



Ministry Development Services

## SkillsOne Online Testing Client Instructions

Go to web address: <http://online.cpp.com>

Login: **careerserviceinc**

Password: **career52**

User ID: No need to enter anything here. This will be given to you when needed.

Select the test that you have been authorized to take by clicking on the “Take It” button. Fill out the personal information. **Your first and last name and gender are required.**

Complete the test as instructed.

**Please write down the ID number you are given when you complete the test.** This will allow you to resume if you need to stop before completing the test or if you should be assigned additional tests to take.

You will see a dialog box that says “Your consultant has been e-mailed”. After you click “I’m Done”, you will be returned to the initial screen which will indicate the test just taken. You can exit the website if you have not been assigned an additional test to take. If assigned to take another inventory, please click the “Take It” button beside that inventory and follow the instructions. You will be asked for the identification number given at the end of the first inventory.

The **TWO** tests that you are to complete at this website is:

**MBTI-Form Q  
and  
Strong Interest Inventory**

Do not take any versions of the “MBTI” other than form “Q”