

Directions for California Psychological Inventory 260

Step 1:

Starting from the Questionnaire area of the CMA website, click once on the ‘California Psychological Inventory’ link. A new window will open with SkillsOne at the top. Your **Login** is **cmacpi260** and your **Password** is **cmacpi260**. For **UserID**, leave it blank if you are logging on for the first time. After you have entered your login and password, click once on the “Log In” button.



Frequently Asked Question: “What’s the User ID for?” You only need a User ID if you are resuming a partially completed questionnaire. If you are interrupted part of the way through the questionnaire, click the “Save and Finish Later” option to get your User ID and write this number down. You will need it to pick up where you left off when you return.

Step 2:

After you have logged in, click once on the green “Begin” button. If you have completed part of the questionnaire and are returning to finish, the button may say “Resume” instead of “Begin.” You should come to a page requesting information about yourself. The only required fields are first and last name and gender. All other information contained on these two pages is optional and does not affect scoring. The test publisher uses this information for internal research, so you may choose to fill it out or skip ahead by clicking the “Continue” button at the bottom. Read the paragraph of questionnaire instructions and then click the green “Continue” button to begin.

Step 3:

After you have completed the 260 true/false questions, click the “Continue” button. You should reach a screen that says you’ve finished your questionnaire and that CMA has been notified.

Step 4:

Click the **Log Out** button. If you need to take additional questionnaires, you can access them from the CMA website, which should still be open in a window behind the CPI window.