



Catholic Leadership
INSTITUTE

CALLED FOR MORE PRIESTS ACCESS TO PORTAL

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This document provides instructions for accessing and using the Called For More Portal to complete your Priest Profile. If at any time you need assistance with the Portal, please email onlinesupport@catholicleaders.org.

It is recommended that you use Chrome, Microsoft Edge or Mozilla Firefox as your browser; Internet Explorer does not work. If you are on a Mac or Apple device, you can use Safari.

Accessing the Called For More Portal the First Time

Open the email you received from the Catholic Leadership Institute Portal and click on the link in the email or copy and paste into your web browser.

This screen will appear:



CLI Portal
Catholic Leadership Institute

Welcome to the CLI Portal!

An account has already been made for you using the email address provided to us.


Confirm Your Email Address

Is this the email address you wish to use to set up your account?

eod2@catholicleaders.org [Change email address](#)

Continue with this email address

If the email address is correct, click on [Continue with this email address](#). This screen will appear:



CLI Portal
Catholic Leadership Institute

Welcome to the CLI Portal!

An account has already been made for you using the email address provided to us.

Set Your Password

Set a password for your account.

Email Address eod2@catholicleaders.org

Password

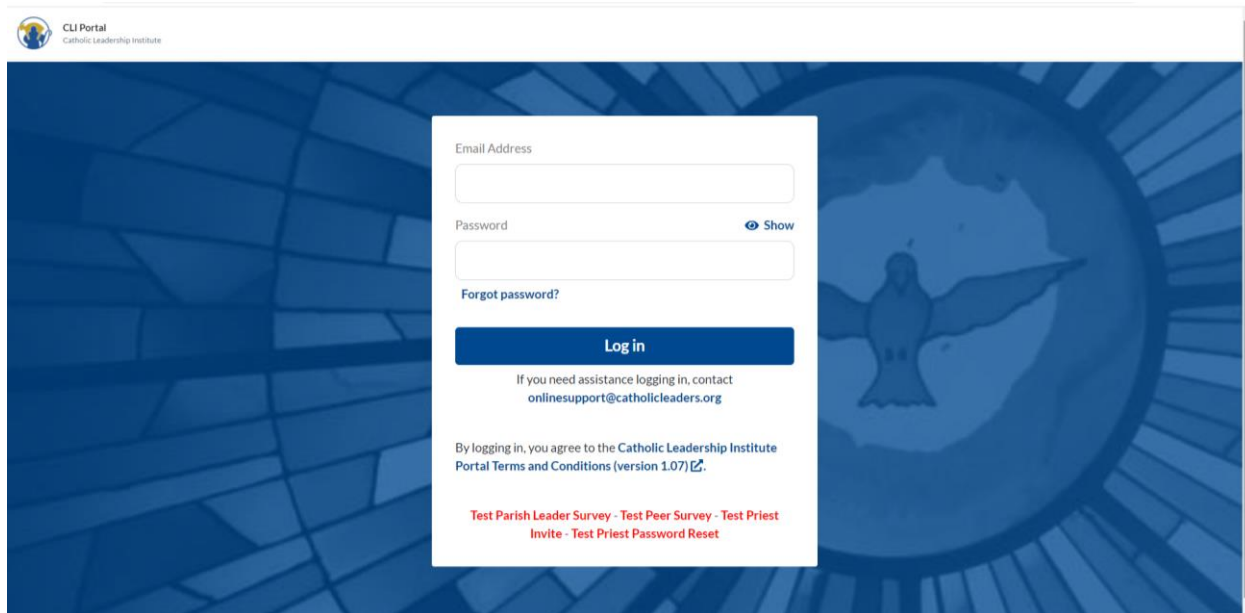
Confirm Password

[Go back](#)

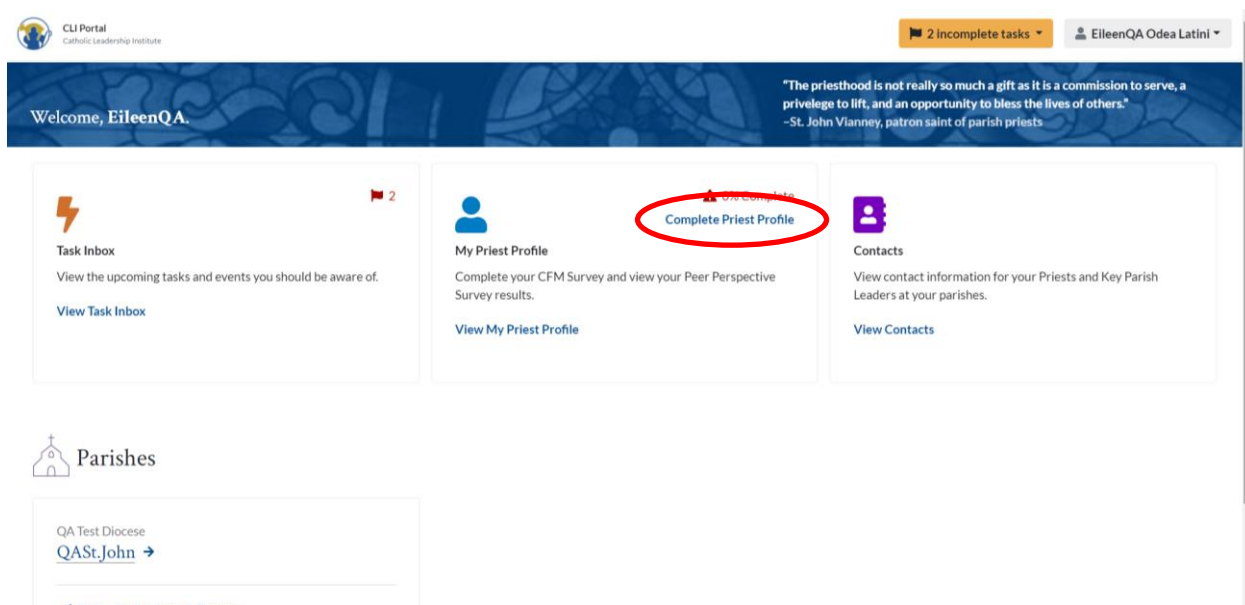
Type in a password and click on [Set password](#).

The password requirements are specific and must meet the following standards: at least eight characters, including one lowercase and one uppercase letter, one number, and one special character (! @ # \$ or %). **Only** the special characters listed are accepted (so you **cannot** use a ?, &, or *) nor are spaces accepted

This screen will appear:



Enter your username (email address) and your password and click on Log in. This screen will appear:

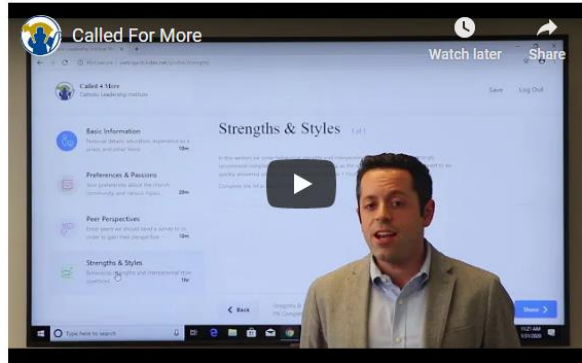


Click on Complete Priest Profile. This screen will appear:



Great! First things first.

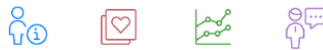
We are looking forward to ministering with you and look forward to providing you with a fruitful experience. The short video below outlines a few of our hopes for this project.



[Got it. Let's get started!](#)

You should watch the video.

Then click on [Got it. Let's get started!](#) This screen will appear:



Let's learn more about you.

Next, we'll walk through some steps to gather basic information, as well as your preferences, passions, and strengths. Some of these sections may take some time, but don't worry! You can pause and save at any time you wish. However, once you complete each section, you will not be able to make more changes.

We look forward to learning more about you!

[Begin profile >](#)

Click on [Begin profile.](#)

Completing Your Priest Profile

The Called For More Priest Profile consists of 4 sections:

- **Basic Information:** This section asks for some biographical information that makes sure the diocese has your accurate ordination year, assignment history, and most importantly certifications and experiences you have had that may provide more insight into your giftedness as a priest.
- **Preferences & Passions:** This section asks you to rank or prioritize some things that are important to you about ministry and the way you approach it. There are no right or wrong answers. We are trying to understand what brings you joy and how you approach ministry. We also want to understand your perception of what your strengths and opportunities are as a priest.
- **Peer Perspective:** This is a chance to invite 3 priests or people you know in ministry to provide their perspective on your strengths and opportunities. Please pick people who know you best in ministry and can speak to those gifts.
- **Strengths & Styles:** This section will take you to a third-party partner, Infor, that provides resources and inventories for ongoing development and coaching. CLI is testing the Infor system as a way to provide an unbiased inventory into gifts and talents. This is comparable to a DISC or Myers Briggs type of tool but much more robust.

This screen will appear:

Called For More Portal
Catholic Leadership Institute

Go to homepage

Bob Smith

Basic Information 1 of 6

In this section we cover basic information such as your name, other personal details, education, experience, as a priest, and other items. You can save and log out at any time, and when you log back in it will be as you left it. This section will take 5-10 minutes to complete.

GENERAL

Title

First Name* Last Name* Suffix

Year of Birth Year of Ordination

Basic Information
0% Complete

Next >

Fill in the fields and when you are done click on the Next button. Note the Year of Birth field – you only need to enter the **YEAR** of your birth, not the full date. You will go through several screens in this section. You will notice that the bar at the bottom of the screen shows you how much you have completed. When you get to the last

screen in this section, click on Complete. This will save your answers. A green check mark will appear in the box on the Priest Profile screen.

The Next section is Preferences & Passions.

Called For More Portal
Catholic Leadership Institute

Go to homepage

Bob Smith

Basic Information
Personal details, education, experience as a priest, and other items
10m

Preferences & Passions
Your preferences about the church, community, and various topics
20m

Peer Perspectives
Peers we should send a survey to in order to gain their perspective
10m

Strengths & Styles
Behavioral strengths and interpersonal style questions
30m

Preferences & Passions 1 of 29

In this section we cover information such as your preferences about the church, community, and other various topics. You can save and log out at any time, and when you log back in it will be as you left it. This section will take 20 minutes to complete.

How would you rate your effectiveness in the following areas of priestly ministry?

	Very Ineffective	Ineffective	Average	Effective	Very Effective	N/A
Providing spiritual direction/counsel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Providing pastoral care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preaching homilies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teaching the faith	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Forming your people	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promoting Stewardship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Preferences & Passions
3% Complete

Back Next

Fill in the fields and when you are done click on the Next button. You will go through several screens in this section. You will notice that the bar at the bottom of the screen shows you how much you have completed.

Note that the question on screen number 12 “Rank the community values that are most important in a parish community (rank in order, 1 being the highest rank)” requires you to rank the answers **uniquely**. This means that you can only use each number one time and you must use each number. If you do not do this, you will get an error message. The question on screen number 21 “As a priest, I’m confident that I build relationships with those in my community because: (rank in order, 1 being the highest rank)” is the same type of question.

When you get to the last screen in this section, click on Complete. This will save your answers. A green check mark will appear in the box on the Priest Profile screen.

The Next section is Peer Perspectives.

Called For More Portal
Catholic Leadership Institute

Go to homepage

Bob Smith

Peer Perspectives 1 of 3

In this section we ask you to enter the information below for three (3) to ten (10) priests who we can send a survey to gain their perspective. You can save and log out at any time, and when you log back in it will be as you left it. This section will take about 10 minutes to complete.

Enter the following information for at least three (3) priests who know you. We will send them a survey to gain their perspectives.

Title	First Name*	Last Name*	Email Address*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

< Back Peer & Perspectives 0% Complete Next >

In this section, you will invite three priests who know you best in ministry. If you choose, you can also select a colleague in ministry who is not a priest. Fill in the fields and when you are done, click on the Next button. The following screen will appear:

CLI Portal
Catholic Leadership Institute

Return to homepage

1 incomplete tasks

Peer Perspectives 2 of 3

In this section we ask you to enter the information below for three (3) to ten (10) priests who we can send a survey to gain their perspective. You can save and log out at any time, and when you log back in it will be as you left it. This section will take about 10 minutes to complete.

Are you sure?

Click 'Send' to confirm you wish to send an email to your peers.

Cancel Send

Waiting for peer review

Click on Send button. Note that there is up to a two-day delay from when you invite the priest to when they receive the email.

The Next section is Strengths & Styles.

CLI Portal
Catholic Leadership Institute

Return to homepage

1 incomplete tasks

C. Long

Basic Information
Personal details, education, experience as a priest, and other items
10m

Preferences & Passions
Your preferences about the Church, community, and various topics
20m

Peer Perspectives
Peers we should send a survey to in order to gain their perspective
10m

Strengths & Styles
Behavioral strengths and interpersonal style questions
30m

Strengths & Styles 1 of 1

In this section we cover behavioral strengths and interpersonal style questions to gather information about your working ministerial style. We **strongly recommend** completing this section in one sitting. Questions are meant to be quickly answered in succession. This section will take approximately 30 minutes to complete.

[Open the Infor questionnaire →](#)

Once you have completed the Infor questionnaire, you will be provided a link to return to this website.

[Back](#) Strengths & Styles [Continue](#)

The Strengths & Styles section utilizes a third-party personnel tool from Infor Systems. Infor is a leader in performance management and coaching resources. You will be asked to agree to the terms of use with Infor when you are led to the section in order to give your permission for the Diocese and CLI to have access to your results. Infor is a third-party survey provider, so to take the survey you will temporarily leave the CLI Portal.

Click on [Open the Infor questionnaire.](#)

This screen will appear:

Called For More Portal
Catholic Leadership Institute

Go to homepage

Bob Smith

Basic Information
Personal details, education, experience as a priest, and other items
10m

Preferences & Passions
Your preferences about the church, community, and various topics
20m

Peer Perspectives
Peers we should send a survey to in order to gain their perspective
10m

Strengths & Styles
Behavioral strengths and interpersonal style questions

Strengths & Styles 1 of 1

In this section we cover behavioral strengths and interpersonal style questions to gather information about your working ministerial style. We **strongly recommend** completing this section in one sitting. Questions are meant to be quickly answered in succession. This section will take approximately 30 minutes to complete.

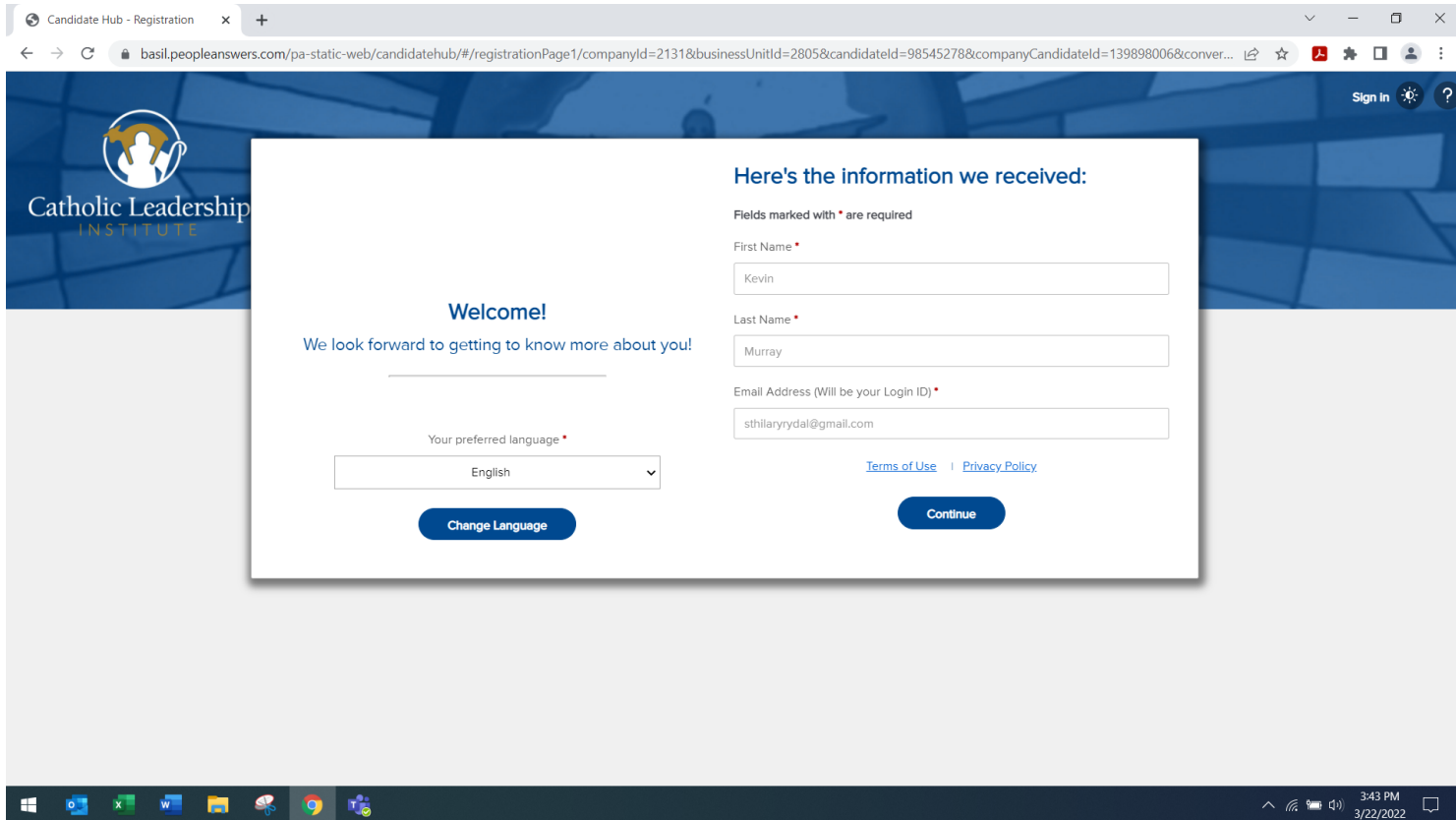
Once you have finished the questionnaire, you will be provided a link to return to the CLI Portal.

Please click 'OK' to continue to the Infor website.

[Cancel](#) [OK](#)

Click [OK.](#)

This screen will appear:




Note that this is where you can change the language to something other than English.

Click on Continue.

Candidate Hub - Registration

basil.peopleanswers.com/pa-static-web/candidatehub/#/registrationPage1/companyId=2131&businessUnitId=2805&candidateId=98545278&companyCandidateId=139898006&conver...



Registration Information

Fields marked with * are required

Password Rules

- ✗ Must contain at least 6 character(s)
- ✗ Password cannot equal login

Password *

Confirm Password *


Back Submit

3:45 PM 3/22/2022

Set a password. Click on Submit

Candidate Hub - Legal Agreement

basil.peopleanswers.com/pa-static-web/candidatehub/#/registrationPage1/companyId=2131&businessUnitId=2805&candidateId=98545278&companyCandidateId=139898006&c...



Acknowledgement

Terms of Use

• Acceptance of Candidate Terms of Use Agreement

Please review the following Candidate Terms of Use Agreement ("Agreement") carefully, as it forms the basis of a legally binding contract between you and Infor (US), LLC ("Infor", "we", or "us") regarding your access to and use of this website (the "Site"). By accessing the Site, you agree to be bound by all of the terms and conditions set forth herein.

Infor is a service provider for its client companies (the "Client-Employer") and offers the Client-Employer's access to certain tools and services accessible through the Site, including, but not limited to, employee assessment services (the "Service"). Current employees of a Client-Employer and potential employment candidates of the Client-Employer may take and provide answers to one or more questionnaire(s) through the Service. You have been directed to the Site as a result of your employment.

I have read and agree to the Terms of Use

Disagree Print Submit

3:45 PM 3/22/2022

Click on the little box next to the words "I have read and agree to the Terms of Use" and click on Submit.

The image shows a welcome screen for the Catholic Leadership Institute. The background is a dark blue with a subtle pattern of stylized leaves or petals. In the top left corner is the Catholic Leadership Institute logo, which features a stylized figure holding a staff. The text "Catholic Leadership INSTITUTE" is positioned below the logo. In the top right corner, there are links for "Sign Out", a settings gear icon, and a question mark icon. The main heading is "Welcome!" in a large, white, sans-serif font. Below it, the text "Let's get started by getting to know more about you" is displayed in a smaller white font. In the center, there is a white circular icon containing a lightbulb and a network of nodes. Below this icon, the text "How You Work" is written in a bold, dark blue font. Underneath, there are two circular progress indicators: one showing "10 Minutes" and another showing "0% Completion". At the bottom center of this section is a blue button with the text "Get Started".

Click on Get Started.

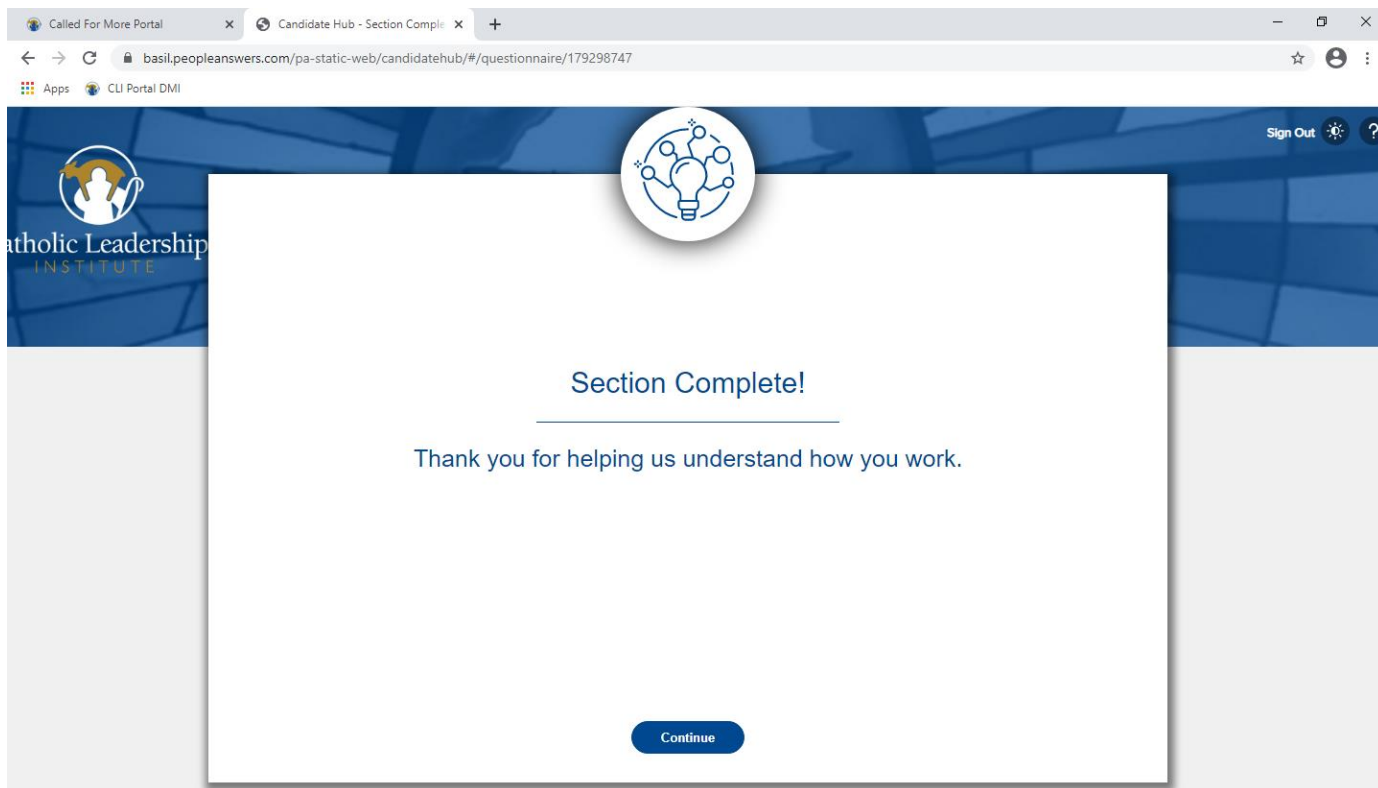
The image shows the "How You Work" screen, which is a white pop-up window centered on a dark blue background. The window has a title "How You Work" in a bold, dark blue font, with the subtitle "Getting Started" below it. The window contains five numbered steps, each with an icon and a brief description: 1. A DNA double helix icon with the text "The goal of this questionnaire is to understand your behavioral DNA and how it matches the job profile". 2. A checklist icon with the text "There are no right or wrong answers, so please select the choice that best represents you". 3. A clock icon with the text "There is no time limit for this assessment, but responses should be given quickly". 4. A lightbulb icon with the text "If you wish to save and continue later, select 'Stop and Continue Later' at the bottom of the test". 5. A lightbulb icon with the text "Read the questions carefully and be honest when responding". Below the steps, there is a dropdown menu labeled "Your preferred language*" with "English" selected. At the bottom left of the window is a grey button with a left-pointing arrow and the text "Back to Home". At the bottom right is a blue button with a right-pointing arrow and the text "Begin Questionnaire".

Note that this is where you can change the language to something other than English.

Click on [Begin Questionnaire](#).

When you get to the end of the Survey, be sure to click on the [Submit](#) button.

This screen will appear:



Click on Continue



Congratulations!

You Have Completed All Questionnaires



Thank you for taking the time to complete this questionnaire. By clicking the continue button, you will be directed back to the Catholic Leadership Institute portal.

Continue

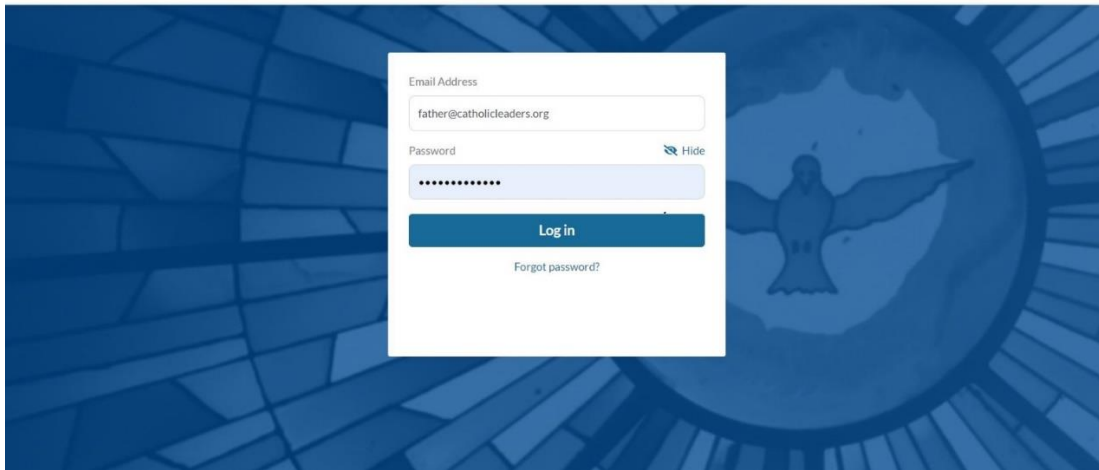
Click on Continue. You will be returned to the Called For More Portal.

Accessing the Called For More Portal After Account Setup

Go to **Catholic Leadership Institute Website:** <https://www.catholicleaders.org/>
Select **Called for More Client Portal** from the Menu on the right side

Or to access directly:

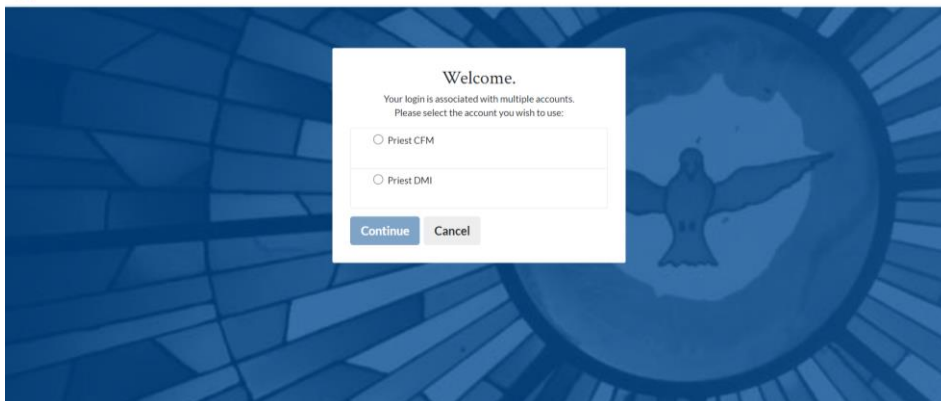
WEB ADDRESS: <https://portal.catholicleaders.org/home/>



Log into the Called for more Portal by entering your username (email address) and password.

If you have forgotten your password, then click on Forgot Password? on the log-in screen, enter your email address on the screen that appears and click on Send Password to send a password change email to your address. Then go to your email in-box, open the note from onlinesupport@catholicleaders.org and follow the instructions to reset your password.

This screen will appear:



To access your Priest Profile, select **“Priest CFM”** as your account.

General User Questions

1. I set up my password, but the system is not accepting my email login. What now?

It is possible you were set up in our system using a different email address that was provided to us from your diocese/archdiocese. Please try your diocesan email address at login if your personal email does not work.

2. I completed the Peer Perspective section but my peers have not received an email invitation.

There is up to a two-day delay built into the system to give you time to give your peers advance notice to look for the email. The email might not have been sent yet. Alternatively, double check your email addresses and confirm with your peer that they are correct. If not, you can add them again with the correct information.

3. I am a peer responding to an invitation. When I get to section 4 there is nothing on the screen. Am I missing something?

The Peer Perspective section has only 3 questions and the 4th page is only to submit your responses by clicking "Complete."

4. Why does the Strengths & Styles section not mark complete when I am finished like the other sections?

Updating the Strengths & Styles section requires a manual update from the Infor database, which CLI runs every 24 hours so there is a delay in seeing the check mark for that section.

5. Did the system save my answers? When I go back, everything is gray and does not show my responses.

Your responses are saved, but you are not able to view or read them after submission. Though it might appear no answers are logged, they are stored in the system.

6. Can I change my answers after submitting them?

You cannot change your answers. Should you realize any significant errors, you may reach out to CLI at onlinesupport@catholicleaders.org and we can reset sections of your Profile.