



# OASIS

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## Online **A**ssessment **S**ystem & **I**nformation **S**ite Quick Start User Guide



**OASIS Quick Start User Guide for Lead Like Jesus  
Certified DISC Practitioners**

## **New OASIS Account– Quick Start User Guide**

All Certified Biblical DISC® Practitioners are assigned an exclusive OASIS (Online Assessment System & Information Site) for purchasing online-assessments and administering the assignment of assessment access codes and links. OASIS also contains training and learning resources including workshop handouts, PowerPoint Presentations, research reports, training videos, assessment debrief guides and training tools; as well as customizable marketing collateral and resources.

### **Welcome aboard!!!!**

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Thank you for joining us on this journey to share Biblical DISC® and Classic DISC Assessments out into your spheres of influence. This document can be used as a guideline of where to start and what steps to take when becoming familiar with your new OASIS account. Once you get familiar with OASIS you will find it to be an easy and intuitive system to support your assessment administration.

#### **STEP 1 – General Account Settings**

#### **STEP 2 - Purchase Assessment Credits**

#### **STEP 3 – Send Assessments-Access Assessment Users**

#### **STEP 4 - Personalize your Reports with a Custom Logo**

#### **STEP 5 - Modify your OASIS Site Design**

#### **STEP 6 – Review Resource Center**

#### **STEP 7 – OASIS and Assessment Support**

#### **Auxiliary Reports available on OASIS**

#### **Generating Auxiliary Reports**

## STEP 1 - CHECK YOUR GENERAL ACCOUNT SETTINGS

When you first log into your OASIS account, check to verify that the information we used to set up your account is accurate.

1. Log into OASIS: [www.lljoasis.com](http://www.lljoasis.com)
2. Click on ACCOUNT LOGIN
3. Enter your username and password → Log in.
4. Hover over the “**Account Settings**” option on the top menu.
5. Select “**Account**” in the drop-down menu.
6. Review the information such as ministry/company name, contact, address, phone, website, username, password, etc. You can change any of the information as well as your password or username as often as you like.
7. Make any desired edits and then select the “**Save Company Information**” button.

Please note: Your ministry/company name, phone number and website are merged into the footers of your assessment reports. You will want to make sure this information is correct.

## STEP 2 – PURCHASE ASSESSMENT CREDITS

You have access to purchase Biblical DISC® and Classic DISC assessments (credits) directly on your home page. **One credit equals one assessment.**

**Below are the details on how to purchase Biblical DISC® and Classic DISC assessments credits from your home page.**

1. On the Home Page- Under Available Assessments: Hover over the name of the assessment and click the **“Add Credits”** button. You can also click directly on the assessment name.
2. You will be asked to enter a total and click **“Add to Order”**. You can repeat this process if you want to bundle multiple assessments into one order.
3. To complete your order, fill in the credit card details below the total and click **“Submit Order”**. Your credits will immediately be added to your account. Your credit card will also be immediately billed.
4. If you have put your credit card on file via the **Account** page, there will be an option to use your card on file. You can then click that option followed by **“Submit Order”**.

### Assessments that are currently available on OASIS

Biblical DISC Assessment	\$25 Ministry Price (\$59 Marketplace Price)
Classic DISC Assessment	\$30 Ministry Price (\$59 Marketplace Price)

## STEP 3 - SEND ASSESSMENTS

You have two options for inviting people to complete assessments using your OASIS account.

**Option 1:** Use your OASIS built-in system for manually inviting individuals one by one, or via an import for multiple users. Assessment link emails from your OASIS will generate from **reports@lljoasis.com**

**Option 2:** Copy and paste assessment links into an email you send from your personal email account (Gmail, Outlook, AOL).

**Option 1:** Send an Assessment from you OASIS.

1. From the Home page under Send Assessment - Select the Assessment Link
2. Type in the email address, first name and last name of the assessment user
3. Decide if you want to modify the default email.
4. Click the “Send Assessment Link” button

An email will be sent to the assessment user with the assessment link embedded in the email. If you wish to edit the email for a particular Assessment User, you can click Yes under “Custom Email”.

This will bring up an email editor where you can make your text adjustments. When finished, click the same “Send Assessment Link” button.

**Send Assessment**

Select Assessment Link:  
 Customer Service Team

Email Address:  
 Harold@Carrington.com

First Name:  
 Harold

Last Name:  
 Carrington

Custom Email  
 No  Yes

Email Subject  
 Assessment confirmation email

Email Content

Dear %%e\_FirstName%%:

%%A\_Name%% thanks you for taking our assessment.

Please click on the link provided below to gain future access back to your account.

[%%enduseraccesslink%%](#)

If you are experiencing trouble using the above link, please copy the URL and paste it into your browser:

%%enduseraccesslink%%

**Please save this email so you can easily log back into your account with the link above.**

Design HTML Preview Words: 87 Characters: 577

Import Users **Send Assessment Link**

Option 2: Send an Assessment Link from your email (Outlook, Gmail, AOL).

1. From the Home Page go to Manage Assessments Links
2. Copy the link that is associated with the Assessment you want to send
3. Paste the link into your email with your personalized message.
4. Send.

To find a list of people who have completed assessments or have been invited to complete an assessment(s) click on the **Assessment Users** gold button on the home page.

## STEP 4 – PERSONALIZE YOUR REPORTS WITH A CUSTOM LOGO

One of the many features on OASIS is the ability for you to upload a custom logo on the back covers of Biblical and Classic DISC assessments as well as Collaboration, Relationship and Team Dynamics reports. This allows you to add personalized, custom branding to the assessments and reports you offer your users.

### To upload a custom logo:

1. Hover over the “**Account Settings**” selection on your top menu.
2. Select “**Account**” in the drop-down menu.
3. Select the “**Upload Logo**” button on the bottom of the page.
4. Once this page loads, browse your computer to find the logo. A preview will appear on the screen.
5. To remove the logo, click on the “**Remove Logo**” button. You can also upload another logo which will overwrite the previous one. You can use jpg, .png or .gif files.

### Logo requirements:


1. The logo should not exceed 500 pixels wide by 300 pixels tall.
2. Your logo might look better on the back page if it is smaller.
3. **Make sure to upload a logo that is not too big as that can result in a distorted back page.** If the logo is bigger than the dimensions on the back page it may force other elements down to another page.
4. The ideal logo size would be around 250 pixels X 250 pixels.

## STEP 5 – MODIFY YOUR OASIS DESIGN

The OASIS software allows you to create a custom header (banner across the top of your OAISS) and footer on your OASIS site. This design will be seen by your assessment users when they login to take an assessment. This covers the initial registration page and assessment completion pages. They will always see your header and footer design. By adding a custom banner, you are adding yet another level of branding for your clients, employees and groups.

Note: If you do not customize your OASIS site, the Lead Like Jesus banner will appear on your site.

### To modify your header and footer on your OASIS site:

1. From the Account Settings tab on your top menu, click on **Header/Footer**.
2. Here you can create a header and footer which will override the default design of the software. You can copy in HTML code which contains design elements from an existing website or you can create a custom design. Your design will appear for all your assessment users.
3. **To add your logo to your header:** Click on the header. Click on the  icon. This will allow you to browse your own computer and upload for logo or graphics for your design.
4. Click on the upload button, find the image on your computer, scroll to the bottom and click "**Upload**".
5. Once you upload the images into your image admin area you can "**Insert**" them into the appropriate places in the editor box.
6. Once you have loaded your image into the editor click on the "**Save**" button.
7. To remove the logo, select the image and click on the scissors icon.
8. Preview your logo. If the logo appears too big or too small, you'll need to resize your logo.
9. **To add text to your footer:** Click on the footer and type your company name, phone number, email and website (any info you want) in the box. Click on the save button on the bottom.

For more details on modifying your site design, you can view screen shots and detailed instructions in the OASIS Full Instruction Guide.



## STEP 6 – REVIEW RESOURCE CENTER

Access the Resource Center on the home page. Biblical and Classic DISC resources include training, marketing and educational resources to help build your knowledge and skills in using DISC Assessments in training, coaching/counseling and consulting.

Take a Tour of the Resource Center on your OASIS and get familiar with all the resources provided here:

**Biblical DISC Resources** – Biblical DISC Session handouts, workshop materials, trainer guides, PowerPoints and several training resources are available here. There are audio and video files and DISC learning games that you can build into your training sessions. DISC Practitioner Digging Deeper into DISC monthly calls are achieved here.

**Classic DISC Resources-** The training resources here apply to DISC in general as well as the Classic DISC Assessment.

**Biblical and Classic Marketing Resources-** The resources here offer flyers and information you can use to market the assessments and your workshops.

**Sample Reports-** Spend time reviewing the sample reports and explore the many applications for the reports in training and coaching.

## STEP 7 – OASIS and BIBLICAL DISC ASSESSMENT SUPPORT

For technical issues or comments/questions about OASIS, contact our Support Team at Assessments 24x7. Click on the **Resources Tab** on the top menu bar. From the drop-down menu select **Support**. Type your comment/question/issue in the box. Click **Send Message**.

For questions on using the Biblical or Classic DISC Assessments in your training, coaching or consulting or any questions pertaining to OASIS or your relationship as a Certified DISC Practitioner with Lead Like Jesus contact: Rich or Barbara Meiss, Leadership Development Directors or Kim Rider, Director of Operations at Lead Like Jesus.

Rich.Meiss@LeadLikeJesus.com      952-446-1586

Barbara.Meiss@LeadLikeJesus.com      952-446-1586

Kim.Rider@LeadLikeJesus.com      770-540-6558

For specific questions about the Biblical DISC Assessment or the Biblical characters contact Ken Voges, author of the Biblical DISC Assessment and DTS Professor at [Krvoges@aol.com](mailto:Krvoges@aol.com) - Email to set up a phone call.

For complete instructions on using OASIS, refer to the **OASIS Full Instruction Guide on OASIS** - under the Resources tab on the top banner of the Home page. The Full Instruction Guide will provide detailed directions and screen shots for administering and managing all aspects of your OASIS site.

# OASIS

## Online Assessment System & Information Site

### Assessments that are currently available on OASIS

Biblical DISC® Assessment	\$25 Ministry Price	\$59 Marketplace Price
Classic DISC Assessment	\$30 Ministry Price	\$59 Marketplace Price

### Auxiliary Reports that are currently available on OASIS

Team Dynamics Report	DISC Collaboration Report
Group Graphs	DISC Relationship Report
Team Wheel	

All DISC auxiliary reports are available at NO ADDITIONAL CHARGE (no credits are used for auxiliary reports). The reports can be generated for anyone who has completed a Biblical DISC Assessment or Classic DISC Assessment on your OASIS.

Sample Assessments and Reports are available on OASIS for your perusal.

### To access your OASIS:

Go to [www.lljoasis.com](http://www.lljoasis.com)

Click on Account Login

Enter your username and password

## **BIBLICAL and CLASSIC DISC ASSESSMENTS**



### **Biblical DISC® Assessment**

The Biblical DISC model combines years of scientific and theological research, citing Biblical examples of people who embodied each trait, and who God used to accomplish His purposes. It shows how Jesus modeled each trait to perfection and creates a common language that people can use to better understand themselves and to adapt their behaviors with others. This assessment can be within a ministry team, a leadership position, or other relationships. 45 pages



### **Classic DISC Assessment**

The Classic DISC is based on the DISC Model of Human Behavior, the leading personal assessment tool used by over 1 million people every year. DISC improves individual productivity, teamwork and communication. Classic DISC provides individuals a road map of their behavioral strengths. Knowing your unique behavioral style and strengths is key to healthy relationships and organizational success. 40 pages

### **Classic DISC Assessment contrasted with Biblical DISC Assessment**

There are two major differences between Classic DISC and Biblical DISC:

- 1) Classic DISC has no scriptural references
- 2) Classic DISC does not reference the Biblical characters that correlate to the D-I-S-C behavioral styles nor does it contain the additional five pages in the center of the report that reference the behavioral styles of Jesus. While the Biblical DISC contains three sections, the Classic DISC contains just two: Part I of Classic DISC is titled "Understanding Yourself Through the DISC Behavioral Model". Part II is titled "Applying the DISC Behavioral Model for Enhanced Relationships and Results."

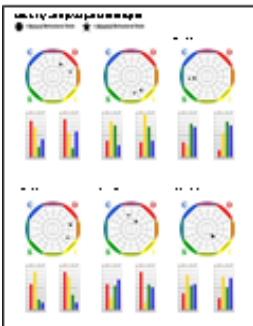
## AUXILIARY DISC REPORTS

The DISC auxiliary reports are generated in your OASIS account. Listed below is an explanation of each report and the information provided therein.



**Team Dynamics Report** assists in better understanding and developing how well a team functions and performs. The report provides an overview of the combination of different behavioral styles within the team created from the individual DISC Assessments. It measures the team's tendencies of observable behavior and emotion, based on the DISC model of directness/indirectness and guarded/openness.

The Team Dynamics Report provides information on both the Adapted and Natural Style tendencies of those on the team. There is also a resources section that provides information regarding communication and adaptability for the four DISC styles. You'll find graphs in the report that provide the breakdown of the team by style, coaching and awareness-building questions, comparisons of style on the Behavioral Pattern View (wheel) and interpretation questions, descriptions for each style based on their placement, and suggestions to help blend the team as effectively as possible. 23 pages.



**Group Graphs Report** gives you a summary in pictorial format of each individual's Natural and Adapted graphs, as well as the Behavioral Pattern View (wheel) with both the star and circle plotted to show Natural and Adapted locations. This graphic report shows up to 6 individuals on each page. Names are listed in alphabetical order. The number of pages is determined by the number of graphs included.



**Team Wheel Report** allows you to see the Natural and Adapted Behavioral Pattern View with all selected team members plotted together on the wheel. This report has one page with the wheel plotting natural styles, and another page plotting the adapted style. A key is included to easily identify the individuals who have initials represented on the wheel.



**DISC Collaboration Report** can be generated for any two individuals in a work or business relationship who have completed a Biblical or Classic DISC assessment. It presents the key features of the inter-relationship between two people, highlighting side-by-side the likely areas where they have both similar and dissimilar perspectives and behavioral tendencies.

The report shows specific areas where differences in perspective could lead to potential misunderstandings and offers possible solutions for conflict resolution. Areas examined in the collaboration report include DISC behavioral style overviews, strengths, work style tendencies, motivations, communication do's and don'ts and struggles. 17 pages



**DISC Relationship Report** is similar to the DISC Collaboration report in that it can be generated for any two individuals who have completed the Classic or Biblical DISC assessment. The main difference is that this report is for individuals in a personal relationship – typically couples in a dating relationship, married couples. Also is appropriate for family members (father to son, sister to sister, etc.) It highlights side-by-side the likely areas where the two individuals have similar and dissimilar perspectives and behavioral tendencies.

The report shows specific areas where differences in perspective could lead to potential misunderstandings and offers possible solutions for conflict resolution. Areas examined in the relationship report include DISC behavioral style overviews, strengths, struggles, communication do's and don'ts and task style tendencies. 15 pages

## GENERATING AUXILLARY REPORTS

### Generating a Collaboration Report

1. On the OASIS Home Page above the Resource Center click on the gold button **DISC Collaboration**
2. On the next page look for: Add Selected Users to Report
3. Under Add Selected Users to Report find the two individuals you want to compare and check the little box to the right of their name
4. Click on the blue button Add Selected Users to Report
5. The two reports – one for each person you selected will populate as pdf reports under DISC Collaboration Comparison
6. Click on the pdf to view/print/save. It may take several minutes for the reports to generate.

### Generating a Relationship Report

1. On the OASIS Home Page above the Resource Center click on the gold button **DISC Collaboration**
2. On the next page click on the blue button Generate Relationship Reports
3. On the next page look for: Add Selected Users to Report
4. Under Add Selected Users to Report find the two individuals you want to compare and click on the little box to the right of their name
5. Click on the blue button Add Selected Users to Report
6. The two reports – one for each person you selected will populate as pdf reports under DISC Collaboration Comparison
7. Click on the pdf to view/print/save. It may take several minutes for the reports to generate.

## Generating Group Reports

Group reporting varies depending on what assessments you are using. In most cases the report will produce a graph or series of graphs that show collaborative data from a selected group of assessment users.

### **Below are the steps to run a group report.**

1. On the Home page above the Resource Center click on the gold button **Group Reporting**
2. Filter by completion date (if desired).
3. Select the report you wish to run. For example: Team Report, Team Wheel, Group Graph
4. Select a group (if desired).
5. Select an Assessment Link name (if desired)
6. Your filtering will bring up a list of names to the right.
7. Via the checkboxes next to the names, choose which people you wish to include for the group report. Then click on the “Add Selected Users to Group Report” button.

Once you have selected the users, a grid will appear on the left of the screen showing your selected assessment users. You can search for more users to add to the report, or if you are finished, click on “Generate Report” to view the group report. Please allow up to 30 seconds for the group report PDF to be created.

### **SEE FULL INSTRUCTION MANUAL FOR DETAILED INFORMATION ON GENERATING GROUP REPORTS**