

Returning to the Institutional Transformation Assessment

When taking the Institutional Transformation Assessment (ITA), it's okay if you don't complete the entire assessment in one sitting—you will be able to return and pick up where you left off.

To do so, you'll need to use the Return to ITA link, which was included in the original invitation email that you received. Alternatively, you can use the link in the Return to ITA email that was automatically sent to you after you registered for the ITA (check your spam folder if you don't see it in your inbox—email subject is “ITA Return Link,” sent from *itaAdmin@qemailserver.com*).

It's important to use the Return to ITA link and not the registration link in the invite email. Using the registration link to return to your partially completed survey will cause a “duplicate panel member” error because the ITA will assume you are registering again.

If a you receive a this error, you have two options:

- 1** You may alert your team lead to the error and they can clear the duplicate profile.
(Be aware that this may take 24-48 hours.)
- 2** You may click on the original link again, but you will need to use a different email address and take the ITA from the beginning again. Please note that any progress made with your original login will be lost.