



Client Onboarding

Quick Start Guide

January 2025

Admin Onboarding

Once your Cognassist platform has been set up, you can onboard the users who will manage the platform.

1. Cognassist will share your bespoke onboarding link with you. Follow the link to create your account.
2. Tell us that your account has been created, and we will give you admin access so that you can manage your platform.
3. Take your assessment, view your cognitive map and explore your recommended strategies.

Employee Onboarding

When you are ready to roll out the platform to your organisation:

1. Share the onboarding link with your employees so that they can self-onboard.
2. Employees fill in their details to create their accounts.
3. Employees complete their assessment, view their cognitive map and explore their own strategies.

Champion Onboarding

Champion Onboarding

1. Share the onboarding link with your Champions so that they can self-onboard.
2. Champions fill in their details to create their accounts.
3. Champions should complete their assessment and review their cognitive map in advance of their training session.

Once they have created their account, follow the below steps to provide them with the correct platform access.

Providing Champion Level Access

1. Log in to your admin account
2. Select Users and then All Users on the menu bar
3. Locate the relevant user
4. Click on their name
5. Click Additional Details
6. Tick Champion box
7. Where a user is both a manager **and** a champion, tick both boxes
8. Click Save

Repeat this process as required for your champions.

Champion Training

Cognassist will provide further details on training for your Champions.

Objective: To empower Champions to drive neuro-inclusive change across the organisation and enhance maturity through awareness, knowledge and scenario-based learning.

Training for Champions is ongoing, following the initial training session, via Cognassist's Champion Community through a series of workshops, expert-led events and Q&A surgeries.

Manager Onboarding

Managers can be onboarded to the platform in the same way as employees and champions.

1. Share the onboarding link with your managers so that they can self-onboard.
2. Managers fill in their details to create their accounts.

Once they have created their account, follow the below steps to provide them with the correct platform access.

Providing Manager Level Access

1. Log in to your admin account
2. Select Users and then All Users on the menu bar
3. Locate the relevant user
4. Click on their name
5. Click Additional Details
6. Tick the Manager box
7. Where a user is both a manager **and** a champion, tick both boxes
8. Click Save

Repeat this process as required for all managers.

Manager Training

Once managers have been added to the platform, they can access their training via their Homepage.

Objective: To position an understanding of neuro-inclusion, cognitive diversity and neurodiversity and understand how to use Cognassist to solve common manager pain points such as team communication, team adjustments and employee engagement.

Linking Employees to their Managers

Once a manager has been added to the platform, you can then link their employees to their account.

1. Log in to your admin account
2. Select Users and then All Users on the menu bar
3. Locate the relevant employee
4. Click on their name
5. Click Additional Details
6. Click in the Manager field
7. From the dropdown list, select the employee's manager
8. Click Save

Repeat the above process for the required employees.

Enablement Material

Please visit [Welcome to Cognassist - Cognassist](#) for access to all enablement materials.