

## Self-Assessment Tool How-To Guide

## How to Log in.

This guide is one in a series developed to support federation staff in using and delivering the Self-Assessment. Each guide focuses on a specific task or function. Whether you're new to the tool or seeking a refresher, our clear, step-by-step instructions will help you integrate the Self-Assessment seamlessly into your services and maximize its value for your member co-operatives.

## **Step-by-Step Instructions**

First, go to the login URL:

https://the-agency-for-co-operative-housing-3041.reach360.com/login

Have your password ready.

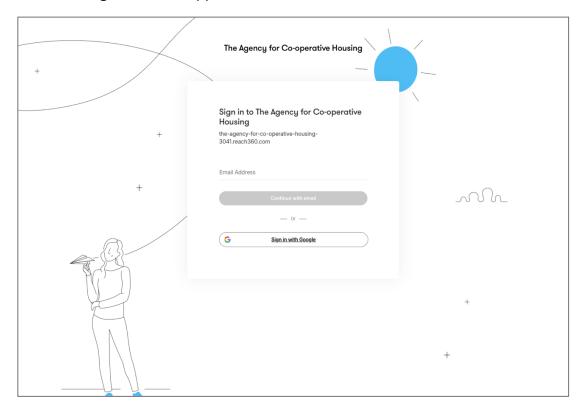
Remember always to protect your password and never send it via email.





## The following screen will appear.

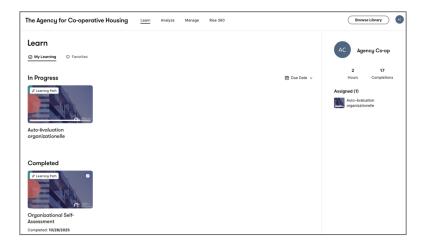




Enter your email address and click 'Continue with Email'.

You will be prompted to enter your password and click 'Sign In'.

You will be taken to the Learn Screen, where you will see the Self-Assessment Learning Paths available to you.



Please contact Agency Support at <a href="helpdesk@agency.coop">helpdesk@agency.coop</a> for more information.

