

# Instructions for Taking the T-JTA Assessment Online

Please allow 30-45 minutes to answer all 180 T-JTA Questions. Partial assessments cannot be saved.

1. Go to the T-JTA Administration Website: [tjta-online.com](http://tjta-online.com)
2. **Select a Language** for T-JTA® Online Administration.  
To proceed, your web browser must accept cookies. For more info, click “Help with cookies.”
3. Enter your Counselor’s **Last Name** and **Scoring Access Number** (account number), and click the “Login” button.
4. **Please read the instructions carefully; then click on the revolving “Next” icon.**
5. **Counselor Data:**  
In the blue box, re-enter your counselor’s **first and last name** and your counselor’s **Scoring Access Number**.
6. **Answers Apply to:**  
If you are taking the assessment on only yourself, select **Self**. If you are taking a Criss-Cross, select **Self** to first take the test on yourself, then take the test a second time and select **Another**.
7. **Information about person being to whom answers apply:**  
**Important:** When you fill out this section (which includes **name**, **address information**, **ethnicity**, **sex** and **age**) make sure the information pertains to the *subject* of the test. This is not necessarily *you*. The subject is the person you are describing when you answer the questions.  
For example, if you are taking a Self-assessment, enter *your* identifying information because *you* are the *subject*. When taking the test on Another, enter *their* identifying information because *they* are the *subject*.
8. **What is your relationship to the person you are describing?**  
If this is a Self-assessment, leave this section blank. If this is an assessment on Another, enter *your relationship* to that person. Are you the husband, wife, boyfriend, etc. of the “person you are describing?”
9. **Information about the respondent taking the assessment:**  
The information in this section (which again includes **name**, **address information**, **ethnicity**, **sex** and **age**) pertains to *you*, the *test-taker*. If this is an assessment on Self, you can skip this section. If this is an assessment on Another, this is where you enter *your* personal identifying information.
10. Take the test. When you are finished, click on “**Submit Answers**” and write down the receipt number for your assessment. If you are only taking the assessment on yourself, you are finished.
  - a. If you are completing a **T-JTA Criss-Cross**, once you have taken the T-JTA on yourself, you will need to take the T-JTA a second time to describe **Another**. You can do this by clicking the button “**Take the T-JTA on Another**,” or simply repeat these instructions from the beginning.