EPIC: Adding Applications to Catalyst

The Catalyst Workplace assessment (whether upgraded or a new assessment) contains the framework for both Agile EQ and Management. This means individuals can have these results unlocked with no additional assessment questions. Please note that once these applications have been unlocked, you CANNOT undo this option and reclaim credits.

Programs/websites needed: EPIC

Adding Applications in EPIC:

1. Log into EPIC
2. On the left-hand side, drop down the arrow for "Manage Reports."
3. Click "Catalyst: Add applications to Access Codes."
4. In the box under Product Family, select "Everything DiSC."
5. In the box under Product, select "Catalyst: Everything DiSC."
6. The language box will automatically change to English.
7. Use the existing report tab to search for the assessment (s) that need applications added. Enter the person's name if only doing individual; enter the folder (and subfolder if applicable) to upgrade multiple respondents. If they are not part of the same folder, you can enter the individual and add additional respondents at the end.
8. Click NEXT.
9. Select the name of the respondent(s) receiving the upgrade.
10. Click NEXT
11. Select the application by choosing the "Management on Catalyst" and/or "Agile EQ on Catalyst" box. Each application is an additional 10 credits.
12. Click NEXT.
13. A window will pop up to indicate how many credits will be deducted from your account. Click OK to continue. Remember that once you click OK, the credits will be deducted from your account, and you cannot undo this action to reclaim credits.
14. Participants will receive immediate access to the application added.