

## Default EPIC Email Message

The default email message allows the respondent to link to their prework through EPIC. The picture below shows the default message of an *Everything DiSC Workplace Profile* access code assignment:

### Note:

The email message below is sent from an account that has been set to use the HTML email format. If your personal account information in EPIC is set to use plain text, there will be no formatting options available (i.e., bold or italics).

Click on **Help** in the EPIC navigation menu and select **Maintaining Your Personal Options** for instructions on how to set your email format.

The diagram illustrates the structure of an email message. It is enclosed in a rectangular box. On the left side, there are two labels with arrows pointing to the corresponding parts of the message:

- Custom message inserts here**: An arrow points to the header information (From, Sent, To, Subject).
- Default message**: A bracket on the left side encompasses the main body of the email.

The email content is as follows:

**From:** [Administrator Name] [Administrator@emailaddress.com]  
**Sent:** Date and Time  
**To:** Respondent Name  
**Subject:** [Admin Name] has made your Everything DiSC Workplace Profile available online.

This Email contains an Access Code for: **Everything DiSC Workplace Profile**.  
To begin responding, please click on the link below:  
<https://www.inscape-epic.com/default.asp?id=JHBK345Q2B>

**IMPORTANT:** This is your personal Access Code. Do not share this note or the Access Code with anyone unless you want them to have access to your Report.

If you are have problems with the link, you can access the **Everything DiSC Workplace Profile** by entering the site address:  
<https://www.inscape-epic.com>  
and supplying the following personalized Access Code:  
JHBK345Q2B

If you have any questions, please contact :  
Administrator Company Name