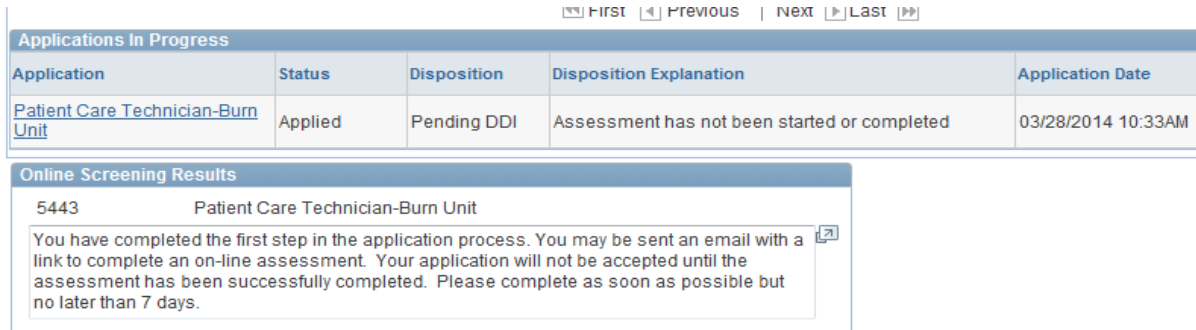


# COMPLETING THE DDI ASSESSMENT TEST

1. Once you successfully submit your application on the Grady Career website, you will receive a [confirmation](#) reminding you to complete the DDI Assessment test.



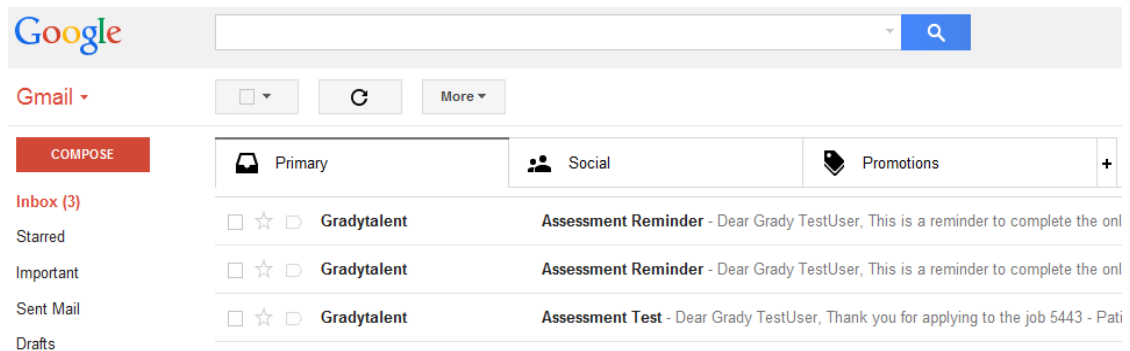
The screenshot shows a table titled "Applications In Progress" with columns for Application, Status, Disposition, Disposition Explanation, and Application Date. Below it is a box titled "Online Screening Results" for application 5443, which contains a message about completing the assessment.

| Application                                       | Status  | Disposition | Disposition Explanation                      | Application Date   |
|---|---------|-------------|--|--------------------|
| <a href="#">Patient Care Technician-Burn Unit</a> | Applied | Pending DDI | Assessment has not been started or completed | 03/28/2014 10:33AM |

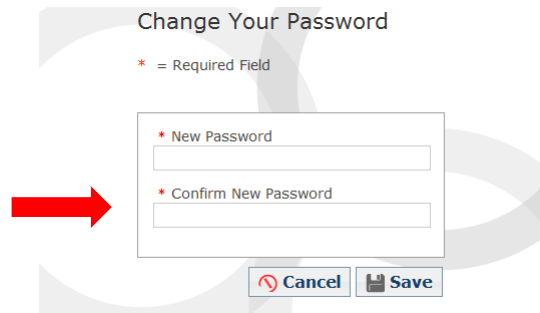
**Online Screening Results**  
5443 Patient Care Technician-Burn Unit

You have completed the first step in the application process. You may be sent an email with a link to complete an on-line assessment. Your application will not be accepted until the assessment has been successfully completed. Please complete as soon as possible but no later than 7 days.

2. Check the same email ([inbox](#) and [junk](#) folders) used when applying at the Grady Career website. **Please note:** Assessment link may take up to 24 hours to arrive in inbox



3. Click the email and follow instructions to the link to access the DDI Assessment test
4. Once on the DDI Talent Portal home screen, you will be prompted to **reset your password**



The screenshot shows a "Change Your Password" form with two required fields: "New Password" and "Confirm New Password". A red arrow points to the "New Password" field.

5. Select language
6. Select assessment

**You have 7 Days to complete the assessment test once receiving the email and link.**  
**You have 48 hours to complete the assessment test once you log-in to the assessment on DDI. If returning to complete test, use link in *original email* sent to you and log-in with email and password.**

For log in assistance and password resets, please contact [gradytalent@gmh.edu](mailto:gradytalent@gmh.edu)  
For any other technical issues, please contact [s2hsupport@ddiworld.com](mailto:s2hsupport@ddiworld.com)