



# JVIS.COM Account Guide

In this User's Guide you will find step-by-step instructions on how to use the counselor account and the client access on JVIS.COM. Detailed instructions are also available on each page of the website.

The topics on the following pages are:

Welcome to JVIS.COM for Counselors! .....	1
JVIS.COM for Counselors .....	2
Account Log-in .....	3
Your JVIS.Com Account .....	4
Your Access Passwords .....	5
Access Password Summary .....	6
Edit Selected Record .....	7
Emailing Instructions .....	8
Viewing the Responses .....	9
Purchase Access Password .....	10
Welcome to JVIS.COM Client Access! .....	12
Client Log-in .....	12
Client Information - About You .....	12
Client Information - Your Summary .....	14
Client Administration .....	15
Client Report .....	16

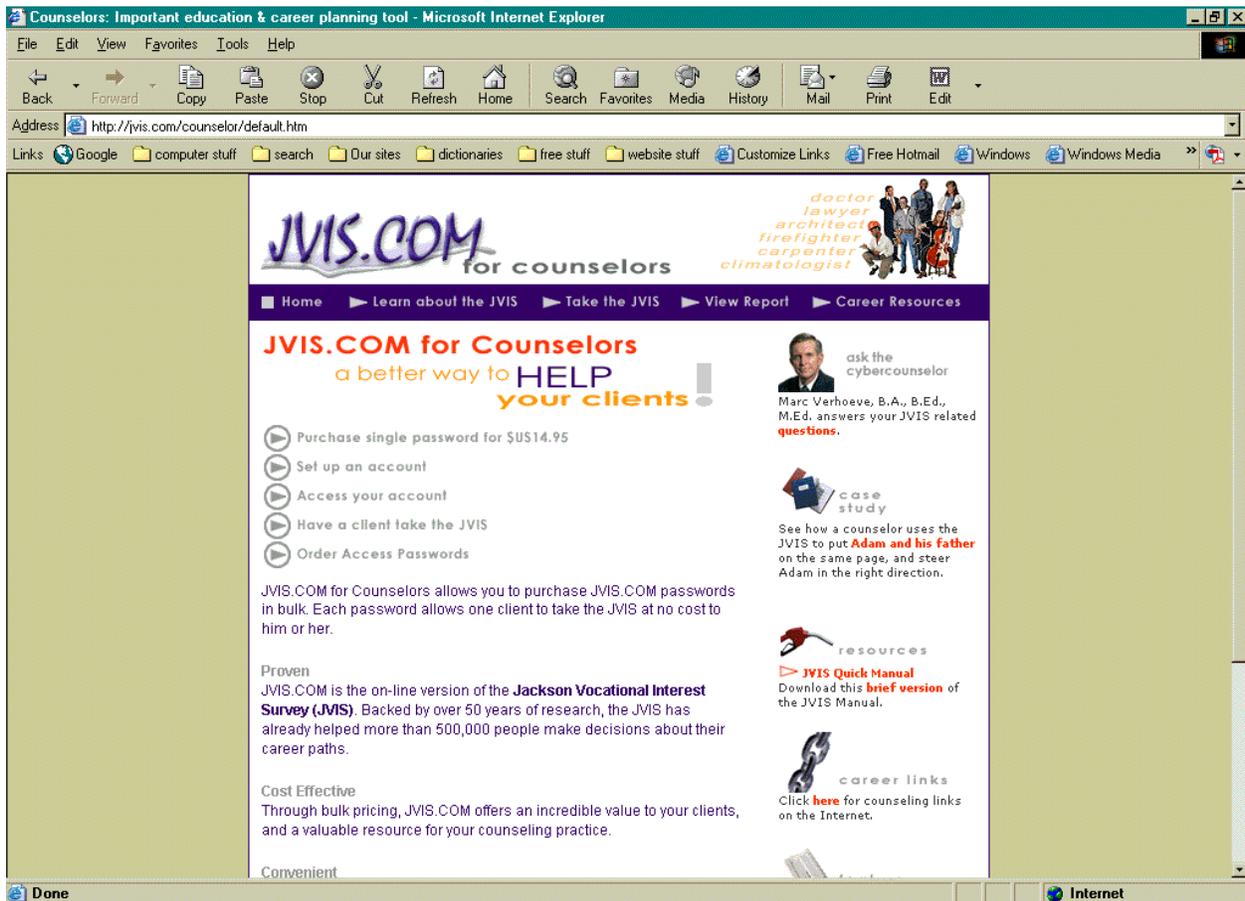
# Welcome to *JVIS.COM for Counselors!*

## JVIS.COM for Counselors

To get started go to <http://jvis.com>. On the main page click on the counselor link:



The *JVIS.COM for Counselors* page will open.



## ***Description***

The main page of *JVIS.COM for Counselors* gives you, the counselor, access to the JVIS.COM counselor account, and your clients access to the JVIS.COM.

## ***How to use***

Counselors: Click on the **Access Your Account** link. You will be taken to the *Account Log-in* page. You can also get there directly by typing <http://jvis.com/account> into your browser.

Clients: Click on the **Have a Client Take the JVIS** link. You will be taken to the *Client Login* page. You can also get there directly by typing <http://jvis.com/client> into your browser.

## **Account Log-in**

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## ***Description***

The Account Log-in page prompts you to input your *Account ID* and *Account Password*. These codes are necessary to protect the privacy of your clients' data.

## ***How to use***

Type in your 6-character Account ID and your 10-character Account Password. The Account Password always begins with the letter **A**.

Click on **Log-in** to proceed to the *Account Control* page.

Click on **Exit** to return to the *JVIS.COM for Counselors* page.

# Your JVIS.Com Account

**Your JVIS.Com Account**

Welcome to your JVIS.Com account. Please confirm that the information below is correct. Use the **Edit** button at the bottom of the page if you need to make changes. Click on the **Access Passwords** button to control the JVIS.Com Access Passwords you have purchased. The **Library** button gives you access to manuals, sample reports and other important JVIS.Com documents. When you have finished working with your JVIS.Com account, click the **Sign Out** button to exit.

**Account News:**

- ▶ Your JVIS.Com account interface has been revamped, making it easier for you to track and control the JVIS.Com Access Passwords you have purchased.
- ▶ **Secure Site**  
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**Account Summary:**

Account:	<b>SAMPLE</b>
Password:	<b>XXXXXXXX</b>
Company:	<b>TEST CO.</b>
Contact:	<b>Sam Sample</b>
Address:	<b>700 Sample St.</b>
City:	<b>Port Huron</b>
State/Province:	<b>MI</b>
Country:	<b>USA</b>
Zip/Postal Code:	<b>12345</b>
Email address:	<b>customerservice@jvis.com</b>
Phone:	

[Access Passwords](#) [Edit](#) [Library](#) [Sign Out](#)

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VERIFY ▶

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## *Description*

Your *JVIS.Com Account* page lists your Account ID, Password, Company Name, Contact Information, and a Contact Name. Please ensure that your company information is correct before proceeding.

## *How to use*

**Changing Your Account Information:** Please ensure that the information on the *Your JVIS.Com Account* screen is correct. If there is an error, please correct it. To change information click on the **Edit** button.

**Additional Resources:** The **Library** button gives you access to test manuals, sample reports and other important JVIS.Com documents.

**Viewing the Access Passwords:** Click on the **Access Passwords** button to control the JVIS.Com Access Passwords you have purchased.

Click **Sign Out** to return to the JVIS.COM home page.

# Your Access Passwords

## Description

The *Your Access Passwords* page lists all the Access Passwords you have purchased. When a client has been assigned a password their name will appear beside that password. It also shows the Account information entered on the *Your JVIS.Com Account* screen (see page 4).

## How to use

**Selecting an Access Password:** To work with an Access Password, click the radio button beside the corresponding number, then click the **Select** button.

**Sorting:** Click on the **Sort** button at the bottom of the page to control the order of the record listing. Sorting options include **Active, Inactive, All, Last Name, First Name, Password, Ascending and Descending.**

**Changing Your Account Information:** Click on the **Done** button to return to the *Your JVIS.Com Account* page. This is where you can review or change the information you provided when setting up your account.

Click on **Done** to return to the *Your JVIS.Com Account* page.

# Access Password Summary

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**Access Password Summary**

Listed below is the information about the JVIS.Com Access Password CXXXXXXXXX. To edit this information, click the **Edit** button. To erase an incomplete administration and re-issue this Access Password, click the **Clear** button. To email this password to a client, click the **Email** button. To administer the JVIS using this password, click the **Administer** button. To exit this page, click the **Done** button.

**Account Summary:**

Account: **SAMPLE**  
Company: **TEST CO.**  
Contact: **Sam Sample**

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**Access Password Summary:**

Access Password: CXXXXXXXXX  
First name:  
Last name:  
Gender: **Unknown**  
Address:  
City:  
State/Province:  
Country:  
Zip/Postal Code:  
Email address: **(Missing email address. We will be unable to send your client this password should he or she forget it.)**  
Status: **Unused**

**Edit** **Clear** **Email** **Done**

**Administer**

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## *Description*

The *Access Password Summary* page displays your Client's Name, Client's Information, and Email Address.

## *How to use*

**Editing the Client's Demographics:** Click the **Edit** button to edit your client's demographic information. Please note that Gender is important since Female and Male reports are normed differently.

**Clearing a Record:** To erase an incomplete administration and reuse the Access Password, click on the **Clear** button. This feature may only be used if the JVIS has not been completed and the report has not been viewed.

**Email Instructions:** Email your client brief instructions on how to complete the JVIS, including their Access Password.

**Immediate Administration:** Have your client complete the JVIS directly on your computer using this Access Password by clicking the **Administer** button.

Viewing Responses: Click the **Responses** button to view the responses for this client.

Click on **Done** to return to the *Your JVIS.Com Account* page.

## Edit Selected Record

### Edit Access Password Information

Please make sure that the information below is correct. Your client's name, along with the Access Password, controls access to his or her JVIS.COM data. Your client's name and gender appear on the JVIS.Com personalized report. Your client's country determines which version of the JVIS.COM report he or she receives. Should your client forget his or her Access Password, we will only send it to the email or street address listed below. Click the **Save** button to save your changes. The **Cancel** button exits this page without saving your changes.

**Account Summary:**  
Account: **SAMPLE**  
Company: **TEST CO.**  
Contact: **Sam Sample**

**Access Password Information:**

Access Password:	CXXXXXXXX
First name:	Samantha
Last name:	Sample
Gender:	FEMALE
Street:	700 Sample St.
City:	Sample City
State/Province:	MI
Country:	USA
Zip/Postal Code:	12345
Email Address:	customerservice@jvis.com

**Privacy**  
The information you enter on this page will only be used to control access to your client's data, personalize his or her report, and to send your client his or her password should he or she forget it. We may use non-identifying information, such as your client's gender and state/province to build a general profile of our client-base, but we will not share your client's personal data with any third party.

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### Description

On the *Edit Access Password Information* page your client's Access Password and personal information are displayed.

### How to use

**Save:** To keep the changes you have made to your client's demographic information click on **Save**.

**Cancel:** Click on the **Cancel** button to return to the *Access Password Summary* page.

# Emailing Instructions

**Email Access Password**

Please make sure that the email addresses listed below are correct. Click on the **Send** button to send this email. To exit this page without sending an email, click on the **Cancel** button.

**Account Summary:**  
Account: **SAMPLE**  
Company: **TEST CO.**  
Contact: **Sam Sample**

**Email Message:**

Access Password: CXXXXXXXXX

To: customerservice@jvis.com

From: customerservice@jvis.com

Subject: Take the Jackson Vocational Inte

Message: Dear Samantha Sample

We would like you to take the Jackson Vocational Interest at JVIS.Com. You can do so by visiting www.jvis.com/login and entering your JVIS.Com Access Password CXXXXXXXXX | along with your first and last name at the prompts. If

**Send** **Cancel**

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## Description

The *Email Access Password* page allows you to email your client their Access Password and a Fast Link that will take them directly to the JVIS.

## How to use

**Send:** Click on the **Send** button to send the email message to your client and return to the *Access Password Summary* page.

Click on the **Cancel** button to exit this page without sending an email.

## Viewing the Responses

### Access Password Responses

Listed below are the JVIS responses for this Access Password. The select item in each pair is highlighted. To exit this page, click the **Done** button at the bottom of the page.

**Account Summary:**  
Account: **SAMPLE**  
Company: **TEST CO.**  
Contact: **Sam Sample**

**Access Password Summary:**  
Access Password: CXXXXXXXXXX  
First name: **Samantha**  
Last name: **Sample**

**Access Password Responses:**

#	Item
1.	(a) Making unusual glass vases. (b) Attending a faculty meeting to decide on textbooks for the coming year.
2.	(a) Becoming a recording star. (b) <b>Discussing better teaching methods at a professional teachers' meeting.</b>
3.	(a) Expressing the mathematical relationship between two objects. (b) <b>Planning lectures for school courses.</b>
4.	(a) Designing furniture. (b) <b>Helping ex-patients of a mental hospital gain employment.</b>
5.	(a) <b>Playing the romantic lead in a Hollywood film.</b> (b) Working in a treatment relationship with emotionally disturbed people.
6.	(a) Forming one system of equations from isolated discoveries in calculus. (b) <b>Collecting used clothing and articles for needy families.</b>
7.	(a) <b>Artistically painting sets for a play.</b> (b) Playing records and having young students sing along.
8.	(a) <b>Acting in a television comedy.</b> (b) Teaching children how to write.
9.	(a) Spending spare time 'playing' with difficult algebra problems. (b) <b>Correcting spelling errors on a pupil's lesson.</b>
10.	(a) <b>Weaving rugs with unusual designs.</b> (b) Buying and selling stocks for a client.
11.	(a) Memorizing lines for a play.

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### Description

The *Access Password Responses* page displays your client's first and last name, and all 289 items with their answers.

### How to use

Done: To return to the *Access Password Summary* page click the **Done** button.

# Purchase Access Password

## Purchase Access Password

**Enter credit card information**

The JVIS is not free, but at only **\$US14.95**, it's an excellent value. You can purchase a JVIS.COM Access Password using either VISA or MasterCard. This Access Password allows you (or the person you give it to, if you're purchasing it for someone else) to take the JVIS, and then view the detailed JVIS report at any time.

Enter your credit card information below, then click on the **Continue** button to move on to the Confirmation screen.

I am purchasing this password for:

Card type:

Card number:

Expiry Date:  /

Month Year

First Name of Cardholder:

Last Name of Cardholder:

Billing Address:

Billing City:

Billing State/Province:

Billing Country:

Billing Zip/Postal Code:

**Already have password?**  
Click [here](#) to log in using your password.

**Order Form**  
Not comfortable paying on the Internet? Click [here](#) for a printable order form that you can fax or mail to us. We will fax, mail or email your Access Password back to you.

**Privacy**  
At JVIS.COM, we value your privacy. We protect your information using encrypted transmission technology from Verisign. Our databases are encrypted using the latest technology from Elevate Software. The information you enter on this page will be used for payment purposes only. This information will be removed from our database as soon as your payment has been cleared by your credit card company.

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## Description

The *Purchase Access Passwords* page allows you to purchase a single password for the regular customer rate of \$US14.95.

## How to use

From the *JVIS.COM for Counselors* page, select the **Purchase Single Password for \$US14.95** option. On the *Purchase Access Password* screen fill out the required information and click **Continue**.

Click on **Cancel** to return to the *JVIS.COM for Counselors* page.

You can purchase additional passwords by phone, fax, mail or email.  
There is a minimum order of ten passwords.

*In the United States contact:*

**Sigma Assessment Systems, Inc.**

P.O. Box 610984  
Port Huron, MI 48061-0984  
Toll-free: 1-800-265-1285  
Fax: 1-800-361-9411  
Email: customerservice@jvis.com

*In Canada contact:*

**Research Psychologists Press, Inc.**

P.O. Box 3292, Station B  
London, ON N6A 4K3  
Toll-free: 1-800-401-4480 (*Canada only*)  
Phone: 1-519-673-0833  
Toll-free fax: 1-800-361-9411  
Fax: 1-519-673-5905 (*Canada only*)  
Email: customerservice@jvis.com

*For International orders, contact:*

**Sigma Assessment Systems, Inc.**

P.O. Box 610984  
Port Huron, MI 48061-0984  
Phone: 1-519-673-0833  
Fax: 1-519-673-5905  
Email: customerservice@jvis.com

# Welcome to *JVIS.COM Client Access!*

## Client Log-in

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**Log in using Access Password**

Enter your Access Password and name:

Access Password:   
(or session number)

First Name:

Last Name:

[▶ Don't have a password?](#)  
Click [here](#) to purchase your JVIS.COM Access Password for the low price of \$US14.95.

[▶ Can't remember your password?](#)  
Click [here](#), and we'll send you your password.

[▶ Privacy](#)  
At JVIS.COM, we value your

### *Description*

The *Client Log-in* page prompts you, the client, to input your Access Password, and your first and last name. The password is necessary to protect the privacy of the your data.

### *How to use*

Log-in: Once you have entered your first name, last name and Access Password into the appropriate fields click on **Log-in**.

Exit: To return to the *JVIS.COM for Counselors* page click on **Exit**.

## Client Information - About You

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### *Description*

The *About You* page displays your personal information. On your first visit to this page you must enter your name, gender, and address.

## About You

Please make sure that the information below is correct. Your name, along with your Access Password, controls access to your JVIS.COM data. Your name and gender appear on your personalized report. Your country determines which version of the JVIS.COM report you receive. Should you forget your Access Password, we will only send it to the email or street address listed below.

### Privacy

The information you enter on this page will only be used to control access to your data, personalize your report, and to send you your password should you forget it. We may use non-identifying information, such as your gender and your state/province to build a general profile of our client-base, but we will not share your personal data with any third party.

Access Password:	CF4K2;GJKD
First name:	<input type="text" value="Samantha"/>
Last name:	<input type="text" value="Sample"/>
Gender:	<input type="text" value="FEMALE"/>
Street:	<input type="text" value="700 Sample St"/>
City:	<input type="text" value="Sample City"/>
State/Province:	<input type="text" value="MI"/>
Country:	<input type="text" value="USA"/>
Zip/Postal Code:	<input type="text" value="12345"/>
Email Address:	<input type="text" value="customerservice@jvis.com"/>

 Continue

 Stop



U.S. and Canadian reports are available on JVIS.COM. To receive the Canadian report, enter CANADA as your country. All other countries will receive the U.S. version of the report.



The JVIS.Com report now features O\*Net (U.S.) and NOC (Canadian) job codes linked to extensive web resources.

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## How to use

Check the spelling of your name and make any corrections necessary. Click on the box beside gender and select male or female. Type your address information on the applicable lines. Please note that all the information, except the email address, is required.

Continue: Click on **Continue** to proceed to the *JVIS Items* page.

Stop: Click on **Stop**, if you don't wish to go on.

## Client Information - Your Summary

**Your Summary**

Thank you for completing/checking your personal information. Your information is summarized below. Click on the **Back** button if you wish to change anything. To start or restart the JVIS, or review your responses, click on the **Go to JVIS items** button.

**Summary:**

Password: CXXXXXXXXX  
First name: **Samantha**  
Last name: **Sample**  
Gender: **Female**  
Address: **700 Sample St.**  
City: **Sample City**  
State/Province: **MI**  
Country: **USA**  
Zip/Postal Code: **12345**  
Email address: **customerservice@jvis.com**  
Status: **Payment approved. Some item data. Report not yet viewed.**

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### *Description*

The *Your Summary* page displays a summary of your personal information and allows you to take the JVIS. Once you have completed the JVIS you may view the report from this screen.

### *How to use*

**Back:** You can use the **Back** button to return to the *About You* screen and change your personal information.

**Take the JVIS:** Click on **Take the JVIS** to proceed to the *JVIS Items* page.

**Stop:** Click on **Stop**, if you don't wish to go on.

# Client Administration

**JVIS.COM Session for Samantha Sample: Items 1-10 of 289**

The JVIS consists of 289 pairs of work-related activities. For each pair of activities, choose the one that you would most enjoy. **You must choose one activity from each pair.** For those pairs where the choice is not easy - *you may like or dislike both activities* - choose the activity you like the most or dislike the least. Enter or change your choice by clicking on the radio button beside the activity you've chosen.

Once you've selected one activity from each pair, click on the **Next** button to move on to the next page of activities. To end your JVIS session, click on the **Stop** button. Your responses will be saved, and you will be able to resume your session later.

1.  **A.** Making unusual glass vases.  
 **B.** Attending a faculty meeting to decide on textbooks for the coming year.

2.  **A.** Becoming a recording star.  
 **B.** Discussing better teaching methods at a professional teachers' meeting.

3.  **A.** Expressing the mathematical relationship between two objects.  
 **B.** Planning lectures for school courses.

4.  **A.** Designing furniture.  
 **B.** Helping ex-patients of a mental hospital gain employment.

**Your Access Password**  
The information below is your key to your JVIS.COM data. To restart the JVIS, or to view your report once you've completed the JVIS, you'll need to enter your name and Access Password, exactly as they appear below.

Access  
Password: CXXXXXXXXX  
First name: **Samantha**  
Last name: **Sample**

**Why so many items?**  
The JVIS is a carefully constructed survey. Research has indicated that the accuracy of the JVIS would decline if the number of items were reduced. Because the JVIS compares groups of activities to other groups, some of the activities will seem similar. However, the activities to which they are being compared will differ.

**Privacy**  
Your responses to the JVIS items will only be used to generate your detailed JVIS.COM report. We may use your responses - without any information that would identify you - in our ongoing research, but we will not share your responses and personal information with any third party.

**Secure Site**

## Description

In the *JVIS.COM Session* pages you can enter your responses to the JVIS on the *JVIS Items* pages.

## How to use

Click on the radio buttons next to your selected statement to indicate your answers. You must choose one activity from each pair, either A or B, for each item. For those pairs where the choice is not easy - you may like or dislike both activities - choose the activity you like the most or dislike the least.

Items/page: Use the **Items/page** prompt then select the **Do** button to change the number of items displayed on the *JVIS Items* page.

Navigation: The **Next** and **Previous** buttons allow you to navigate through the items.

Cancel: Click on **Cancel** to exit the JVIS administration. Your answers will be recorded and you may continue at a later time by logging in using your name and access password.

## Client Report

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**You have completed the JVIS Items**

Congratulations Samantha Sample! You have completed all of the 289 JVIS items.

If you wish to review your answers, click on the **Review** button below. To view your report, click on the **Report** button below. Once you've viewed your report, you will no longer be able to change any of your responses. To exit without viewing your report, click on the **Stop** button.

**Your Access Password**  
The information below is your key to your JVIS.COM data. To restart the JVIS, or to view your report once you've completed the JVIS, you'll need to enter your name and Access Password, exactly as they appear below.

Access Password: CXXXXXXXXX  
First name: **Samantha**  
Last name: **Sample**

◀ Review   ▶ Report   ■ Stop

### *Description*

Once all the JVIS items have been completed; you can review your answers, view your report, or stop.

### *How to use*

**Report:** If you have completed the JVIS items, you can now click on **Report** to access your personalized JVIS Extended Report. Note that once you have viewed your report you will not be able to edit your responses.

**Review:** To review and change your responses click on **Review**. This button is not available if you have already viewed your report.