

Frequently Asked Questions for Everything DiSC® on Catalyst™

Designed for Everything DiSC® Certified Facilitators, internal facilitators, and EPIC sub-account holders

Updated February 17, 2021

Meet Catalyst.™

The **NEW** way to experience

EVERYTHING DiSC
A Wiley Brand



Everything DiSC® on Catalyst™ Frequently Asked Questions

General Questions

1. What is *Everything DiSC® on Catalyst™*?

Everything DiSC on Catalyst is a personal development learning experience that equips people with the social and emotional know how for more effective interactions at work—no matter who or where they are. By combining a proven solution with instructor-led training and a powerful learning platform, *Everything DiSC on Catalyst* helps learners:

- Better understand themselves
- Appreciate and value difference in perspective and approach
- Readily and consistently adapt to the unique needs of each person or situation they encounter

The result is lasting impact. For learners, *Everything DiSC on Catalyst* makes the hard work of lasting behavior change possible... **even fun**. For organizations, *Everything DiSC on Catalyst* helps foster an engaged, collaborative, and adaptive culture that drives results... **even virtually**.

2. What are the program components in the *Everything DiSC® on Catalyst™* experience?

The Everything DiSC® Assessment

- Powered and proven by 40+ years of research
- Uses computer adaptive testing and sophisticated algorithms for precise results
- Provides the foundation for a personalized learning experience

The Catalyst™ Platform

- Delivers the results of the Everything DiSC assessment in a guided, narrative-style format
- Allows learners to go deeper into their DiSC® style to develop social and emotional skills
- Compares their DiSC style with colleagues and gives real-time tips for more effective interactions
- Provides access to a range of social and emotional skills development content—personalized to each learner's unique DiSC style

Your DiSC Profile (PDF)

- Delivers the results of the Everything DiSC assessment in a guided, narrative-style format, including the learner's application content.
- A dynamic report available for download from the Catalyst platform and the EPIC Administration Site
- Modular design to coincide with the topics in the facilitation

The *Everything DiSC on Catalyst* Facilitation Kit (Optional Kit for Facilitators)

- Includes *Workplace* and *Agile EQ™* content, featuring easily customizable virtual and in-person training modules, contemporary video, and activities.
- Uses a short-format, modular design that is easily tailored to any group size or time constraint.
- Available for purchase or as a free extension of the *Everything DiSC Workplace®* and the *Everything DiSC Agile EQ™* Facilitation Kits

3. What applications are available within the *Everything DiSC on Catalyst* learning experience?

The best-selling *Everything DiSC Workplace* application and the all-new *Everything DiSC Agile EQ* application.

4. How do the applications work together within the *Everything DiSC on Catalyst* learning experience?

Learners begin their *Everything DiSC on Catalyst* experience with *Workplace*. For new learners, this base experience is available for 15 credits. For past *Everything DiSC®* or *DiSC® Classic* learners, this experience is available as a free upgrade through **December 31, 2021**.

From *Workplace*, you can extend the learning journey to include *Agile EQ™*, which can be unlocked in EPIC for just 10 credits.

Workplace and *Agile EQ* are just the beginning. Our future vision is to migrate and create more applications of DiSC to Catalyst. Whether it's learning to transform conflict or manage with impact, you will be able to continue adding value to your learners over time using *Everything DiSC on Catalyst*.

Learner Pricing Table:

	New Learner	Past DiSC Learner*
Workplace on Catalyst (Base Experience)	15 Credits	FREE UPGRADE
Agile EQ on Catalyst (Add-on Experience)	+10 Credits	+10 Credits
		FREE UPGRADE for Past Agile EQ Learners

*Free upgrade available for Everything DiSC Workplace®, Everything DiSC® Management, Everything DiSC® Productive Conflict, Everything DiSC® Agile EQ™, Everything DiSC® Sales, Everything DiSC Work of Leaders®, Everything DiSC 363® for Leaders, and DiSC® Classic (electronic profiles only).

5. How are the *Everything DiSC® on Catalyst™* applications different than the traditional *Everything DiSC®* applications?

Everything DiSC Workplace® on Catalyst™ and *Everything DiSC® Agile EQ™ on Catalyst™* refactor the traditional *Workplace* and *Agile EQ™* experiences to better support real-world application of the learning concepts. The result is an experience that transforms the traditional once-and-done training event into an ongoing learning process. Three notable differences are described below:

Modular Design: The traditional *Workplace* and *Agile EQ* content have been refactored into eight learning modules. Unlike the traditional experiences, each module is self-contained and can be done alone or in conjunction with others. The design enables group training sessions that can be easily customized to meet a wider range of time or group-size constraints.

The *Workplace* learning modules include the following:

- Fundamentals Module 1 (60 minutes classroom/65 minutes virtual): Your DiSC® Style
- Fundamentals Module 2 (30 minutes classroom/20 minutes virtual): Your Colleagues
- *Workplace* Module 1 (75 minutes classroom/70 minutes virtual): What Drives You
- *Workplace* Module 2 (75 minutes classroom/60 minutes virtual): You and Other Styles
- *Workplace* Module 3 (60 minutes classroom/55 minutes virtual): Build Better Relationships

The *Agile EQ* experience has been refactored into three learning modules.

- *Agile EQ* Module 1 (45 minutes classroom/40 minutes virtual): Your EQ Strengths
- *Agile EQ™* Module 2 (95 minutes classroom/100 minutes virtual): Beyond Your Comfort Zone
- *Agile EQ* Module 3 (60 minutes classroom/60 minutes virtual): Develop Your EQ

Please note that all learning modules can be delivered separately or together in a single event. The intent of the modular design is to equip Partners and Facilitators with more options to address emerging learning trends around shorter-format sessions.

Immediately Relevant and Applicable to Each Learner's Day-to-Day Work Life: The Catalyst™ platform acts as a personalized, on-demand single access point for learners to call on throughout their DiSC journey. Here, learners take their DiSC assessment, gain access to their personalized results and their *Workplace* and/or *Agile EQ™* application content, and can compare their DiSC® style to their colleagues and get tips for more effective interactions in real time. This contextualized experience allows learners to apply what they learn with their colleagues and more easily come back to DiSC to help achieve lasting behavior change.

Virtual or In-Person Instructor-Led Facilitation: To address the remote work implications brought on by COVID-19, the *Everything DiSC Workplace® on Catalyst™* and *Everything DiSC® Agile EQ™ on Catalyst™* facilitation has been designed to support virtual OR in-person training and include the following:

- Virtual facilitation (for use with videoconferencing technology)
- Classroom facilitation (for face-to-face sessions)

6. Will *Everything DiSC® on Catalyst™* be translated?

The future vision of *Everything DiSC on Catalyst* includes translations; however, we are focused on creating and optimizing the experience in English first, so we can't provide any timelines.

The Base Experience: *Everything DiSC Workplace® on Catalyst™*

7. What is *Everything DiSC Workplace on Catalyst*?

Everything DiSC Workplace on Catalyst takes the best-selling *Everything DiSC Workplace®* experience to the next level. Designed to engage everyone in building more effective relationships at work, *Everything DiSC Workplace on Catalyst* helps people adapt to others in real-time. With this base experience, participants will:

- Discover their DiSC style
- Deepen understanding of self and others
- Learn how to build better relationships with others
- Access real-time tips for more effective interactions with their colleagues
- Build the foundation for future social and emotional skills training

The result is a more engaged, collaborative culture that improves the overall quality of the workplace.

8. What is included in the *Everything DiSC Workplace on Catalyst* base experience?

With *Everything DiSC Workplace on Catalyst*, learners will:

- Take the *Everything DiSC®* Assessment
- Gain access to the *Catalyst™* platform
- Receive their Your DiSC Profile report—a 23-page guided narrative available for download from the *Catalyst™* platform and the EPIC Administration Site.

9. How many credits is *Everything DiSC Workplace on Catalyst*?

Everything DiSC Workplace on Catalyst is available for 15 credits. For more details on pricing for your organization, contact your *Everything DiSC* Authorized Partner.

10. Can we upgrade past *Everything DiSC®* and *DiSC® Classic* learners to *Everything DiSC Workplace®* on Catalyst™?

Yes! Any past *Everything DiSC* or *DiSC Classic* learner* is eligible for a FREE *Everything DiSC Workplace* on Catalyst upgrade through December 31, 2021. **This upgrade is available for English profiles only.** In any upgrade scenario, the learner will need to complete additional assessment questions. To gain access to this free upgrade, use existing data in EPIC. For more details on how to upgrade your past *Everything DiSC* or *DiSC Classic* learners to Catalyst™, contact your Everything DiSC Authorized Partner.

*Free upgrade available for *Everything DiSC Workplace®*, *Everything DiSC® Management*, *Everything DiSC® Productive Conflict*, *Everything DiSC® Agile EQ™*, *Everything DiSC® Sales*, *Everything DiSC Work of Leaders®*, *Everything DiSC 363® for Leaders*, and *DiSC® Classic* (electronic profiles only).

11. Who is *Everything DiSC Workplace* on Catalyst for?

Everything DiSC Workplace on Catalyst is designed for any individual, regardless of title or function, who works with people. Individuals who work within or are associated with an organization will get more out of the learning experience because they will gain access to the *Your Colleagues* feature—a capability that allows learners to compare DiSC® styles and learn tips for more effective interactions in real time.

The Add-On Experience: *Everything DiSC® Agile EQ™* on Catalyst™

12. What is *Everything DiSC® Agile EQ™* on Catalyst™?

Learners can continue their DiSC journey with the all-new *Everything DiSC Agile EQ* on Catalyst add-on experience, designed to teach participants to read the emotional and interpersonal needs of a situation and respond accordingly. By combining the personalized insights of DiSC with active emotional intelligence development, participants discover an agile approach to workplace interactions, empowering them meet the demands of any situation. *Agile EQ™* participants will:

- Discover the instinctive mindsets that shape their responses and interactions
- Recognize opportunities to stretch beyond what comes naturally to them
- Take action to become more agile in their approach to social and emotional situations

The result is an emotionally intelligent workforce that can support a thriving agile culture.

13. What is included in the *Everything DiSC Agile EQ* on Catalyst add-on experience?

With *Everything DiSC Agile EQ* on Catalyst, learners will:

- Receive their personalized *Agile EQ* content on the Catalyst platform
- The Your DiSC Profile report will be expanded from 23-pages to 50-pages and include the *Agile EQ* content.

14. How many credits is the *Everything DiSC Agile EQ* on Catalyst add-on experience?

The *Everything DiSC Agile EQ* add-on experience is available to *Everything DiSC Workplace* on Catalyst learners for an additional 10 credits.

15. Is *Everything DiSC® Agile EQ™* available as a stand-alone experience within *Everything DiSC® on Catalyst™*?

No. The *Everything DiSC® Agile EQ™ on Catalyst™* add-on experience requires the *Everything DiSC Workplace® on Catalyst™* base experience. This means that in order to experience *Agile EQ™* on the Catalyst™ platform, the total investment will be **25 credits** for a new learner (10 credits for a past DiSC learner who took advantage of the free upgrade to *Everything DiSC Workplace on Catalyst*) and will include all the *Workplace* content on the Catalyst platform. Once learners have access to both *Workplace* and *Agile EQ* content on Catalyst, facilitators are empowered to facilitate any module within both applications in any order to best addresses the needs and circumstances of each group.

16. How will *Everything DiSC Workplace on Catalyst* learners be notified that *Agile EQ* has been added to their Catalyst experience?

EPIC administrators will need to add *Agile EQ* to each learner's *Everything DiSC Workplace on Catalyst* access code in EPIC. This process triggers an email to your learners, welcoming them to *Everything DiSC Agile EQ on Catalyst*. From there, learners log in to Catalyst to see their new *Agile EQ* content! For more details, contact your Everything DiSC® Authorized Partner.

17. Can I upgrade my past *Everything DiSC Agile EQ* learners to *Everything DiSC Agile EQ on Catalyst*?

Yes! Any past *Everything DiSC Agile EQ* learner is eligible for a FREE *Everything DiSC Agile EQ on Catalyst* upgrade through December 31, 2021. This upgrade includes the *Everything DiSC Workplace on Catalyst* base experience and **is available for English profiles only**. To gain access to this free upgrade, use existing data in EPIC. For more details on how to upgrade your past *Everything DiSC Agile EQ* learners to Catalyst, contact your Everything DiSC Authorized Partner.

Learner Pricing Table:

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		FREE UPGRADE for Past Agile EQ Learners

*Free upgrade available for *Everything DiSC Workplace®*, *Everything DiSC® Management*, *Everything DiSC® Productive Conflict*, *Everything DiSC® Agile EQ™*, *Everything DiSC® Sales*, *Everything DiSC Work of Leaders®*, *Everything DiSC 363® for Leaders*, and *DiSC® Classic* (electronic profiles only).

Assessment Questions

18. What assessment are learners taking with *Everything DiSC Workplace*® on Catalyst™?

The assessment includes the base DiSC® questions, plus questions to measure the *Workplace* priorities, *Productive Conflict* priorities, *Management* priorities, and *Agile EQ*™ mindsets. As a result, learners will not have to take new items when they are given access to future Catalyst content (when additional content becomes available). *Sales* questions are not included because they are sales-specific and not relevant to learners in other roles or functions. *Work of Leaders*® questions are not included because they would substantially increase the length of the assessment.

19. How long will the assessment take?

If the learner takes the full *Everything DiSC Workplace on Catalyst* assessment, it will take ~20-30 minutes to complete. If a learner was assigned *Everything DiSC Workplace on Catalyst* using existing data from a past Everything DiSC® experience, it will take ~5-10 minutes to complete. Learners who upgrade from a *DiSC*® *Classic* experience will take the full *Everything DiSC Workplace on Catalyst* assessment.

The Catalyst™ Platform Questions

20. What is Catalyst™?

Catalyst is a personalized, online learning platform that acts as a single access point throughout a learner's DiSC journey. Designed to support instructor-led facilitation or for individual exploration, Catalyst integrates DiSC into the flow of work, ensuring takeaways are readily applied. With Catalyst, learners will:

- Take the proprietary Everything DiSC personality assessment
- Discover their DiSC style and deepen their self-understanding
- Compare with colleagues and gain tips for more effective interactions in real time
- Access social and emotional skills training—personalized to their unique DiSC style

With Catalyst, Everything DiSC creates an immediate, lasting impact on employee performance and organizational culture—from anywhere.

21. What content is available to learners on the Catalyst platform?

The content available on the Catalyst platform for learners who purchase *Everything DiSC Workplace on Catalyst* includes the following:

- **Your DiSC Style:** A narrative-style summary of a learner's DiSC style with access to style-specific podcasts.
- **Workplace:** Personalized content traditionally found in the *Workplace* Profile but refactored into three learning modules to coincide with the facilitation:
 - What Drives You
 - You and Other Styles
 - Build Better Relationships

- **Your Colleagues:** A comparison capability that allows learners to find their colleagues and get tips for better interactions using DiSC®
- **DiSCology:** Basic information about DiSC theory and research

For learners who have the *Everything DiSC® Agile EQ™ on Catalyst™* add-on experience, they will also see the below content on the Catalyst™ platform:

- **Agile EQ:** Personalized content traditionally found in the *Agile EQ™* Profile, refactored into three learning modules to coincide with the facilitation:
 - Your EQ Strengths
 - Beyond Your Comfort Zone
 - Develop Your EQ

22. When using the style filters on the *Your Colleagues* feature, which DiSC style would someone be categorized with when they are an iD or SC or CS, etc?

People will appear in the style filter for only the first letter or the first quadrant of their style. This is true for both the *Your Colleagues* page and the *You and Other Styles* page. For example, a learner with an Si style, will appear in the S-style filter but will not appear in the i style filter.

23. Can a learner have additional priorities with *Everything DiSC Workplace® on Catalyst™*? Where does a learner find their additional priorities?

Yes. A learner's *Workplace* priorities, including additional priorities when applicable, are found within the *Workplace* feature on the Catalyst platform, and first introduced in the module, *What Drives You*. Here, the learner will find out their shading, their motivators and stressors, and three key strategies that might help improve effectiveness at work.

A learner's *Workplace* priorities can also be viewed on any of the individual *Your Colleagues* pages within the *Your Colleagues* feature. Any learner can compare their *Workplace* priorities with those learners in the same organization using this feature.

24. Can Catalyst be linked to a learning management system (LMS)?

Not at this time.

25. Can I use Catalyst as a virtual platform to host the facilitated sessions (instead of a platform like Zoom or Microsoft Teams)?

No. Catalyst is a platform where learners access their personalized DiSC content. Facilitators can use a webinar or videoconferencing tool of their choice to run a virtual session.

26. Can facilitators add content to Catalyst™?

No. The content on the Catalyst platform is created and managed by Wiley and based on a learner's DiSC® results and the DiSC results of the people within their organization.

27. Will learners be able to access the *Everything DiSC Workplace®* on Catalyst™ or *Everything DiSC® Agile EQ™* on Catalyst™ facilitation PowerPoint® slides and handouts on Catalyst?

No. Learners cannot access the facilitation materials (videos, PowerPoint decks, and handouts) from the Catalyst platform. These will be provided by the facilitator.

28. Will there be video embedded within the Catalyst platform?

Yes. The Catalyst platform contains video content that is separate from the facilitation for learners to explore on their own.

29. Will learners be able to personalize their report on the platform?

Not at this time.

30. Where does the client's organization logo on the Catalyst platform come from?

The logo that appears on the platform is the logo that is housed in the database that powers the organization look-up feature in EPIC. If you create a custom organization, you are unable to add a logo at this time.

31. Are DiSC style podcasts available on the Catalyst platform?

Yes. DiSC style podcasts are available within the *Your DiSC Style* section of the Catalyst platform. Learners will only gain access to the podcast that coincides with their DiSC style.

32. Will there be a Catalyst platform app?

Not at this time. The Catalyst platform is a mobile-enabled website, designed for on-demand access from any device and provides a fully immersive mobile experience. However, it is not an application that you can download from an app store.

The Your DiSC® Profile Report (PDF)

33. Is there still a PDF profile with the *Everything DiSC®* on Catalyst™ experience?

Yes. The PDF profile is called *Your DiSC Profile* and is available for download from either EPIC or the Catalyst platform. It's a dynamic report, and the content will change based on which DiSC applications the learner has access to. A learner will have *Workplace* or *Workplace* and *Agile EQ™* content depending on what the EPIC Administrator has provided. See sample report for details.

34. What is the role of the *Your DiSC® Profile* report in the learning experience now that the Catalyst™ platform is available?

The report can be printed from EPIC and used for in-person classroom training in the same way it's always been used. In addition, learners can also download their reports directly from the Catalyst platform.

35. How is the *Your DiSC Profile* report different from the content on the Catalyst platform?

Most of the content in the report is the same as the content found in corresponding sections of the Catalyst platform, though there are some minor differences in presentation and organization. The report also contains introductory pages for each section that are not found on the platform and are intended to support modular facilitation. Conversely, some content on the platform, such as the *Your Colleagues* section, is not included anywhere in the report.

36. How is the *Your DiSC Profile* report different from the traditional *Everything DiSC Workplace*® Profile and the *Everything DiSC*® *Agile EQ*™ Profile?

Many of the pages in the *Your DiSC Profile* report will closely resemble the content found in the *Everything DiSC Workplace* and *Everything DiSC Agile EQ* Profiles, and the personalized information remains largely the same. Notable changes include the following:

- Introductory pages have been added that allow each module to be facilitated independently, if desired. The DiSC map at the bottom of each introductory page can be used as part of the “catch-up” content to reacquaint participants with the model. In addition, the *You Will Learn* section on this page identifies the highlights of each module.
- The *Your DiSC Overview*, narrative, and *Overview of DiSC* pages from the traditional *Workplace* profile have been grouped in the *Fundamentals* section at the start of the report.
- The *Three Key Strategies for Effectiveness* from the *Workplace* profile now follow the *Motivators & Stressors* page.
- To support modular facilitation, a table of contents page has been added at the beginning of the report, and the page numbering calls out the section of the report. For example, the four pages of the *Fundamentals* section mentioned above is numbered FN 1–FN 4, and the first *Workplace* module is numbered WP 1–WP 4, etc.
- Language changes such as new module names and some minor rewording of definitions and concepts.
- A new page, *Learning to Stretch*, has been added to the last *Agile EQ*™ module to help participants determine which mindset they’d like to work on first.

37. Can the *Your DiSC Profile* report be accessed from the Catalyst platform?

Yes. Learners can access their *Your DiSC Profile* report within the *Download Reports* feature on the Catalyst platform.

38. What supplemental reports are available with the *Everything DiSC on Catalyst* experience?

The *Comparison Report*, *Group Culture*, *Team View*, *Supplement for Facilitators*, and *Facilitator Reports* are available for *Everything DiSC on Catalyst*.

The Everything DiSC® on Catalyst™ Facilitation Kit

39. What is included in the *Everything DiSC® on Catalyst™* Facilitation Kit?

The *Everything DiSC on Catalyst* Facilitation Kit uses a short-format, modular design and includes virtual and in-person facilitation options to ensure you and your facilitators can create a customized experience that meets the unique needs of any client.

The kit includes *Workplace* and *Agile EQ™* content, featuring virtual and in-person training modules, contemporary video, and activities.

Workplace Facilitation Modules:

- Fundamentals Module 1: Your DiSC® Style
- Fundamentals Module 2: Your Colleagues
- *Workplace* Module 1: What Drives You
- *Workplace* Module 2: You and Other Styles
- *Workplace* Module 3: Build Better Relationships

Agile EQ Facilitation Modules:

- *Agile EQ* Module 1: Your EQ Strengths
- *Agile EQ* Module 2: Beyond Your Comfort Zone
- *Agile EQ* Module 3: Develop Your EQ

40. How does the new *Everything DiSC on Catalyst* Facilitation Kit differ from the traditional *Everything DiSC Workplace®* and *Everything DiSC® Agile EQ™* Facilitation Kits?

Here is a quick overview of the differences you may notice in the *Everything DiSC on Catalyst* Facilitation Kit.

***Everything DiSC on Catalyst* in-person modules:**

- Most major activities remain the same
- Some activities were moved to other locations to better align with the flow of facilitation
- Inclusion of an optional recap section at the beginning and conclusion of each module.

***Everything DiSC on Catalyst* virtual modules:**

- Most learning objectives remain unchanged
- Activities are converted to meet the needs of a virtual training and learning environment
- Modified or replaced in-person activities, designed for a virtual environment
- Activities designed to encourage discussion and participation on a virtual platform, using collaboration tools like polls, PowerPoint® annotations, and more
- Inclusion of an optional recap section at the beginning and conclusion of each module.

41. What is the cost of the *Everything DiSC® on Catalyst™* Facilitation Kit?

For pricing information, please contact your Everything DiSC® Authorized Partner.

42. I have already purchased an *Everything DiSC® Agile EQ™* and/or *Everything DiSC Workplace®* Facilitation Kit. Can I upgrade to the *Everything DiSC on Catalyst* Facilitation Kit?

Yes! Any *Workplace* or *Agile EQ™* kit holder who purchased a traditional kit on or before December 31, 2021, is eligible to access a free upgrade via the Everything DiSC® registration site using their registered serial number. This offer is available for those who have purchased either a *Workplace* OR an *Agile EQ* Facilitation Kit, and those who have purchased both *Workplace* AND *Agile EQ* Facilitation Kits.

This upgrade includes both the *Workplace* AND the *Agile EQ* facilitation content, featuring both virtual and in-person training modules. For more information, please contact your Everything DiSC Authorized Partner.

43. Will the free *Everything DiSC on Catalyst* Facilitation Kit upgrade on the registration site expire?

The offer doesn't expire but is only available for *Workplace* or *Agile EQ* Facilitation Kit holders who purchased their kit on or before December 31, 2021. Traditional *Workplace* or *Agile EQ* Facilitation Kits purchased after December 31, 2021, will not have access to the free upgrade. Instead, those individuals could purchase an *Everything DiSC on Catalyst* Facilitation Kit. For pricing information, please contact your Everything DiSC Authorized Partner.

EPIC Administration Questions

44. Can view be set to “no” with *Everything DiSC on Catalyst*?

No. View is set to “yes” for all learners. On completion of their assessment, learners will gain access to their DiSC® results on the Catalyst™ platform. This provides a streamlined learner experience and aligns with today's expectations for digital learning.

45. As an EPIC administrator, how do I ensure my learners can see one another in the *Your Colleagues* feature within the Catalyst platform?

During the process of assigning an *Everything DiSC on Catalyst* access code, the EPIC administrator must select or add the organization specific to that access code. All learners assigned to the same organization in EPIC will be visible to each other through the *Your Colleagues* feature within the Catalyst platform. For more information contact your Everything DiSC Authorized Partner to gain access to helpful job aids.

46. Can I edit a learner's organization after their access code has been assigned?

Yes. For step by step instructions, contact your Everything DiSC Authorized Partner for the *Catalyst EPIC Administration* Job Aid and/or the *Troubleshooting Guide for Everything DiSC on Catalyst*.

47. What if my organization is not in the Organization look-up feature in EPIC?

An EPIC administrator can create an organization if they cannot find the specific organization needed in the database.

48. Is an organization I create in EPIC visible to all EPIC administrators?

Yes. Any organization that is created will be added to the database and visible to all EPIC administrators in the future.

49. Can Authorized Partners and EPIC administrators use existing data from a traditional Everything DiSC® application access code to assign an *Everything DiSC® on Catalyst™* access code?

Yes. Existing data can be used for learners that have completed any of the following learning experiences:

- *Everything DiSC Workplace®*, *Agile EQ™*, *Productive Conflict*, *Sales*, *Management*, *Work of Leaders®*, and/or a *363® for Leaders*.
- *The Five Behaviors®* Team Profile (Everything DiSC), *Five Behaviors* Personal Development, *Five Behaviors* Team Progress Report (Everything DiSC).
- *DiSC® Classic* products.

50. Can Authorized Partners and EPIC administrators use existing data from an *Everything DiSC on Catalyst* access code to a traditional Everything DiSC application access code?

No, not at this time.

51. If I rerun a traditional *Everything DiSC Workplace* Profile from EPIC that was already completed, will it automatically reformat to the *Your DiSC® Profile* report format provided with *Everything DiSC Workplace® on Catalyst™*?

No. In order to receive the *Your DiSC Profile* report, a past *Everything DiSC Workplace* learner will need to be upgraded to *Everything DiSC Workplace on Catalyst*.

52. Can I limit the reach of the *Your Colleagues* feature to a smaller department or team within a larger organization?

No. The search function and the department filters within the *Your Colleagues* feature can help your learners find one another with ease.

53. Can a learner be assigned to multiple organizations?

A single access code can be assigned to one organization only. If a learner would like to be a part of more than one organization, they must be assigned an additional access code, create a new learner login using a different email address, and complete the assessment again.

54. What access do Authorized Partners and EPIC administrators have to Catalyst™ learner usage data?

Other than the normal account activity reports found in EPIC, there are no additional Catalyst learner activity reports at this time. *Everything DiSC Workplace®* on Catalyst™ information will be included in the following:

- Account History
- Profile Completion – Detail + Summary
- Pending Credits
- Unassigned Access Codes
- Records Moved
- Credit Activity Reports

Privacy and Security

55. Do users have to invite/accept invitations from others to see them and their DiSC® information within the *Your Colleagues* feature on Catalyst™?

No, users are automatically connected to others from within their organization who are also on Catalyst. Learners can take advantage of the power of DiSC® immediately by finding their colleagues and gaining actionable tips for improved interactions.

56. How was the General Data Protection Regulation (GDPR) considered while building the Catalyst platform?

Catalyst was fully designed and developed within a post-GDPR world, and it is one of the first platforms across all of Wiley to incorporate privacy and security in every feature through a fully integrated Privacy-by-Design program. This has enabled feature level consideration within the context of GDPR and with other privacy regulations such as the California Consumer Privacy Act. As global privacy laws evolve, we will continue to evaluate privacy needs for future updates.

57. Does the *Your Colleagues* feature comply with global privacy laws?

Yes. The Catalyst platform incorporates privacy and security in every feature, including the *Your Colleagues* feature. Each feature complies with GDPR, and with other privacy regulations like California Consumer Privacy Act. Wiley will continue to evaluate privacy needs for every future update. Specific actions taken to ensure the *Your Colleagues* feature compliance include:

- At the Catalyst account creation stage, all learners are asked to accept the [Privacy Policy](#) and [Terms of Use](#) prior to engaging with the platform. This information covers the interactions on the *Your Colleagues* feature.
- Catalyst, and the usage of the *Your Colleagues* feature, have been included in Wiley's Privacy Shield certification (available to view [here](#)) and has obtained the TRUSTe seal by an independent third party to verify compliance with privacy regulations.
- In compliance with privacy rules, learners can update their own data that is shared in the *Your Colleagues* feature in their Account information. While this does not allow learners to turn off the sharing of their DiSC style information, it does offer the autonomy to ensure that their name, photograph, and department are accurate and complete.

- Any learner at any time can ask to be removed from Catalyst™ by contacting their EPIC administrator. Administrators may delete a learner's access code(s), which will completely delete the learner's record in EPIC (including their *Your DiSC® Profile* report) and their access to the Catalyst platform (as long as there are no other active Catalyst access codes for that learner). After this, the learner will no longer be able to log into the Catalyst platform and their information will not be visible to others in their organization.
- In the case of a learner who has access to Catalyst but changes organizations, administrators are able to edit a learner's organization within EPIC.

58. When a learner leaves an organization, can their DiSC® information be removed from Catalyst, then reinstalled with a new employer?

Yes, learner accounts can be deleted. For a full learner account deletion, administrators may delete a learner's access code(s), which will completely delete the learner's record in EPIC (including their *Your DiSC Profile* report) and their access to the Catalyst platform (as long as there are no other active Catalyst access codes for that learner). After this, the learner will no longer be able to log into the Catalyst platform.

If you have questions that were not addressed in this FAQ document, please contact your Everything DiSC Authorized Partner.