TALOGY

APOLLO

Guide for Participants

1.1   Revision history

Version	Date	Comments
1.1	August 8, 2022	Document creation.
Last reviewed		

1.2   Approval section

Name	Position	Signature	Date
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1. Introduction

Apollo is an online assessment website hosted by PSI Talent Measurement.
You have been granted access to the Apollo website as a Participant in order to complete one or more online assessments. An online assessment could take the form of a test, questionnaire or exercise. This Guide explains how to use the website to complete the assessment(s) that have been assigned to you.
If you have any questions about why you have been nominated to complete the assessment(s), please contact the Administrator who arranged this. If you were invited to take an assessment by email,
the Administrator's contact details should be provided in the email that was sent to you with your login details. If you were not invited by email, the name of the Administrator who nominated you to complete the assessment(s) and their email address is shown in your task list.

2. Using the Apollo Website

2.1 Supported Browsers

Please follow this link for supported browsers: **https://www.psionline.com/browser-support**
While Apollo may function with other browsers and versions, we do not support the use of Apollo within these other browsers.

2.2 Logging in to Apollo

Access to the Apollo website is controlled by the use of secure login details that are unique to each user. The website can be accessed via one of two methods:

2.2.1 A Unique Web Link

If you have been given a web link you will be required to self-register your details and set a password, once you have done this you will be sent an email with your username in case you need to login to Apollo again.

2.2.2 A Unique Username and Password

If you have been sent an email inviting you to complete an assessment for the first time you
this will contain a link to access Apollo and set your password. Enter the username given in your invitation email and set your password following the criteria below.

Both your username and password are case sensitive.

If you have already set a password and need to access Apollo again go to: **https://apollo.adc.uk.com** and enter your username and password.

If you have any difficulties logging into the site, make sure that you have entered your login details correctly, remembering that your username and password are case-sensitive.

If you forget your password, select "Forgotten or lost your password?" link on the Login page and enter your username and email address. You will be sent an email with a link to reset your password.

2.3 My Tasks

When you login to the Apollo website you will be shown the 'My Tasks' page. This page displays a list of tasks. These tasks will relate to one or multiple assessments that you have been asked to complete. Some assessments will consist of one task only, while certain assessments may require you to complete a number of separate tasks.

The task list shows a description of the tasks to complete and the name of the Administrator that assigned each task to you. If you have any questions about why you have been asked to complete a task, you should contact the named Administrator. If you click on the Administrator name, this will create a blank email with their email address inserted (assuming you have email software installed on your computer). The task list also shows the date the task was assigned, the close date (if specified) and the current status of the task.

To complete a task, click on the action button that is provided in the table for that task. Note that you will only be able to complete certain tasks after another task has been completed. If this is the case, the action button will be disabled until the other task is complete.

If a task in your list displays the status 'Closed', this means that the close date has passed, or the Administrator has manually closed the task. You will not be able to access a closed task. If you have any queries about why the task has closed, contact the named Administrator for that task.

When you access a task, you will be provided with full instructions about what you need to do. Please read these instructions carefully before you begin the task.

At the end of the task, you will be returned to the My Tasks page. The status column in the task list will change to reflect the fact that you have completed the task. Once you have completed all of the assessments assigned to you, you can log out of the Apollo website.

2.4 My Settings

If you wish to, you can use the 'My Settings' menu to change your login password. To do this, select 'Change Password'.
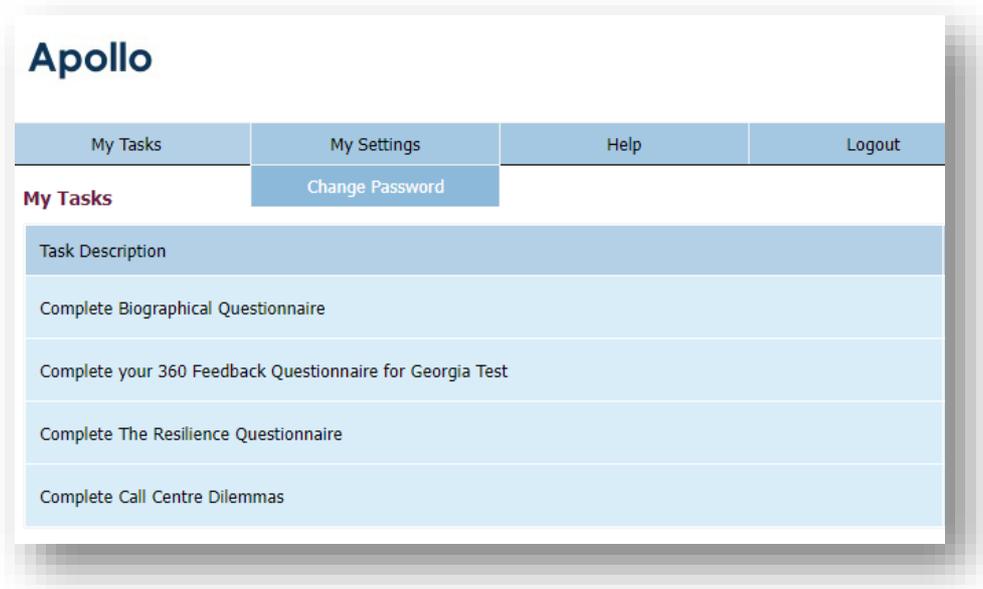
You must enter your username and current password, then enter your new password twice to confirm. Once confirmed, you must use this new password if you want to log back in to the Apollo website

3. Technical Support

If you experience any technical difficulties while completing the assessment(s) assigned to you, firstly ensure that your browser meets the requirements stated in the 'Accessing the Apollo Website' section.
In the unlikely event that you are using a compatible browser but still experience technical difficulties, in the first instance you should always contact the Administrator who nominated you to complete the assessment(s). If you were invited by email, the Administrator's contact details should be included in the email that was sent to you with your login details.

When contacting your Administrator, you should provide full details of:

- The assessment(s) you have been asked to complete

- The exact problem you are experiencing

- The browser and version number you are using

This will help your Administrator to respond to your query as efficiently and effectively as possible.