



Instructions for Taking the WRTA

1. Use the LINK you were provided to obtain the WRTA product
2. Enter your email address
 - a. If you have previously created an account, click **Sign-In**
 - i. Enter your email address and password
 - ii. Enter a discount code, if provided to you
 - iii. Click **Submit**
 - iv. Click **Complete My Purchase**
 - b. If you do not yet have an account, click **Complete My Purchase**
 - i. Enter your Name and Password with verification, then click **Create Account**
 - c. Enter discount code and payment information, if necessary
3. You will be taken to My Library
 - a. If you exit the program, to go back, go to www.welchtherapyinstitute.com
 - b. Click **My Library**
4. In your Library, click **Open** next to the resource
5. Below the banner, click **Handbook Download**
6. Scroll down and on the right-hand side, click the **PDF** link
7. Save the file to your hard drive for future use and reference
8. Click the **Back** button/arrow in your browser to go back to the main page of the WRTA
9. Click **Open My Assessment**
10. Review the Terms of Service and click **Yes - I Agree**
11. Enter the Facilitator Code you were provided
12. Click **Activate Your Account**
13. Click **Continue to My Assessments**
14. To enter Family or Group Name, if desired, click **Add Details**, enter the name and click **Save Settings**
15. For Person, click **Add Person Details**
16. Enter your name, sex, and birth year
17. Click **Save**
18. Click **Begin** and answer assessment questions
19. If you are taking the WRTA as a couple, provide your username (email) and password to your companion with these instructions:
 - a. Go to www.welchtherapyinstitute.com
 - b. Click **My Library**
 - c. Login using your companion's email address and the password
 - d. Follow steps 4 – 18 above
20. After taking the assessment, you can view your results anytime by doing the following:
 - a. Go to www.welchtherapyinstitute.com
 - b. Click **My Library**
 - c. If prompted, login using your email address and the password you created at www.welchrta.com
 - d. In your Library, click **Open** next to the Welch Responsive Temperament Assessment product
 - e. Click **Open My Assessment**