

USING THE GLOBAL COMPETENCIES INVENTORY®

To access and complete the Global Competencies Inventory, you will need to do the following:

1. Enter the website at <https://www.kozaieducation.org/kozaigrp/corp/> (note that this is a secure web site so the “s” at the end of “https” is essential) click on the “Employee” link.
2. You will be prompted to create your own employee account, which entails providing your email address as your USERID and selecting a PASSWORD.
3. Once you have completed the log-in process and are successfully logged on, the first thing you will need to do is click on the “New Group/Add Group” link, where you will be asked to enter a “Group ID.” You should enter the following: **Mich_0016**. After entering this information, click on the “Search” button the remainder of the form will fill in automatically.
4. Click on “Proceed to Step 2” at the bottom of the page. When you get to the next page, click on “Done.”
5. This will bring you back to main menu. Click on “To Do List” and it will take you to the GCI site. There are 317 items, so it usually takes about 45 minutes on average to complete.
6. Upon completion of the assessment you will be returned to the main menu, where you can access your feedback by clicking on the “Completed Assessment List” button.