

OCAI online

Instructions: How to Set Up Your Pro Account?

Read the Pro product page on our website carefully:

<http://www.ocai-online.com/products/ocai-pro>

At the bottom, click on: Go OCAI Pro (make sure you are logged out!)

[Go OCAI Pro »](#)

It will take you here: <http://www.ocai-online.com/ocai-pro-registration>

STEP 1

Vrouwenlaan 106
8017 HS Zwolle
Netherlands

timezone GMT +1
Phone: +38 2301503

marcella@ocai-online.com

www.ocai-online.com

OCAI Pro Registration step 1

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

[Create new account](#)

Enter a username and an email address that you haven't used before (in case of OCAI One or OCAI Enterprise). The system will send a confirmation email and you must click the link in it to set your administrator password. Click the Log in button to set your password.

Note: Whitelist the ocai-online.com domain so you and your participants will receive the confirmation emails. Currently gmail/hotmail accounts are not accepted.

Set password

You have just used your one-time login link. Please set your password. Next time you can login at [this link](#). This login can be used only once.

[Log in](#)

STEP 2

Next, enter your name and password and click on Save.

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OCAI Pro Registration step 2

 You have just used your one-time login link. It is no longer necessary to use this link.

First Name *

Last Name *

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password
 Password strength: _____

Confirm password

To change the current user password, enter the new password in both fields.

Save

Once you created a new OCAI administrator account you can access it by clicking the Login link at the bottom of the page.

OCAI One
OCAI Pro
OCAI Enterprise
Culture Change Leadership - Workshop
Organizational Culture Change - The Book
Organizational Culture Change -

[Login](#) [Register](#)

You will see the following:



Note: if you have tried the free OCAI One before, you will have a user account. However, to set up Enterprise or Pro accounts, you must create a new, separate user account as described above to become a survey administrator. Don't use your OCAI One details. Don't use your Pro administrator details if you have them. You need a separate administrator account for Enterprise survey accounts.

USER ACCOUNT OVERVIEW

This screen gives the overview of this administrator's (you) PRO account.

The Companies List provides a list of companies (if applicable) that this user has created accounts for. This is NOT a list of all companies that used OCAI Online to date. This information is private and secure. If you are a consultant serving multiple client organizations, you may see a list of "Your Companies".

ASSESSMENT LIST

This page shows a list of assessments created to date by this user and where you can create a

new assessment.

CREATE A NEW PRO ASSESSMENT

You arrive at the registration page: Create A New Pro Assessment. Fill out the required information and specifics for your Pro Assessment:

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The first time you create a new Pro assessment, you will also create a new company that is linked to this assessment. This company does not have to be the same as the company that will take part in the assessment. The company entered is the company that will pay the invoice. If a second assessment is created you can choose to select an existing company or create a new one.

1. Assessment Name: Make this as specific as possible. Instead of “Coca Cola”, fill in: “Coca Cola Marketing South Africa” if that were your location and unit. This is the name of your client’s team or organization if you are consulting with them.

2. Contact Person: don’t worry about address details - you will fill this out in the next phase - just enter your name as the administrator.

3. Economic Activity: choose the industry group from the drop down menu.

4. Organization Size: choose the size from the options

5. Logo - upload the logo. This could be your organization’s logo or your client’s logo (if you are a consultant).

6. Country: choose from the drop down menu if everyone is from the same country, choose None if participants are from multiple countries.

7. Language

Tick the box for the languages you'd like to activate for this assessment.
Click Next at the bottom of the page. You will arrive at:

CREATE NEW OCAI PRO COMPANY

Here's where you enter the billing details that will appear on the invoice. American organizations don't pay sales tax because our main office is located in Europe.



Note: in Europe, VAT may apply. The system will ask for a valid VAT number to waive the VAT within the European Union. If you don't have a VAT number, the VAT of your EU country will be added to the total price.

Note: Make sure to remove dots and spaces from you VAT number and include the country code.

When you click Next, you will proceed to Billing Information and Checkout.

CHECKOUT AND PAY

Checkout

- assessment saved!
- OCAI PRO added to your cart.

Shopping cart contents

PRODUCT	PRICE	QUANTITY	TOTAL	COUPON CODE
OCAI PRO	\$597.00	1	\$597.00	
			Order total	\$597.00

Billing information

Full name *
Marcel Lamers

Company
Eshamaysma

Country *
Eshamas

Address 1 *
wistaria lane 2

Address 2
[icon]

City *
Bahama City

State *
[input field]

Continue to next step

The screen Checkout presents your billing details. You can adjust them here, if necessary, and when everything is all right, click on: Continue to Next Step.

If you have a **valid coupon code**, you can enter it here. Coupon codes are available for students and research purposes. Email for more information to marcella@ocai-online.com.

Review Your Order is the last screen to check your order.

Review order

Review your order before continuing.

Shopping cart contents				
PRODUCT	PRICE	QUANTITY	TOTAL	COUPON CODE
OCAI PRO	\$597.00	1	\$597.00	
			Order total	\$597.00

Account information

Username
mtestproeconact

E-mail address
marcel@leadershipandmanagementinfo.com

Billing information

Marcel Lamers
Bahamayama
wisteria lane 2
Bahama City BC
Bahamas

Payment

Ogone

[Continue to next step](#)

or

[Go back](#)

The payment provider for online payments can be linked to your regular bank account, Paypal account or credit card. We accept Visa or Mastercard. Click on Next Step to start your online payment.

When you have paid, you will be brought back to the page: Checkout Complete. Here you can find a link to download your invoice.

INVITE PARTICIPANTS

To find the Pro assessment link to send out to your participants - go back to the tab Assessment List.

When you're logged on, you can also find your account and the # of Pro assessments you administer at the bottom of our homepage:

OCAI One
OCAI Pro
OCAI Enterprise
Culture Change Leadership - Workshop
Organizational Culture Change - The Book
Organizational Culture Change - Video Training
OCAI Consulting
OCAI Consultants

MasterCard PayPal VISA Electron

My account 2 My assessments Logout

general terms

From the Assessment List tab with your Pro surveys, **click on edit/view** to go to your specific Pro assessment.

Here are the assessment links to copy into an invitation email to invite participants. If you use multiple languages, you'll have multiple assessment links for ONE Pro assessment.

When you invite participants, you have to use the correct link provided by our system. You are not allowed to use other, shortened or cloaking links to invite participants to the assessment. These links interfere with the registration process causing technical issues and inconvenience for the participants.

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edit ProExample

Assessment link: <http://www.ocai-online.com/ocai/pro/proexample>

Dutch assessment link: <http://www.ocai-online.com/ocai/pro/proexample?language=nl>

Assessment name *

ProExample

Note: if you want to test your Enterprise assessment, make sure to LOG OUT of your administrator account before you click the link for participants.

Downloads

- [Action schedule](#)
- [Basis of the current culture](#)
- [OCAI Workshop part 1](#)
- [OCAI Workshop part 2 short](#)
- [OCAI Workshop part 2 long](#)
- [OCAI Preparation kit](#)
- [OCAI Work kit](#)
- [Positive energizers](#)
- [Required preferred culture](#)
- [Interview Kim Cameron](#)

Update

Back

At the bottom of this page, you'll find our extra materials to download.

STOP ASSESSMENT

When your participants have done the assessment or time is up (in general, we recommend to leave the survey open for 2 weeks), you can close the survey by ticking the box and clicking Update.

When you stop the assessment you CAN NOT open it again! So please think twice before you do.

Assessment status

active

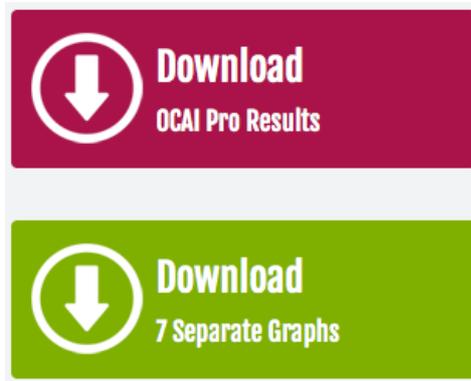
stopped

From the Assessment List tab with your Pro surveys, **click on Results** to see the number of participants to date. You can't see who they are (privacy laws).

DOWNLOAD RESULTS

After closing the Pro assessment, you can download your results report immediately. You'll also find separate PNG files of the culture profiles to paste into your presentation.

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Good luck! May the OCAI culture survey serve as a great starting point to develop your organization.

Questions?

Email marcel@ocai-online.com