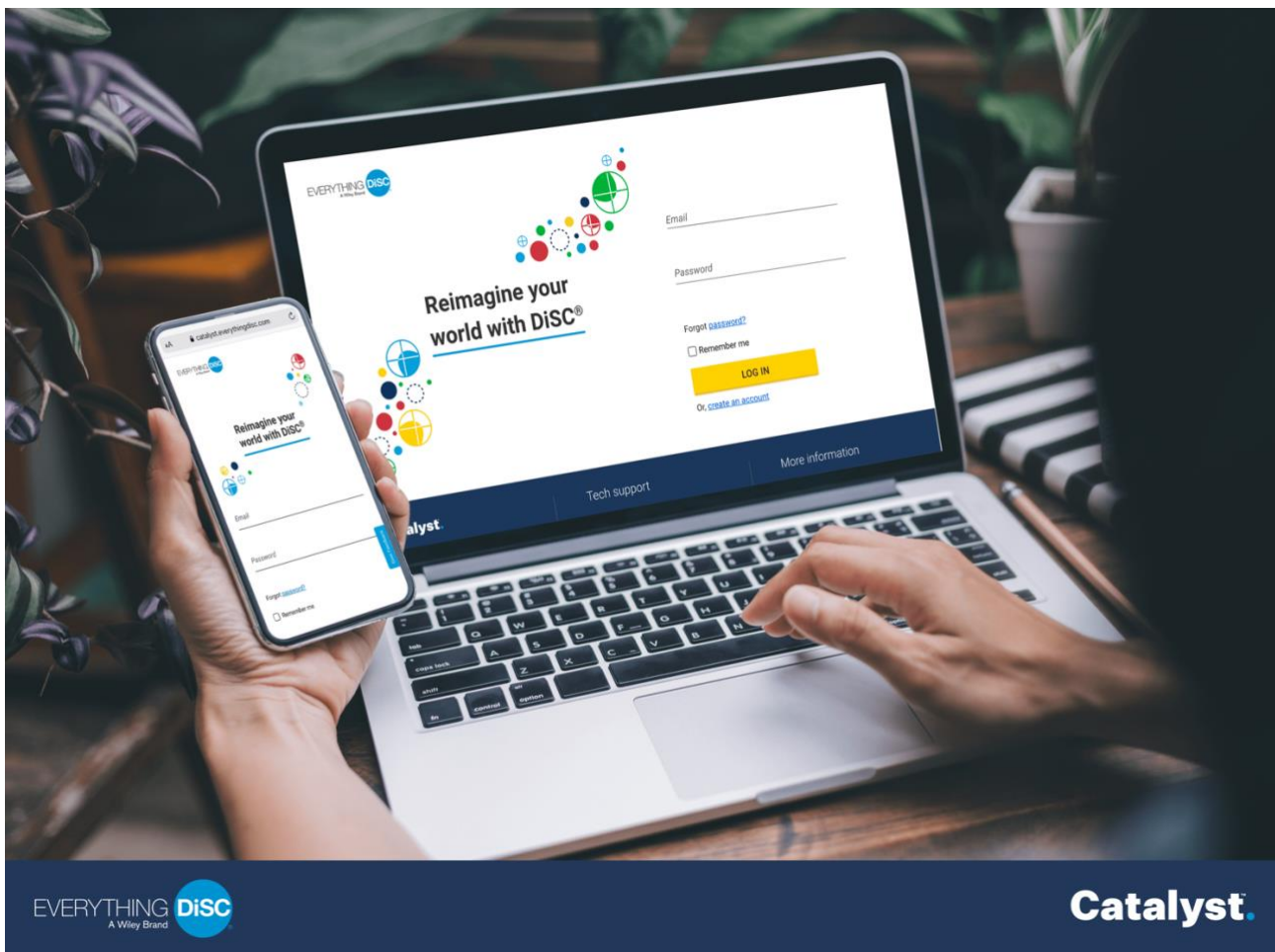


Catalyst™

Using Catalyst™



Bookmark the link to the Catalyst Platform: <https://catalyst.everythingdisc.com/>

Use one of the recommended browsers to ensure the Catalyst features are fully accessible:

- The latest version of Chrome
- The latest version of Microsoft Edge for Windows
- Safari version 10 or later

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New Learner Registration

Step 1: Email Address Validation

Create your account

Your email serves as your login for Everything DiSC on Catalyst.

Email

Enter your email address

Confirm email

Enter your email address again

Continue

We recommend using the email associated with your organization. The email you choose will be associated with your Catalyst™ account and will be where you receive your password reset emails.

Step 2: Complete Account Registration

Create your account by

- Entering their first name, last name, and password.
- Enter your department within their organization – this feature helps to filter and sort.
- Optional but recommended-Upload a photo to your account – this will help colleagues recognize and find
- Accept the privacy policy and terms of use and click **Let's Go**.

Create your account

Please fill in your info below so we can get you started. All fields are required unless otherwise stated.

Already have an account? [Log in](#).

Your email

samantha.johnson@noemail.com

First name

Samantha ✓

Last name

Johnson ✓

Password (Make sure it meets our password requirements.)

Your password must be:

- 8-30 characters

And must include 3 of these:

- Uppercase character
- Lowercase character
- Number
- Special character: ~!@#%*&*()-_+{}
[]\;":?.,/

Don't use:

- Spaces
- Your email address

..... 


Confirm your password

..... 

What department do you work in? (This is optional, but it'll help people find you.)

Sales

If you'd like, add a photo:



[Click to choose file](#)
Or Drag image here
Size limit: 2MB

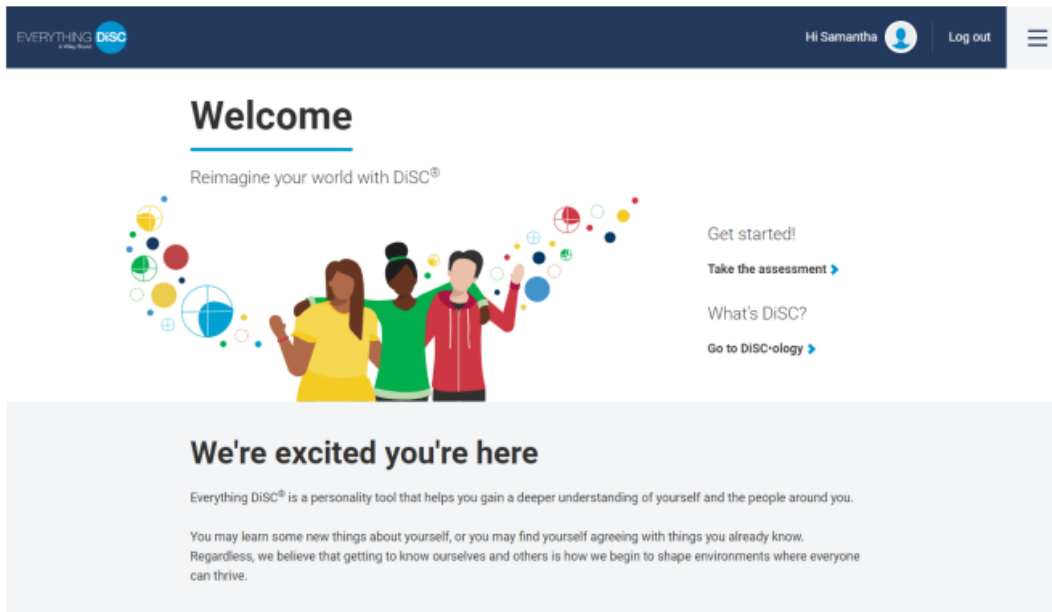
Privacy policy and terms

I consent to have my data processed and stored according to the [Privacy Policy](#) and [Terms of Use](#) of this site.

LET'S GO!

Take the Assessment

After you have created your account, you can take the assessment.



The screenshot shows the user interface of the Everything DiSC website. At the top, there is a dark blue navigation bar with the 'EVERYTHING DiSC' logo on the left, the user's name 'Hi Samantha' next to a profile icon, and a 'Log out' button. A hamburger menu icon is on the far right. Below the navigation bar, the main content area features a 'Welcome' heading with a blue underline. Underneath is the tagline 'Reimagine your world with DiSC®' and an illustration of three diverse people (two women and one man) standing together, surrounded by colorful circular icons representing various DiSC traits. To the right of the illustration is a list of navigation links: 'Get started!', 'Take the assessment >', 'What's DiSC?', and 'Go to DiSCology >'. Below this is a light gray box with the heading 'We're excited you're here' and a paragraph of text: 'Everything DiSC® is a personality tool that helps you gain a deeper understanding of yourself and the people around you. You may learn some new things about yourself, or you may find yourself agreeing with things you already know. Regardless, we believe that getting to know ourselves and others is how we begin to shape environments where everyone can thrive.'

The site will ask you for an access code. Your access code should be in the initial email invitation you received. Copy and paste, or type in the access code where prompted, making sure there are no extra spaces.

Returning to Catalyst

You can return to Catalyst at any time, to complete your assessment or explore your results. Enter your email address, click **Continue**.



Reimagine your world with DiSC®

Sign in

Email

mateo@everythingdisc.com

Continue

New to Catalyst™? [Create an account](#)

Enter your password, and click **Sign In**



Reimagine your world with DiSC®

Enter password

mateo@everythingdisc.com [Change email](#)

Password

.....

Show

Keep me logged in

Sign in

[Forgot your password?](#)

Forgot Your Password?

If you enter an incorrect password, Catalyst will display the following message:

Enter password

matas@noemail.com [Change email](#)

Welcome back! It looks like you already have an account.

Password

.....

[Show](#)

Your email or password is invalid.

Keep me logged in

Sign in

[Forgot your password?](#)

Request to Reset Password

If you forgot your password, click the **Forgot Password link**. Catalyst will prompt you to enter your email address and click **Submit**. You will be notified that an email is on its way to help you reset your password.

Trouble signing in?

Enter your email address and we'll send you a link to reset your password.

Email

SUBMIT

Reset Password Email

After opening the “reset password” email, learners click the link in the email.

Reset your password

Forget your password? No sweat!

Hey Sharon, We got your request to reset your password on the Everything DiSC® Catalyst™ platform.

[Follow this link to change your password.](#)

If you didn't submit this request, you can ignore this email.

Create a New Password

The Catalyst Reset Password page opens. After entering a password twice, click **Submit**.

Reset password

Your password must be:

- 8-30 characters

And must include 3 of these:

- Uppercase character
- Lowercase character
- Number
- Special character: -!@#\$%^&*()-_+{}|~:;'"?.,/

Don't use:

- Spaces
- Your email address

Enter new password

Confirm new password

SUBMIT

Log-in

Catalyst will then prompt you to log in by clicking Sign In.

You reset your password!

SIGN IN

The Catalyst Sign In page appears.

Sign in

Email

Enter your email address

Continue

New to Catalyst™? [Create an account](#)

After logging in, enter your access code.

Create an account

matas@noemail.com [Change email](#)

We need your access code. You can find it in your Everything DiSC® on Catalyst™ invitation email.

Access code

Enter your access code

Continue

Basic Troubleshooting

The Assessment

1. I can't move forward in the assessment; there is nowhere to click to progress.

This is often related to the size of the screen. Try the following:

- Adjust your screen size to make it smaller.
- If that doesn't work, we recommend switching to one of our supported browsers (Chrome, Microsoft Edge, or Safari).

Password Reset

2. I didn't get my password reset email. What do I do?

There are a few things that may be going on.

- Sometimes, emails can get trapped in spam filters. Check your spam or junk folder in your inbox.

Updating Email Address

3. How do learners change or update their email address connected with their Catalyst account?

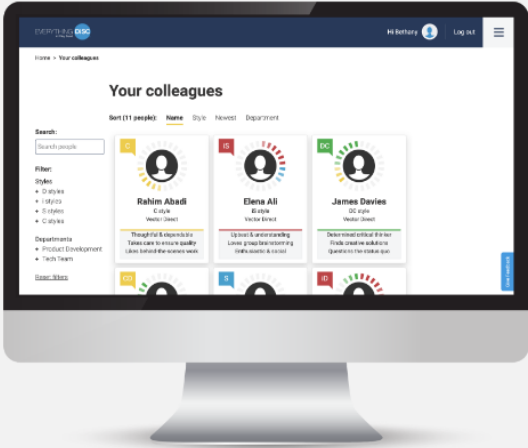
- Change or update your email address for their Catalyst account by going to "Account Settings" in the menu structure or clicking the avatar or photo image by your name.

The Catalyst™ Platform will not load

4. I'm trying to log into the platform, but it won't load.

- If you are having trouble logging into the platform or getting knocked off, we recommend switching to one of the supported browsers: Chrome, Microsoft Edge, or Safari.

Frequently Asked Questions



Connect with Colleagues

The Find Colleagues feature enables learners to integrate DiSC into their day-to-day work lives. Learners can use this feature to:

- Compare DiSC styles and gain tips for more effective interactions
- Easily navigate through the platform to view comparison continua, actionable tips, and more
- Adapt to the unique needs of each person and situation they encounter in real time

1. Am I visible to everybody who takes an assessment?

- No, the Catalyst platform limits information sharing so that only individuals within an organization have access to one another. This feature allows learners to take advantage of the power of DiSC immediately by finding their colleagues and gaining actionable tips for improved interactions.
- Note, too, that any learner who has opted out of sharing, as described in question 13, will not be visible to anyone in the Colleagues section.

2. I'm not comfortable sharing with colleagues. Can I keep my DiSC® information private?

- Yes. Learners who wish to remain private can opt out of sharing, though you'll miss out on valuable tips and insights on working with your colleagues.
- To opt out, they should go to your "Account Settings" in the menu structure, choose the "Privacy" tab, and select "Off" under "Share with colleagues."
- You will be hidden from others in the Colleagues section and will also be unable to see the DiSC information of others in the organization. Any time you return to the Colleagues section, you will have the option to turn sharing back on to take advantage of this feature.

3. What are filters and how can I use them?

- Filters can be used in the Your Colleagues page of the Catalyst platform to help learners find others. Learners set their own filters based on who they're looking for or DiSC styles they're interested in learning more about. Learners can also filter by department. Department is filled in individually by each learner. They can create their own or select from departments already entered. Any department entered by a learner will show as an option for future learners in that same organization.
- For the best experience, we recommend that learners fill in the department information, as well as uploading a photo.

4. Why can't I see my colleagues?

There are a few possibilities:

- If a learner is the first person to complete the assessment in their organization, they will not see colleagues in the Colleagues section until others also complete their assessment.
- If a learner has opted out of sharing (as described in question 13), they will not be visible to others in the Colleagues section

5. Can I see people outside of my organization?

- No, you will only see people who are in your same organization and have completed a Catalyst assessment. If you are part of a large organization, this may mean that you see some people who are not familiar to you or whom you've never met before.

6. How can I add or change their department within my organization?

- You can add a department or change the department you are currently in by going to "Account Settings" in the menu structure or clicking the avatar or photo image by your name.

7. How do I add or remove a photo?

- You can add or remove a photo on your account by going to "Account Settings" in the menu structure or clicking the avatar or photo image by your name.