

## GREAT COLLEGES TO WORK FOR Instructions for Distribution of Login Sets

### Login Set Format:

If your institution has decided to distribute the survey using login sets, ModernThink will supply you with a unique password for each employee taking the survey. These will be labeled **(F)** Faculty, **(A)** Administration, **(P)** Exempt Professional Staff, **(N)** Non-exempt Staff and **(Adjunct)** for Adjunct Faculty at community colleges.

	User Name	Password	Job Category
1	XYZUniversity	23124556	F
2	XYZUniversity	22267889	A
3	XYZUniversity	498907777	P
4	XYZUniversity	866165172	N
5	XYZUniversity	112683912	Adjunct

Please submit the correct number of login sets through your individually customized Administrative Portal per Job Category, based on your random selection. Prior to the start of the survey, ModernThink will supply you with an electronic letter that you will need to mail/merge with this list to create unique invitation letters.

**Please be sure to distribute the login sets according to the Job Category to which they are assigned. Login sets identified with an (F) should be distributed to Faculty, login sets identified with an (A) should be distributed to Administrators, login sets identified with a (P) should be distributed to Exempt Professional Staff, and login sets identified with (N) should go to Non-exempt Staff. For community colleges, login sets identified with the word “Adjunct” should be distributed to Adjunct Faculty.**

We recommend that you distribute these invitations via email.

Your internal process should include a tracking sheet of each employee and the login set to which he/she is assigned. This will enable you to re-distribute the login set to the appropriate employee in the event the original communication gets lost. In order to keep response rates accurate and to maintain the integrity of the process, we will only supply login sets once for each institution. No additional login sets will be distributed during the survey period.

If you have any questions regarding this process, please call the ModernThink Help Desk at 888.684.4658.