

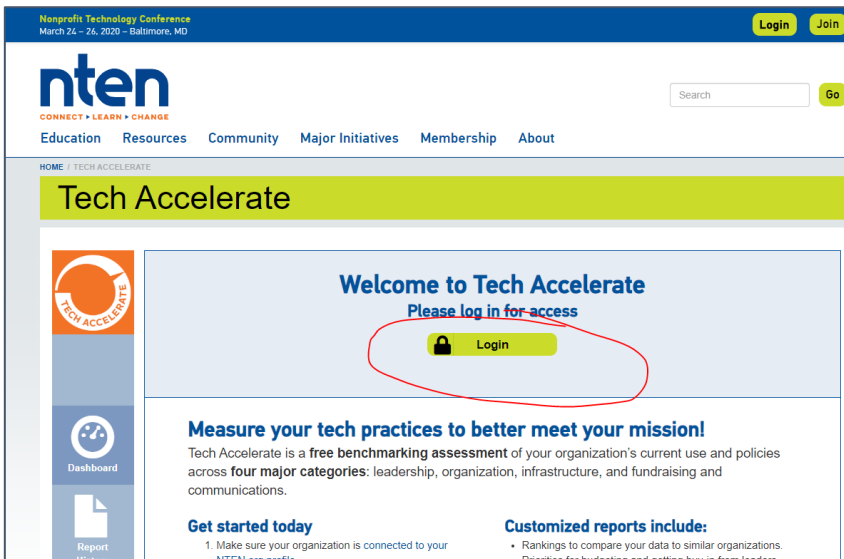
Instructions for taking the NTEN Tech Accelerate assessment

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.*

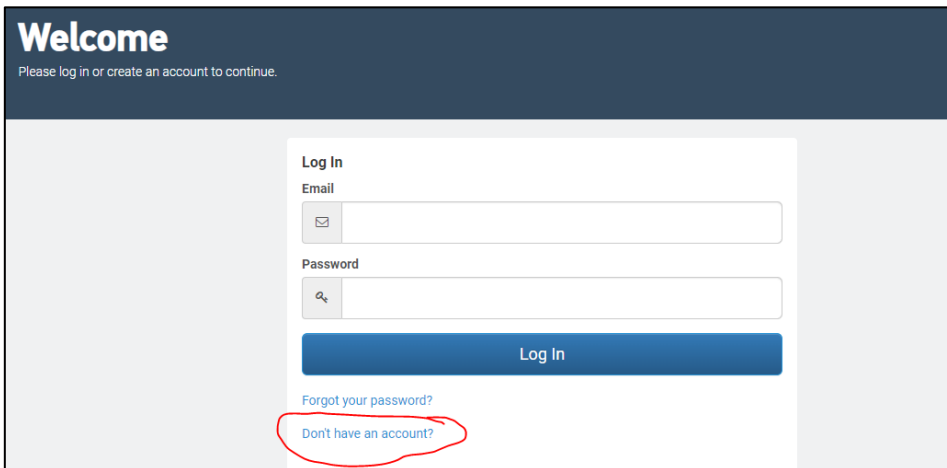
If you have additional questions, refer to [the FAQs](#) or email accelerate@nten.org

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 *

Middle Name

Last Name *

Job Title

Job Type *

Mailing Country Code *

Mailing Street

Mailing City

Mailing State/Province Code

Mailing Zip/Postal Code *

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 *

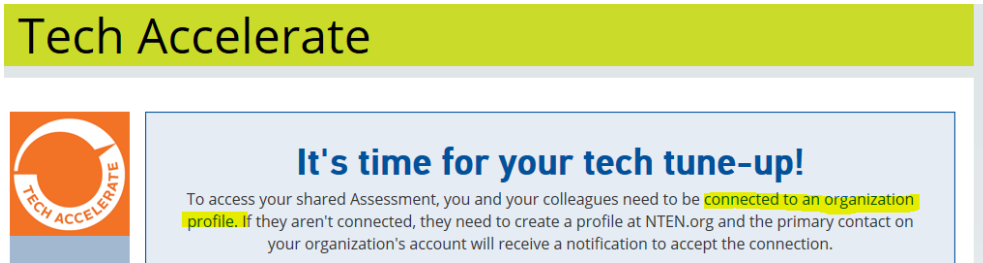
Password *

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 *

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



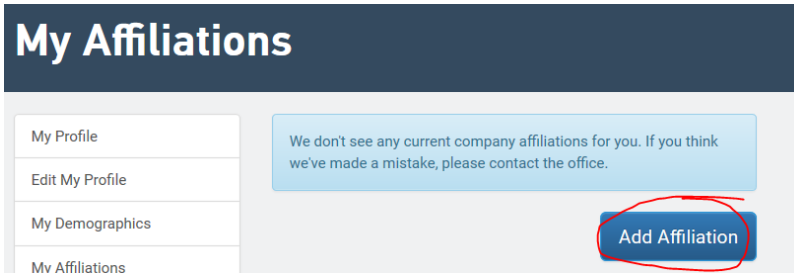
Tech Accelerate



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."

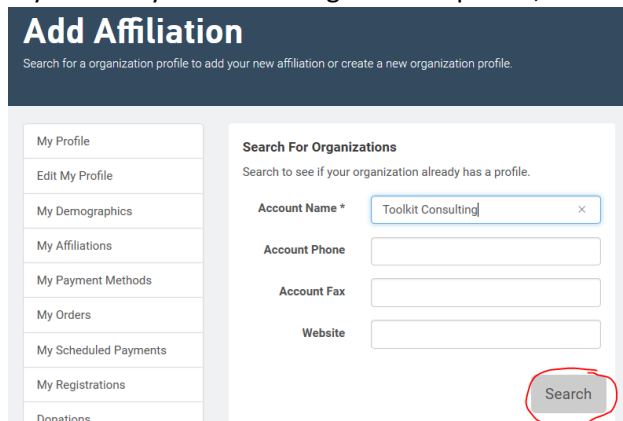


My Affiliations

We don't see any current company affiliations for you. If you think we've made a mistake, please contact the office.

[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.

Search For Organizations
Search to see if your organization already has a profile.

Account Name *

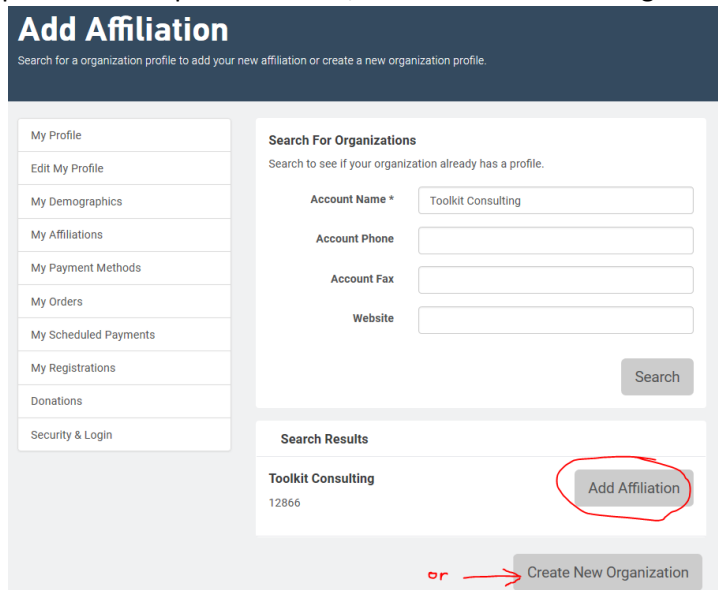
Account Phone

Account Fax

Website

[Search](#)

- 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.

Search For Organizations
Search to see if your organization already has a profile.

Account Name *

Account Phone

Account Fax

Website

[Search](#)

Search Results

Toolkit Consulting	12866	Add Affiliation
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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.

Organization Information

Account Name *

Account Phone

Website

Year Founded

Billing Address

Billing Country Code

Billing Street

Billing City

Billing State/Province Code

Billing Zip/Postal Code

Authorized Emails

This field restricts the individuals that can be affiliated with your organization by an approved listed of email domains (e.g. example.com). When this field is empty, anyone can affiliate with your organization. Enter a comma delimited list of approved email domains.

Valid Email Domain(s)

- 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.)

Nonprofit Technology Conference
March 24 – 26, 2020 – Baltimore, MD

Account Logout

nten
CONNECT • LEARN • CHANGE

Education Resources Community Membership

Search Go

My Affiliations

My Profile
Edit My Profile
My Demographics
My Affiliations
My Payment Methods
My Orders
My Scheduled Payments
My Registrations

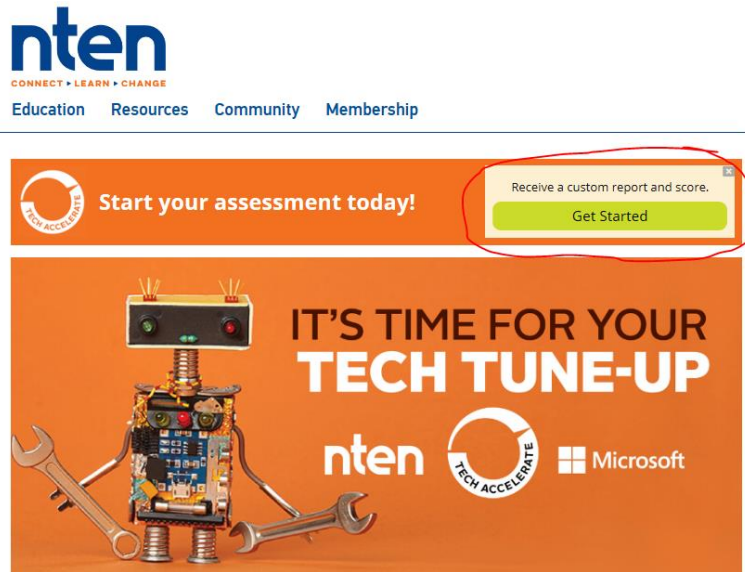
Got it, thanks.

Current Affiliations

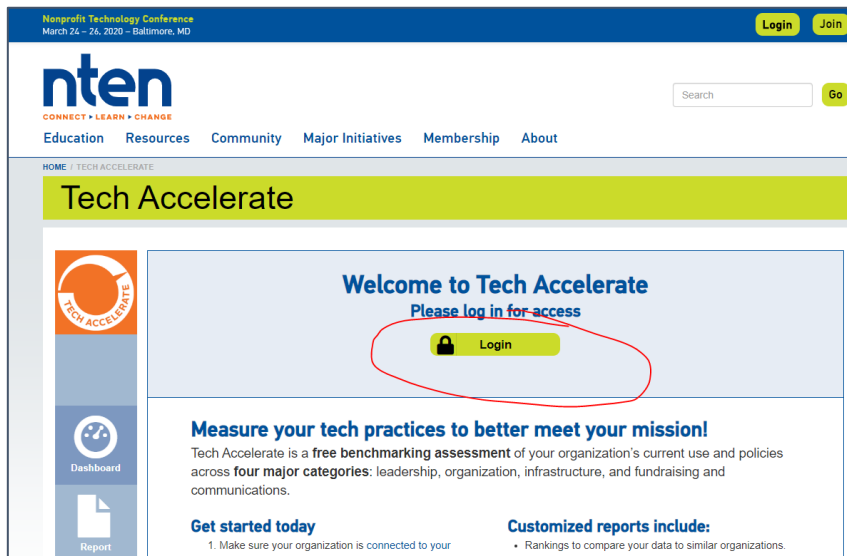
Primary Affiliation

Testy test nonprofit

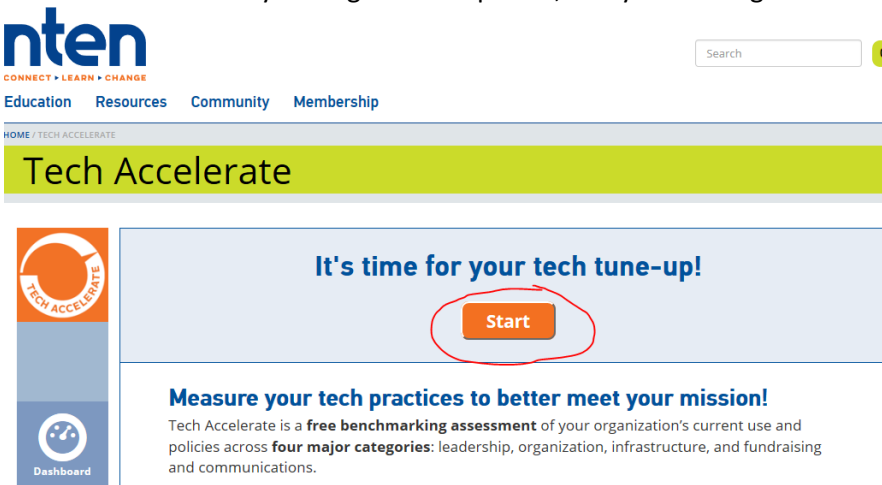
9) Logging out will bring you back to the NTEN home screen. Click “Get Started”.



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.

Tech Accelerate

You have completed 0 segments. Complete the remaining 4 segments to submit and receive your report.

Your assessment is in progress

Invite colleagues to help Submit

OVERALL PROGRESS

ENGAGEMENT	INFRASTRUCTURE	LEADERSHIP	ORGANIZATION
The practices and systems used in direct support of fundraising and communicating with supporters.	The management and security of data and systems.	The way that technology is part of and supports strategic decisions and leadership effectiveness.	The policies and practices that support effective technology use by all staff.
Questions answered: 0 OUT OF 11	Questions answered: 0 OUT OF 26	Questions answered: 0 OUT OF 16	Questions answered: 0 OUT OF 17
Legend: Not answered, Skipped, Answered	Legend: Not answered, Skipped, Answered	Legend: Not answered, Skipped, Answered	Legend: Not answered, Skipped, Answered
Contributors: [None]	Contributors: [None]	Contributors: [None]	Contributors: [None]
Open section >	Open section >	Open section >	Open section >

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

Tech Accelerate

You have completed all segments. Please submit your assessment.

Your assessment is complete!

Submit

OVERALL PROGRESS

- 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.

Tech Adoption Assessment: Report for Toolkit Consulting

You are viewing your 3/21/2020 report.

Print this report

Overall Score:	Functioning
Assessment Submitted:	Saturday, March 21, 2020
Contributors:	Mike Weber Lindsay Bealko
Primary Work:	Other
Total Budget:	\$5000.00

About Your Scores

Your personalized report includes a few important pieces. First, you'll notice that each question has a ranking; this is from the Tech Adoption Scale. Next, you'll find that each question has a priority ranking to help you quickly identify which areas need the most attention and investment. In reviewing your report, please note that there are descriptions and resources included to help you learn more about your priority areas so that you can take action.

Tech Adoption Scale
Your Tech Accelerate Report includes Tech Adoption Scores based on 4 categories:

- 1 Struggling
- 2 Functioning
- 3 Operating
- 4 Leading

There is a curve with the Tech Adoption Scale, with most organizations in the middle ranges and fewer organizations at the ends of Struggling and Leading. Organizations of all sizes and budgets are equally able to achieve any stage of the scale.

Response Priority Scale
The priority icons will help you quickly identify topics of the most importance to your organization.

- Successful range
- Warning range
- Significant Risk range

Your score
Functioning

Your score by category

Category	Score
Engagement	2
Infrastructure	2
Leadership	2
Organization	2

Tech Adoption Scores
Your responses are ranked according to the scale developed by our nonprofit technical experts.

Tech Adoption Categories
Use our categories to pinpoint priorities and areas for focus.

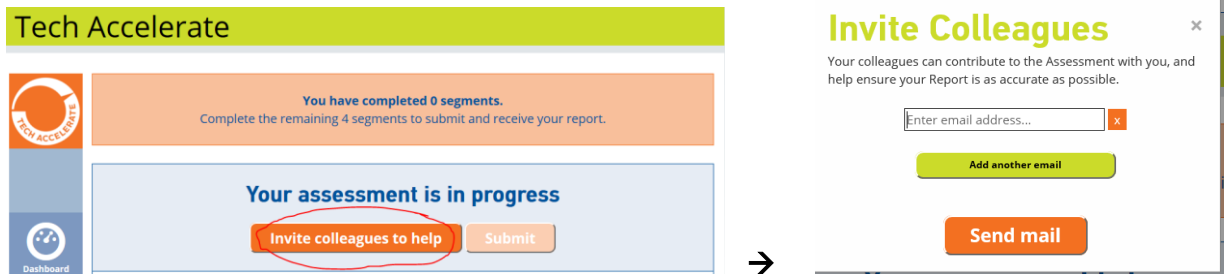
Get your full analysis, along with resources to help you focus where your organization needs it most.

View report View full benchmarks

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.

