



QUICK Start Guide for Pearson's Talent Assessment Platform

Welcome to Pearson's online Talent Assessment Platform (TAP).

The purpose of this document is to provide you with a "Quick Guide" and overview of **TAP**. For more detailed information on any of the platform features, please download the *User Guide* from www.talentlens.com.au/logintoa. Under 'Useful Links', located on the right hand side of the screen, select and then download the '*Comprehensive Talent Assessment Online Platform User Guide*'.

TAP now provides users with a fast, more intuitive approach to administering online talent assessments.

Accessing the Platform

Once registered you can access Pearson's online platform via:

<https://tara.vitapowered.com/> [Enter your unique URL identifier] using your login ID and password.

Getting started

Browser Requirements

The Pearson Talent Assessment platform requires Internet Explorer language settings to include English – US. This setting will ensure your online account operates correctly. To update your language settings open an Internet Explorer session.

Select Internet Options > General tab > Languages > Add – Select *English (United States) [en-US]* and then click on *OK*. Use the *Move up* or *Move down* buttons to ensure *English (United States) [en-US]* is the first language to appear on the list.

For more detailed steps please refer to Browser Requirements Page 2 in the User Guide.

Customising your Email Templates

You now have the ability to review and customise emails that are sent from your account. To update the email template follow these steps.

1. Select *Settings* from the top navigation bar
2. Select *Email Templates*. A full list of the email templates available will display
3. Double click on the email template to review and update e.g. Tester Assigned.

Placing an order

1. Click on *Catalog* tab
2. Select *Search* or choose your assessment under *products* or type a product name in the text bar.
3. Click on *Add to Cart* enter the quantity required
4. Select *Edit/Checkout* from the **Shopping Cart** widget to purchase and add the selected assessment to your inventory

Assigning and Emailing Assessments to Candidates

Click on the *Assign* tab

Step 1- Candidate Tab - Select *Search for Existing Candidates* OR select *Add New Candidates* to the system and complete the required information.

Step 2- Products Tab - Select the assessments you wish the candidate to complete.

Step 3- Assign Tab - Check the correct candidate and products are displayed.



Select *Email*: you can choose to send the standard email template or modify the test assignment email that will be sent to candidate.

OR

Create New Email: Select to modify and edit the email as required.

Once this is assigned a message box will pop up giving you the option to *Start Test Now*. This is typically used when a candidate is onsite for administration. Select *Close* and the email will be sent to the candidate/s.

Step 4 Demographics. This option will only appear after assigning the candidates if required demographics or multiple norm groups need to be selected.

Viewing the results

1. The administrator will be sent an email once the assessment has been completed.
2. Log into **TAP**. From the dashboard, click on the *Results* tab
3. The *Product Status Matrix* will appear giving you a status of all your assessments. Select the *View Report* to view.

Additional Features

Creating a Battery

There is an option to create your own battery of tests. This allows your candidate to have one login session while completing multiple tests.

1. From the *Catalog* tab select *Batteries*.
2. Click on *Add New Battery* → you need to give your new battery a *Name* and a *Description*.
3. Click on *Add Products to Battery* → a list will appear with all available products. From here select the products to add to the battery
4. Click on *Save Battery*. The battery will be added to your catalog available for purchase and assign.

Uploading Groups

It's not always practical to enter candidates one-by-one and the platform does allow you to do this in bulk. For more detailed information on uploading groups, please download the *User Guide* from www.talentlens.com.au/logintoa. Under '*Useful Links*', located on the right hand side of the screen, select and then download the '*Comprehensive Talent Assessment Online Platform User Guide*'.

Changing your settings

To update any of your contact information click on the *Edit My Info* tab and change/complete any required information.

In the *Users* tab you can search for a candidate using any candidate data you originally assigned. Once you have found the candidate, you can also update candidate information as required.

If you require technical assistance please contact our Talent Assessment account management support team on:



1800 570 308 (Australia)

0800 643 660 (New Zealand)



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