Dear Excellence in Leadership Fellow,

In preparation for our upcoming Clifton Strengths for Leaders workshop on **Friday, August 11th**, please complete your Strengths Assessment which will provide your “CliftonStrengths for Leaders” Report by **Friday, July 28th**.

Please note there are different instructions provided below:

- If you are new to Strengths and have never taken the Strengths Assessment OR
- If you have previously completed Strengths and only need the newly added “CliftonStrengths for Leaders” Report.

**New to Clifton Strengths? Instructions for those that have not taken the Strengths Assessment.**

1. Visit [https://www.gallup.com/cliftonstrengths](https://www.gallup.com/cliftonstrengths)
2. Click “Redeem Access Code” in the upper-right hand corner of the screen.
3. On the Registration page, enter the access code provided to you and click continue.
4. On the Sign In page, click “Register Now” below the sign in button.
5. Fill in the fields to “Create Your Account” and click Register.
6. An email will be sent to the email address you used to register. If you do not see this email in your inbox, please check your spam/junk folder.
7. Click the “Activate” button on your account link in that email. **Note:** If you are not automatically redirected to the Sign In page, please return to [https://www.gallup.com/cliftonstrengths](https://www.gallup.com/cliftonstrengths) and click Sign-In in the upper-right hand corner of the screen.
8. Enter the Username and Password you created, and click Sign In. If prompted, click Enter Access code, and enter your code again.
9. Take the assessment. **Assessments take between 30 – 45 minutes to complete (it is a timed assessment). Please complete the assessment by Friday, July 28th.**
10. Once you have completed the assessment, please save the CliftonStrengths for Leaders Report – you will want to print or have electronic access to this report during our workshop on August 10.
11. In addition to completing the assessment, please take note of the **pre-work.** Please read through your entire report and select one of your top 10 and review the section "How to Apply" for that strength. **Come prepared to discuss that strength and how you would apply it as a leader during a group exercise.**
Returning to Clifton Strengths? Instructions for those that have previously taken the Strengths Assessment and only need the Leaders Report.

1. Visit https://www.gallup.com/cliftonstrengths
2. Login to the site using your Gallup username and password.
3. Select “Menu” in the upper left-hand corner of the screen
4. Click “Redeem Access Code”. Enter the access code provided to you and click continue.
5. You can either retake the Strengths assessment or use your existing results. Note: If you plan to re-take the assessment, it takes between 30-45 minutes and needs to be completed by July 28th
6. Your “Clifton Strengths for Leaders Report” will now be available to you. Screen shot provided below for reference. Note: If you do not see your Leader Report listed, please click “view all reports” to access it.

7. Plan to either print or have electronic access to this report during our workshop on August 10th.
8. Come prepared to discuss that strength and how you would apply it as a leader during a group exercise.

Learning and Development