True Life Discipleship Counseling

Instructions

- Go to www.tjta.com

- Select: Login

- Enter email: rpowell@onetruelife.org

- Enter password: Grace-7527

- Select: Login

- Under T-JTA Online Dashboard

    o Select: Order Testing

- Test Type

    o Select: Self

- Profile Type

    o Select: Shaded without Zone Designations

    o Uncheck Default "Regular Shaded Profile"

- Counselor Reports – leave blank

- Client Reports – leave blank

- Under Respondent 1

    o Enter Client's: first name, last name, email, and sex

- Under Select Administration Method

    o Select: Email Link to Respondent

- Profile Line Color changes automatically when sex is checked

- Select Default "English Norms" and "Regular Edition Questions"

- Select: Confirm Order

- Review the Order and confirm the client's information and test type

- Select: Add to Cart

- Select View Cart

- Confirm Order in the Shopping Cart

- Select: Checkout

- Select: Bill to this Address (Black Tab)

- Select: Use my TJ Dollars – in blue box above credit card options

- Select: Next (black tab)

- Select: Confirm – total to be $0.00 and select "Confirm"

- Log Out