Observer Instructions for Completing LPI Online

As an Observer Completing the LPI consists of 2 simple steps; registering, and completing the assessment.

1. Register

You will receive a separate email message from notifications@lpionline.com with the subject line that reads, “LPI Online – Request to Assess.” It will contain a link to the LPI Online system. If you do not receive the notification email, please contact your administrator. Please register right away, even if you don’t plan to complete the survey just yet.

   - **If you are new to the LPI,** click on the link in your welcome email which will take you to the registration page. Complete all of the requested information including the secret questions. (if clicking on the link does not take you to the registration page, please try copy/pasting the link into your browser).
     
     Note: You can change the password during registration to one you will remember.
     
     Note: If you have multiple email addresses, please click on “Add Another Email” during registration and enter them there. It can be clicked multiple times to add multiple addresses.

   - **If you have used LPI before as an Leader or Observer,** the email you receive will contain the link to the log on page, as well as your user name and password. Click on the link to log into LPI. You may be prompted to complete a short registration step before you can login.
     
     Note: You can change the password during registration to one you will remember.
     
     Note: If you have multiple email addresses please click on “Add Another Email” during registration and enter them in. It can be clicked multiple times to add multiple addresses.

2. Complete the Assessment

When you’ve completed the registration process, you will be logged into LPI. Once you’re logged in, you can complete the Self survey by clicking on “Take Assessment.” under the Observer heading. Make sure to click Submit at the end to have your answers recorded.

Note: Once you submit your survey your answers cannot be changed

If you are selected as an Observer for more than one person, you will receive a notification email from leader requesting your feedback. Please access the website through the link in this email so that the request will appear in your profile. You will need to do this for each person who asks you to complete the LPI for them if their survey does not appear in your account.

Note: If you have more than one Observer request, please verify who you are completing the survey for because once a survey is submitted, the answers cannot be changed.

NOTE: The LPI system will “time out” if left idle for 45 minutes and all work will most likely be lost.

**Trouble?**

If you experience any issues with your survey and need assistance please contact Wiley Technical Support though the support site at: [http://lpi.custhelp.com/](http://lpi.custhelp.com/) or you can call 800-762-2974.