a profile using an online form. You will need Internet Access to complete the task. Here are the steps:

1. Go to <http://www.hrconsortium.net/cmatool.htm>
2. On the far right hand side of the webpage, locate "Access CMATool"
3. Click the appropriate "Sign Up" button for employer or employee
4. Fill out the registration information (make sure all required fields are completed)
5. You will need to agree to the "terms and conditions" and "privacy policy" statements before proceeding
6. Click "Save" (you will be redirected to the "Take CMATool" page)
7. Congratulations, you're now registered!

Step 2: Taking the CMATool

1. Next to "Group Code," enter the number "4" & enter "Password" = _____
2. Click "Join"
3. Read the information provided (this explains the assessment tool)
4. Click "Begin Questionnaire"
5. You should now see the first question of the questionnaire

Note: As you take the questionnaire, the system will automatically save your answers. If time does not permit you to take the entire questionnaire, you can stop at any time and finish later, if necessary. You can log in to your profile to complete the questionnaire at any time. You will automatically be redirected to where you left off. **It is extremely important that you complete the entire questionnaire.** You may receive email reminders alerting you to finish at your earliest opportunity.

Step 3: Logging In / Finishing your questionnaire

1. Go to <http://www.hrconsortium.net/cmatool.htm>
3. On the far right hand side of the webpage, locate "CMATool Login"
3. Click the button "Login"
4. Enter the same email and password when you first signed up
5. Click the link "Continue Questionnaire for Group 4"
6. Read information
7. Click "Begin Questionnaire"