# Instructions for taking the NTEN Tech Accelerate assessment

NOTE: You **do NOT need to be a paying NTEN member** to take the free Tech Accelerate assessment. You DO need to create a free account for yourself and then one for your organization (assuming you don't already have them in place). _These instructions assume you do not have either of those things already._
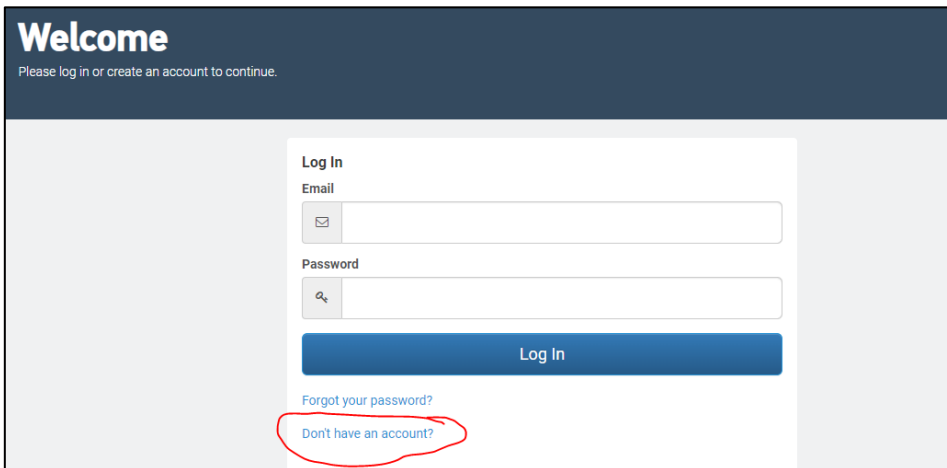
If you have additional questions, refer to the FAQs or email accelerate@nten.org

Create a user account and organization profile on NTEN.org:

1) Open your web browser and navigate to www.nten.org/accelerate

2) Click the login button, even if you don't have an NTEN account yet.
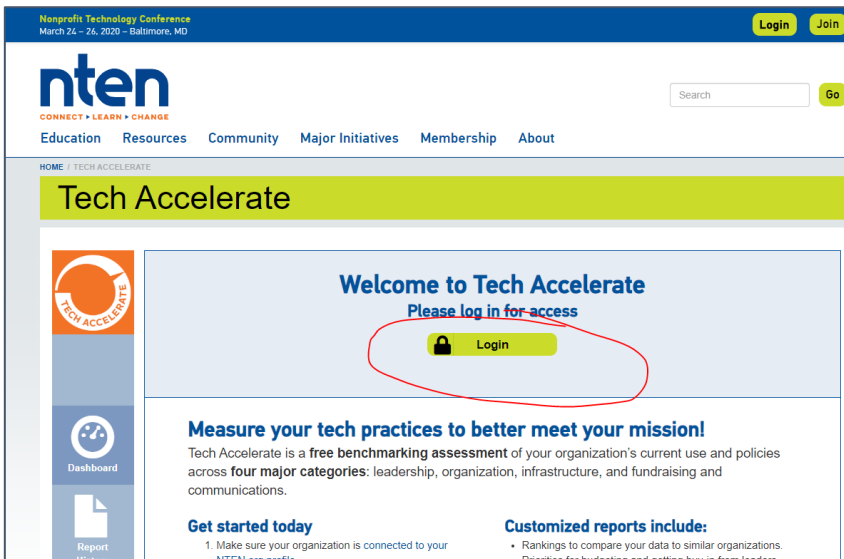
3) If you already have an NTEN account, log-in. If you don't, click "Don't have an account?"

4) Fill in the required fields to create a new account.

My Contact Information

First Name *	Linz
Middle Name	
Last Name *	Bilks
Job Title	
Job Type *	Other - Student, Retired, Board Member, etc. ▼
Mailing Country Code *	United States ▼
Mailing Street	
Mailing City	
Mailing State/Province Code	--None-- ▼
Mailing Zip/Postal Code *	12019

Privacy Policy Agreement

By continuing, you are creating an account with NTEN and agree that we may send emails and use this data as stated in our privacy policy. Users can manage preferences or request data removal at any time. We will never share email addresses or other personal data with any third parties.

☑ I agree

Security & Login

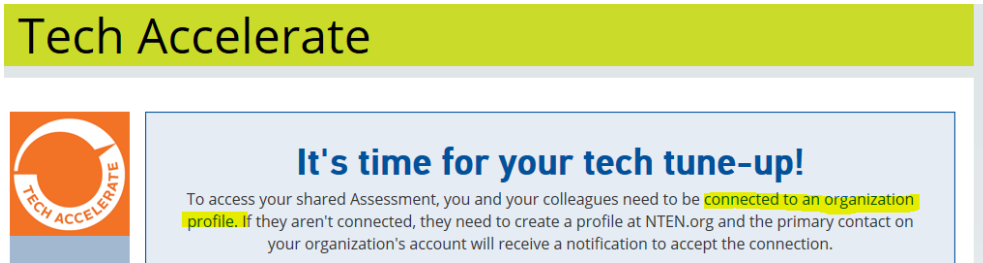|	
Email *	
Retype Email *	
Password *	

Your password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username.

Password Strength:

Retype New Password *	

Create Account

5) This will bring you back to the Tech Accelerate Assessment start page. Click the highlighted link.
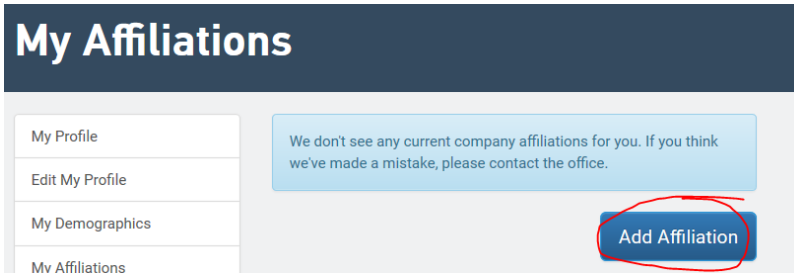
Tech Accelerate

It's time for your tech tune-up!

To access your shared Assessment, you and your colleagues need to be connected to an organization profile. If they aren't connected, they need to create a profile at NTEN.org and the primary contact on your organization's account will receive a notification to accept the connection.

6) If your individual account is not already affiliated with an organization profile, you need to create your organization's profile. Click "Add Affiliation."
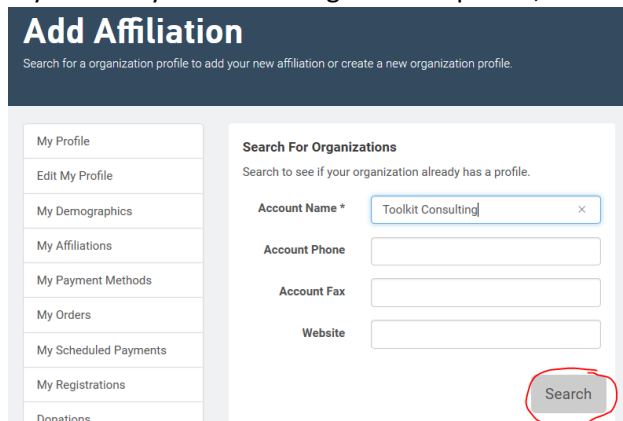
My Affiliations

My Profile	We don't see any current company affiliations for you. If you think we've made a mistake, please contact the office.
Edit My Profile	
My Demographics	
My Affiliations	Add Affiliation

a. If you think you have an organization profile, search for it by organization ("account") name.

Add Affiliation
Search for a organization profile to add your new affiliation or create a new organization profile.

My Profile	**Search For Organizations**
Edit My Profile	Search to see if your organization already has a profile.
My Demographics	Account Name * Toolkit Consulting
My Affiliations	Account Phone
My Payment Methods	Account Fax
My Orders	Website
My Scheduled Payments	
My Registrations	Search
Donations	
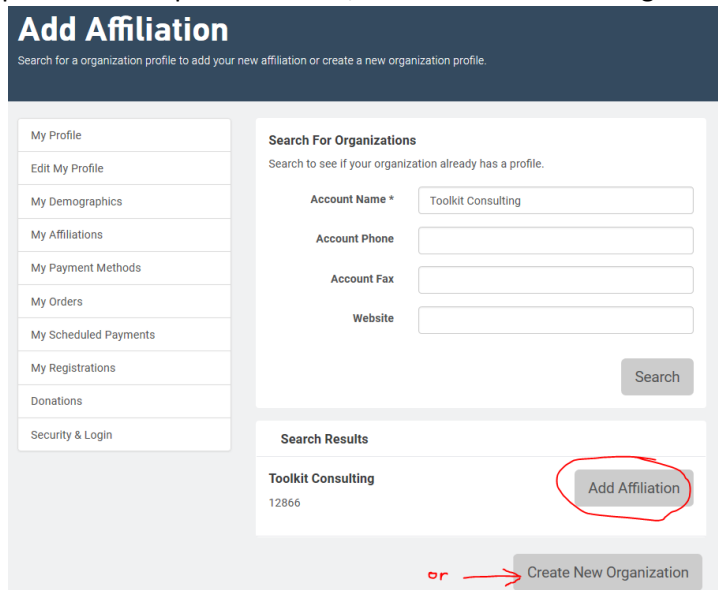
b. If your organization has a profile, it will show in the search results. Click "Add Affiliation" and proceed to step 8. Otherwise, click to "Create New Organization".

Add Affiliation
Search for a organization profile to add your new affiliation or create a new organization profile.

My Profile	**Search For Organizations**
Edit My Profile	Search to see if your organization already has a profile.
My Demographics	Account Name * Toolkit Consulting
My Affiliations	Account Phone
My Payment Methods	Account Fax
My Orders	Website
My Scheduled Payments	Search
My Registrations	
Donations	**Search Results**
Security & Login	Toolkit Consulting Add Affiliation
	12866

or → Create New Organization

7) Create your organization profile. Note the only required field is "Account Name" (i.e. Organization name). You will NOT be charged anything even though it asks for "Billing address", which is optional.

8) Once you've connected/added your organization profile, you'll see the "Got it, thanks" message below. To complete the process, you will need to **LOGOUT**. (Yes, seriously.)

9) Logging out will bring you back to the NTEN home screen. Click "Get Started".
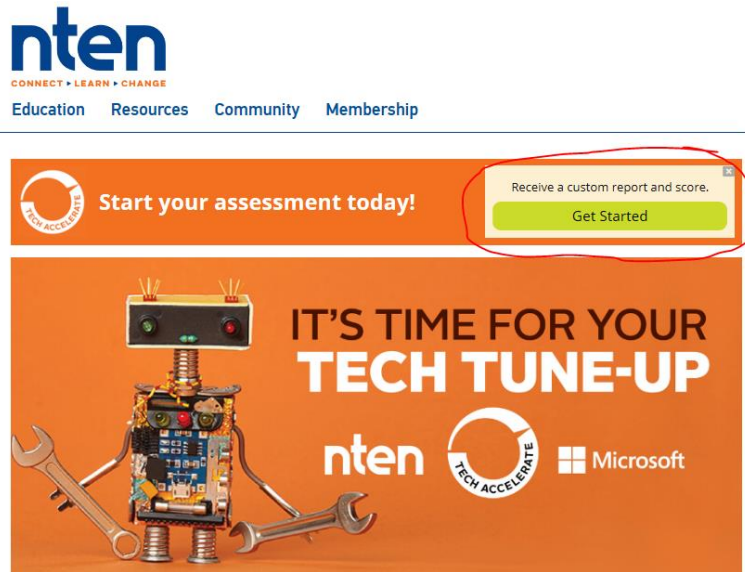
10) Log back in with your individual account.
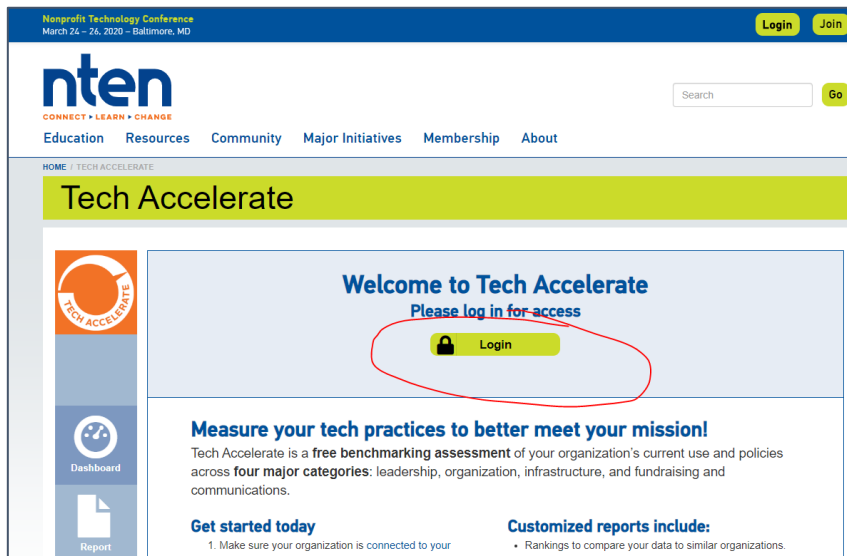
11) Once you've logged back in, you'll see the "Start" button appear. This means your individual account is now affiliated with your organization profile, and you can begin the assessment.
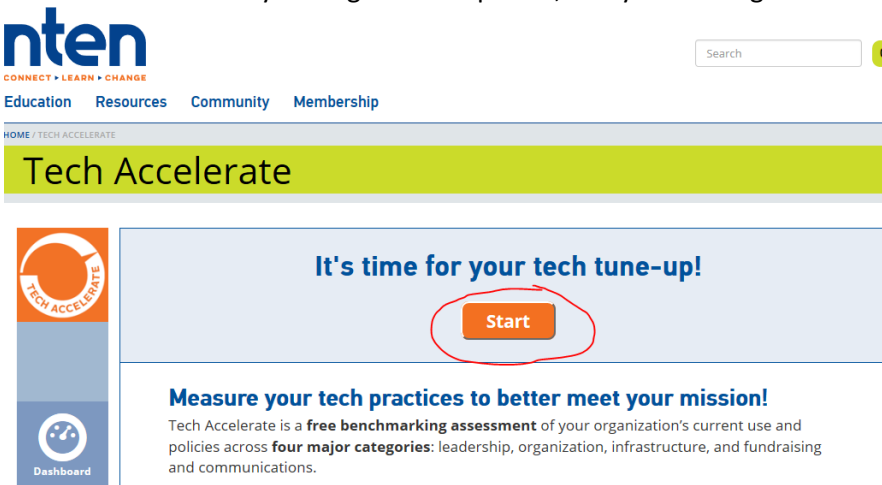
12) Fill out the assessment. If you can't complete it all in one sitting, it will save your progress throughout and let you return to complete previously skipped questions.

13) Once you've completed the assessment, submit it to receive a report of your results.

14) On the next screen, click "Print report", select "Print to PDF" in your printer window, and **email a copy of the saved PDF to Feza or Mike**, and anyone else who you would like to review the results.

Want to invite your colleagues to contribute directly to your online assessment?

Tech Accelerate gives you an option to invite colleagues to contribute directly to the online assessment. (For example, if you don't know the answers to some of the questions and want them to respond). Once invited, your colleagues will need to set up their own free, individual account on NTEN.org. Then they will need to connect/affiliate their account to your organization's profile. Instructions are below.

15) To invite colleagues to contribute directly to the online assessment, click the button below. Your colleagues will need to follow steps 1 – 6 above to create an individual account and affiliate it with your organization's profile. Then they continue from Step 16 below.
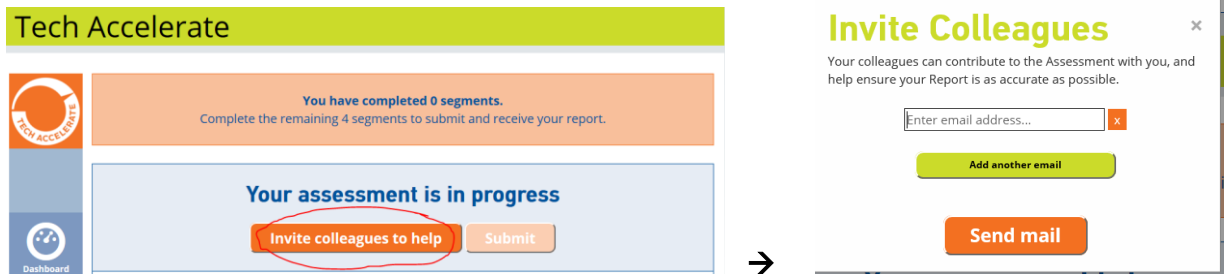
Continued from Step 6…

16) Once you click the "Add Affiliation" button for your nonprofit, you will see the message on the left. Click "OK". On the next screen, click "Resources > Tech Accelerator". You will now be able to contribute to your organization's assessment. If you don't see the "Start" button, you may need to log out and log back in for the changes to take effect.