



---

## **How To Get Started With Transform™ For Participants**

### **How to login**

Go to our homepage, [www.mindgarden.com](http://www.mindgarden.com), and click Login in the upper right corner. This will take you to our Transform login page.

#### **New Users:**

If you haven't created an account with us before, use the right-side green box to enter your email address, choose a password, and agree to our terms of service. Then click Create.

If you were invited to participate in a survey, please follow the directions provided in your invitation email.

#### **Returning Users:**

If you have already created a Transform account, enter your email address and password in the left-side blue box and click Login. If you forgot your password, a temporary password can be sent to you at the email address provided.

### **How to start an assessment**

Any pending or new assessments will be listed on your Transform homepage. You can also click the menu on the left to view all your Assessments. Click on the assessment name to begin the survey. Your responses are final after you click "Submit" at the end of the assessment.

### **How to access my report**

You will receive an email when a report is ready for you. If you are expecting a report but have not received an email about this, please contact your campaign administrator.

To view a report, click on "My Reports" in the left menu and click on the name of the report. Transform will immediately generate your report (this may take a few moments). The report can be downloaded as a PDF or viewed in a browser anytime via your Transform account.

---

**Questions? Contact your campaign administrator or visit  
our Transform™ How To Guide  
[www.mindgarden.com/content/23-faq#horizontalTab6](http://www.mindgarden.com/content/23-faq#horizontalTab6)**

---