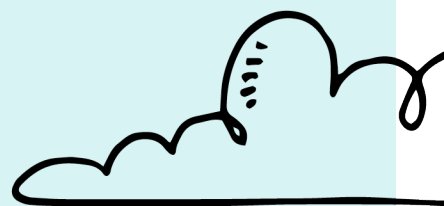


RECOGNATION®



UL OF **Health**

Training Guide – Team Member



User Profile



Accessing your profile

1. Log in at:

<https://uoflhealth.recognition.com>

First-time users can register by clicking “First time user?”

A secured link will be sent to the member, who will have a limited time to register before it expires.

UFL Health

Welcome to UofL Health's RecogNation Program!

Thank you for your dedication and many contributions to our company's success!

Please register your work email by clicking on the "First Time User" Link found under the login button. Here you will receive a secured link to create a password. Your username is your employee ID#.

Username

Password

LOG IN

Forgot Your Username or Password?
First time user? Click here to set your password

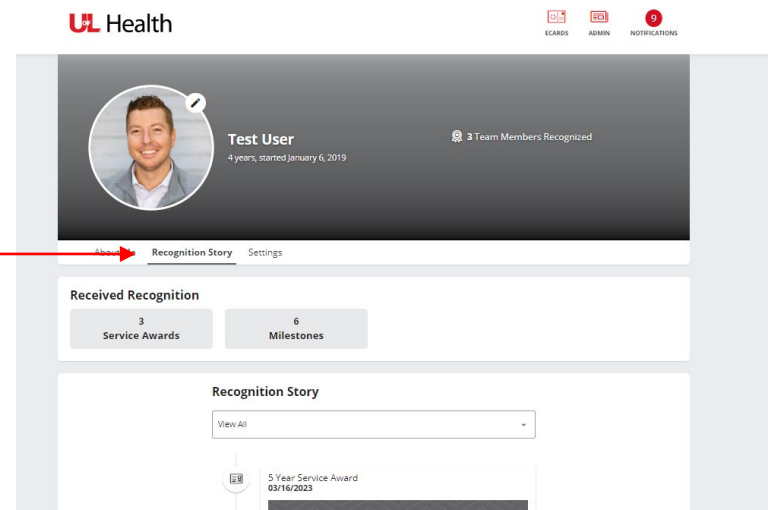
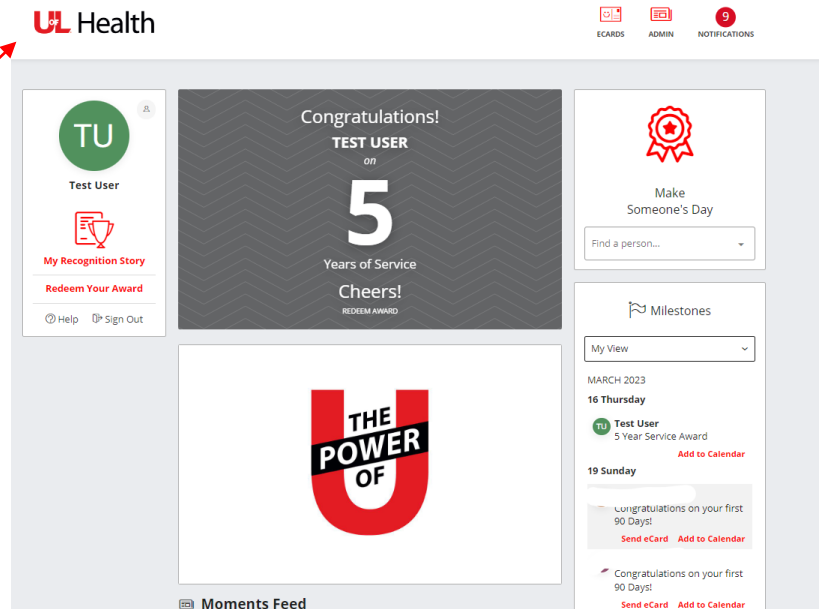
Accessing your profile

3. Click the UofL Health logo at any time to return to the homepage.

(Use Chrome for the best browsing experience.)

4. Click on the circle with your name to view your account summary and history, update your password (when applicable), or add a photo.

5. Click on “My Recognition Story” to view a summary of your great achievements and recognition received.





eCards



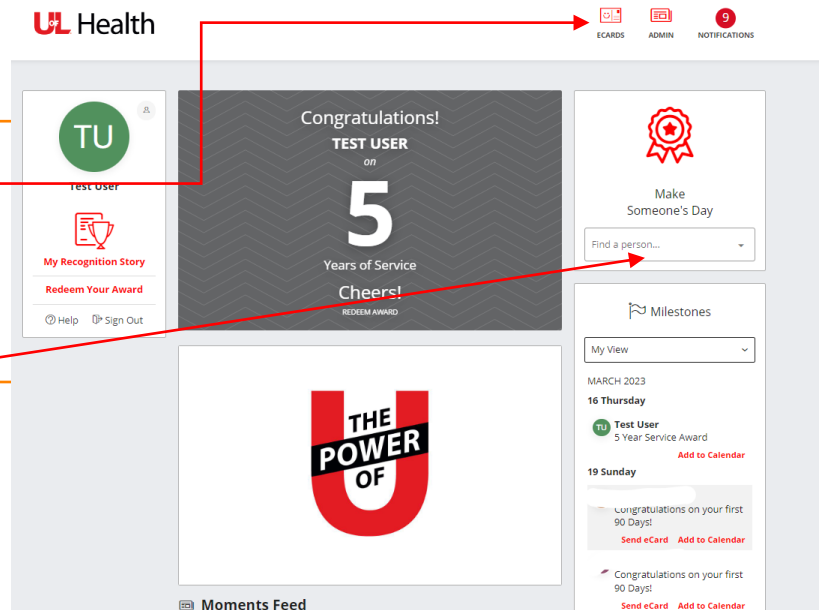
Sending eCards

1. You can send an eCard by:

- Clicking "ECARDS" on top of the page

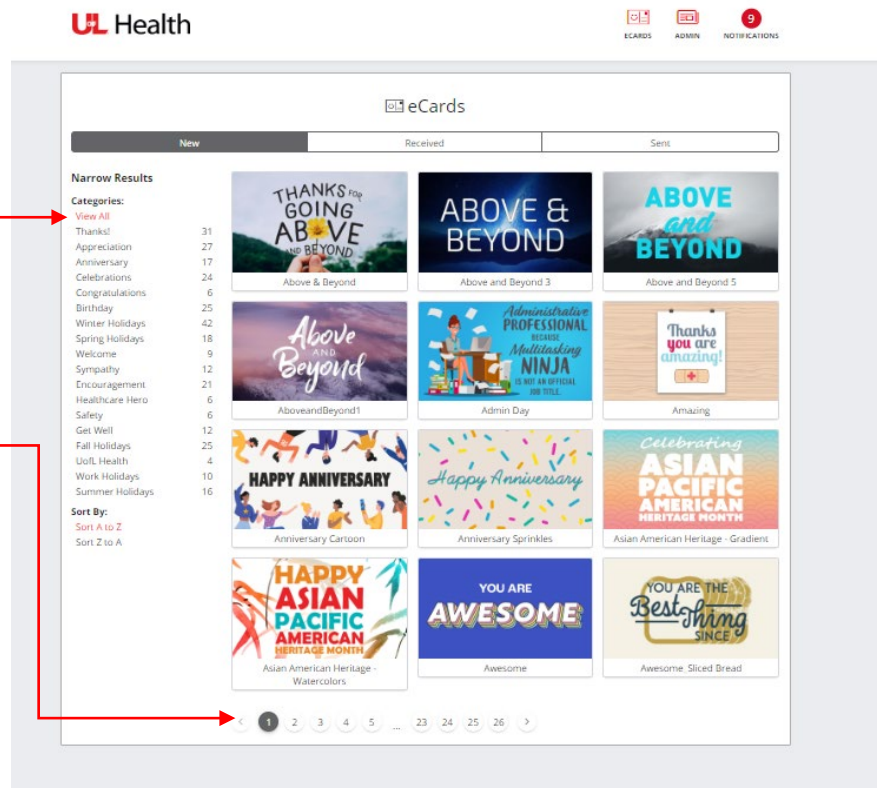
Or

- Typing the recipient's name in the "Person Lookup" search bar under "Make Someone's Day," clicking their name, and clicking "Send an eCard"



2. Refine your search by clicking on a category listed on the left-hand side.

3. Browse all of your eCard options by clicking the page arrows.



Sending eCards

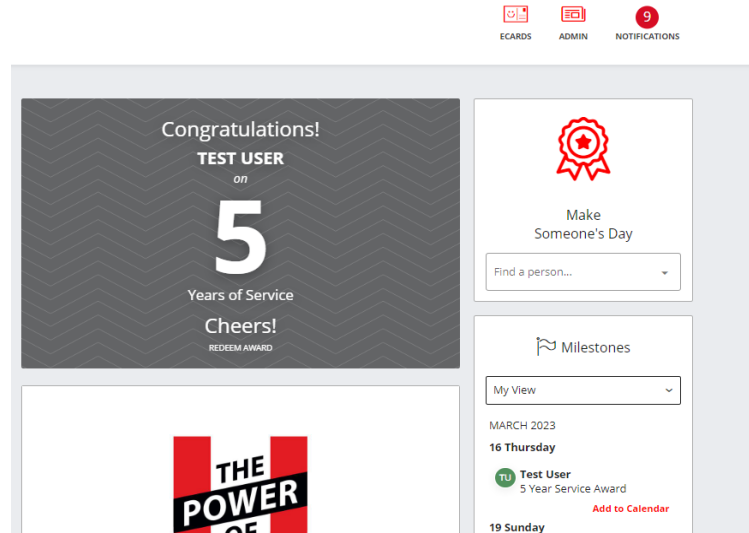
4. Click an eCard thumbnail to select it. If you want a different design, click the back arrow to view all.

- Type one or more recipients in the "To" field
- You can also copy the recipient's leader
- Type your message
- Set the delivery date and time and click "Submit"
- When applicable, you can post a copy to the Moments Feed

The screenshot shows the UL Health eCards interface. At the top, there's a navigation bar with 'UL Health' logo and icons for 'ECARDS', 'ADMIN', and 'NOTIFICATIONS' (with a red circle containing the number 9). Below this is a tabbed interface with 'New', 'Received', and 'Sent' tabs. The 'New' tab is active, showing a back arrow on the left and a large eCard preview. The eCard features a red shield with a white 'U' and a black stethoscope, set against a background of Earth from space. The text on the eCard reads 'YOUR SUPER POWERS ARE OUT OF THIS WORLD!'. Below the preview is a 'To' field containing 'Jennifer Beckman (jenny.beckman@uofhealth.org)' with a dropdown arrow. To the right of the 'To' field is a 'CC Manager' toggle switch. Below the 'To' field is a large text area for the message, with a placeholder 'Message (required)'. At the bottom of the message area is a '100' character count. Below the message area is a delivery date and time field showing '03/16/2023 4:02 PM'. To the right of this field is a 'Share on Moments Feed' toggle switch. At the very bottom are two buttons: 'CANCEL' and 'SUBMIT'.

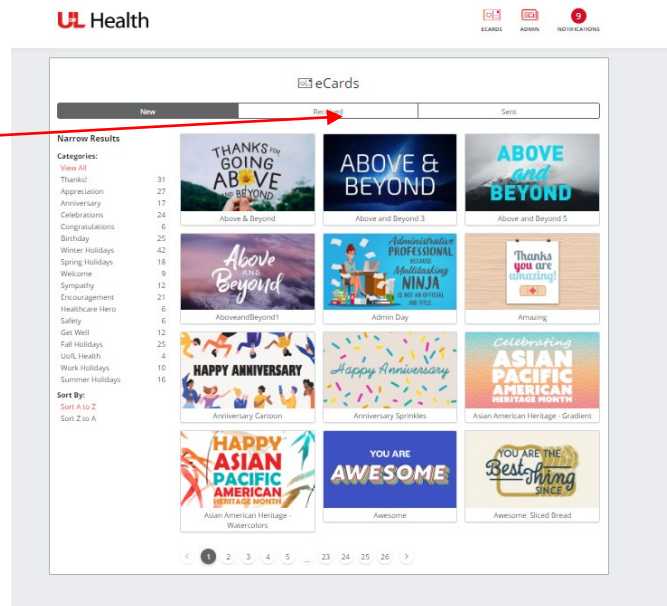
Receiving eCards

1. Log into your award site.



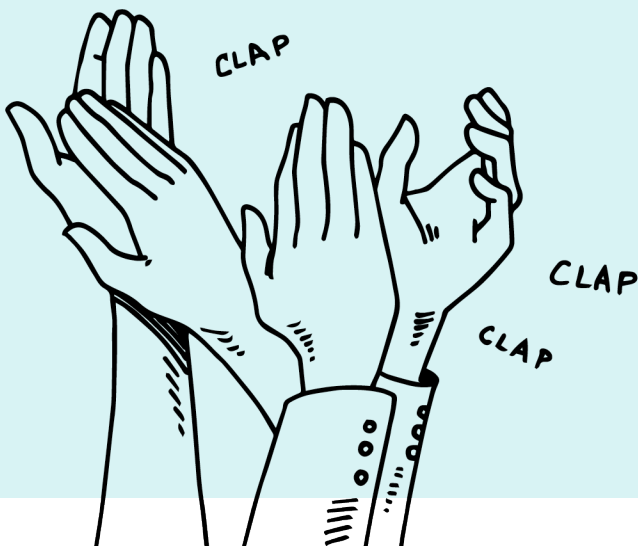
2. Hover over “Recognize” and click “eCards” in the upper right-hand corner.

3. Here you will be able to see what you've sent and received, and you will be able to modify scheduled eCards.





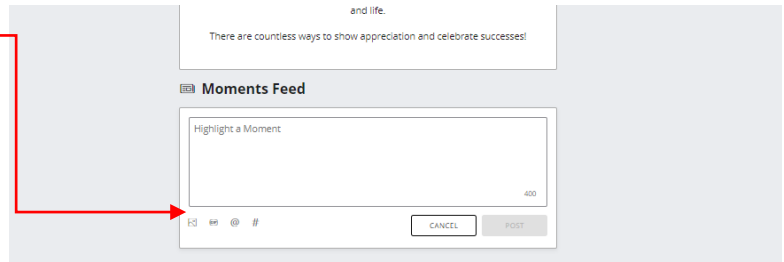
Moments Feed & Enhanced Profile



Moments Highlights

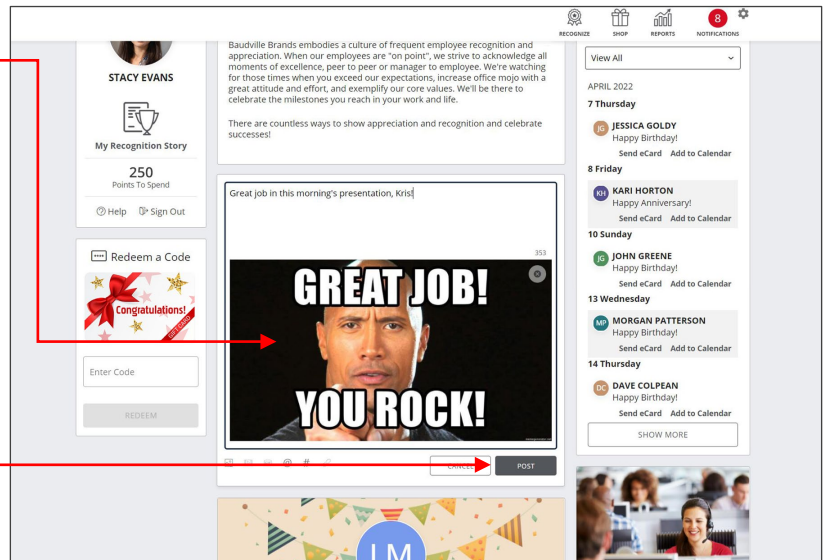
1. In the center of your page, under the welcome letter, click into the box that says “Highlight a Moment.”

2. Start to type your digital high five in the box.



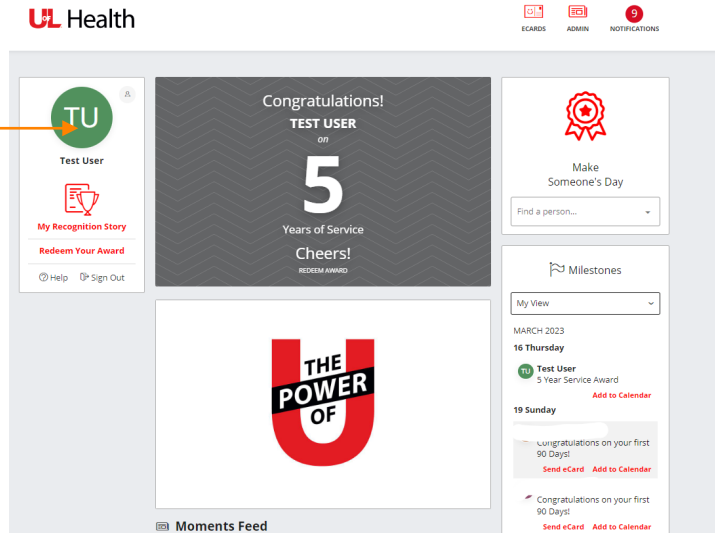
3. Don't forget to personalize your digital high five by adding images, videos, GIFs, mentions, hashtags, or links.

4. Click “Post.”

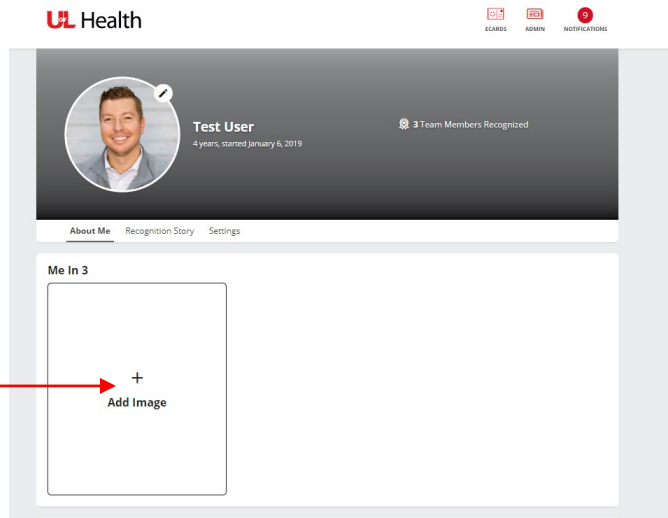


Me In 3

1. Click on your photo to go to your profile page.



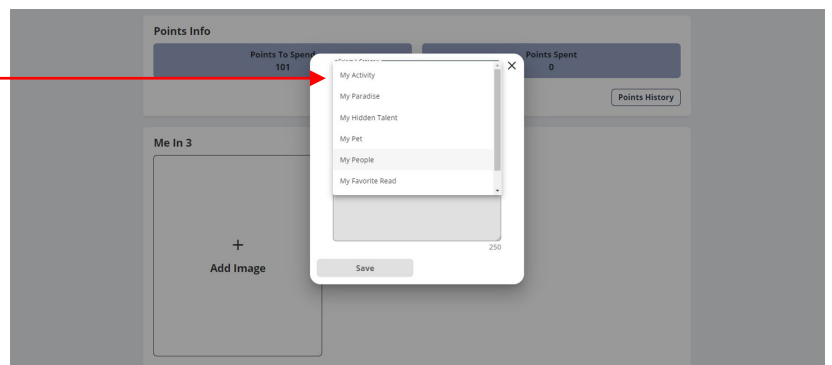
2. Scroll down until you see the section titled "Me In 3". Click inside the "Add Image" box to upload a photo.



3. First select a category from the dropdown menu at the top.

Once you have selected a category, click on the "Upload an image" field.

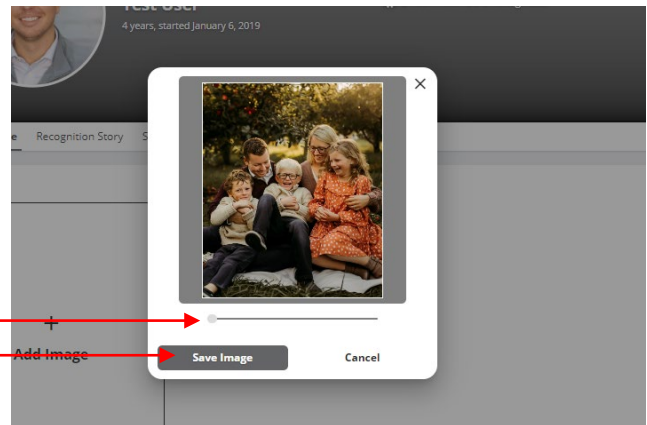
A new window will pop up, allowing you to navigate to the photo you wish to upload.



Me In 3

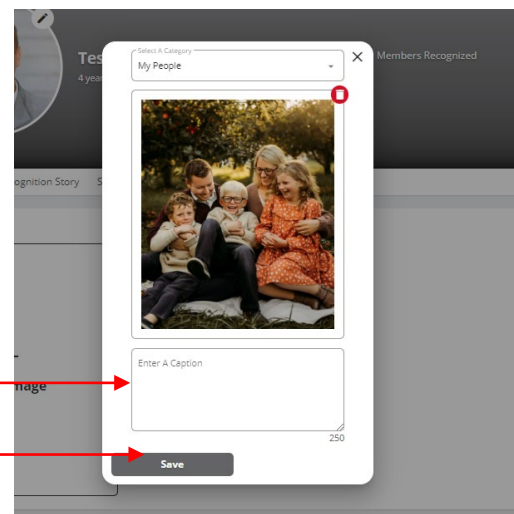
4. Use the slider beneath the photo to scale the image. You can also select the image itself and move it around inside the frame.

Once you are happy with the placement of the image, select the "save" button.



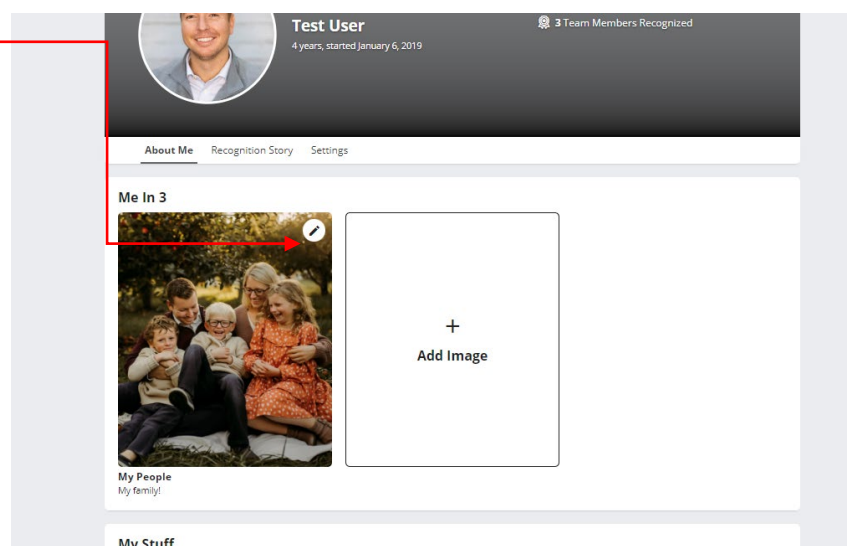
5. A caption box will appear below your photo. Describe your photo, or feel free to leave the caption area blank.

Once you are happy with the caption, select save.



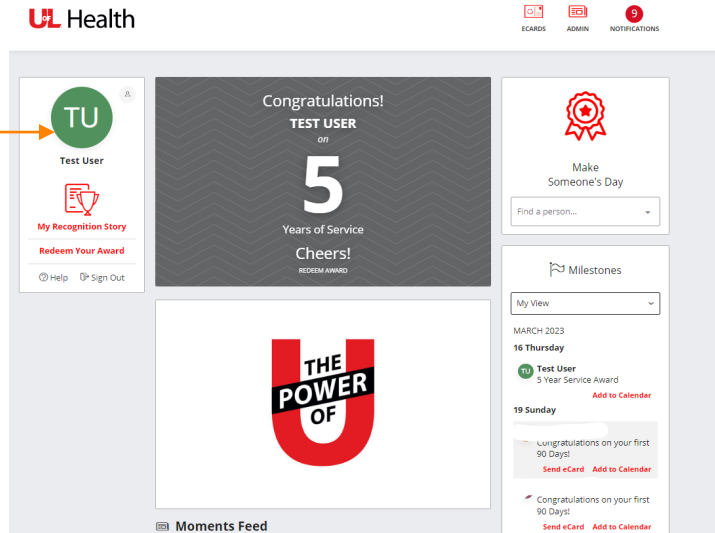
6. You may change your photos at any time by selecting the pencil icon in the upper right corner of each photo.

A new window will pop up, allowing you to edit or delete your Me In 3 photo.

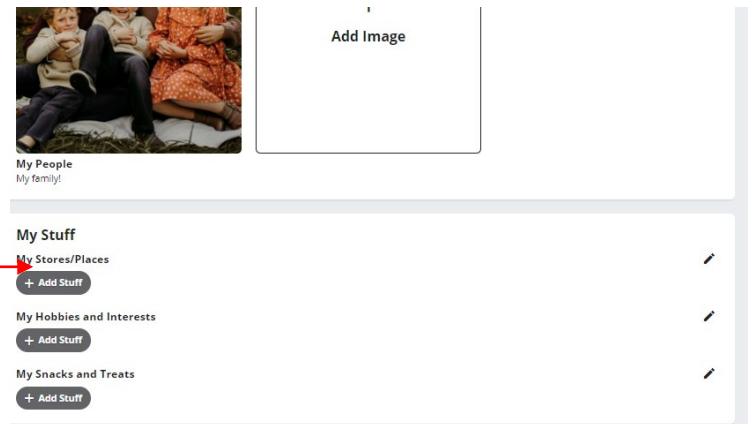


My Stuff

1. Click on your photo to go to your profile page.

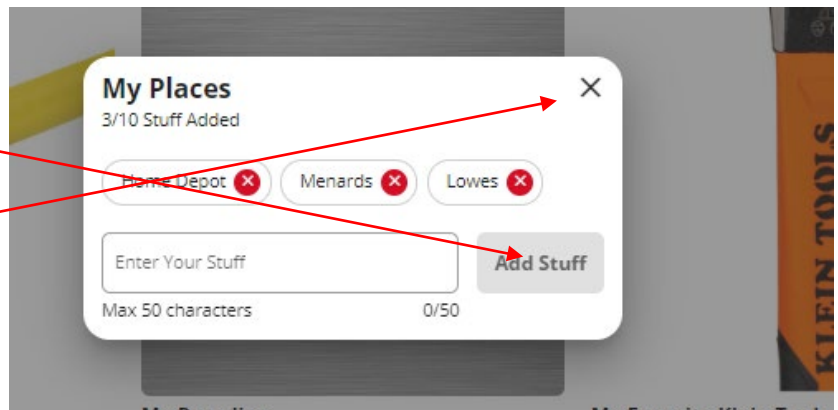


2. Scroll down until you see the section titled "My Stuff". Click the "+ Add Stuff" button on any of the categories.



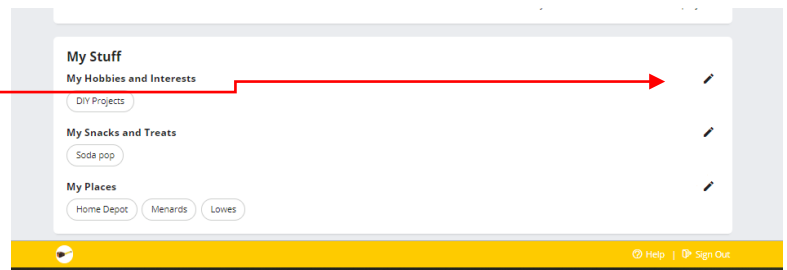
3. Type an interest into the field that says: "Enter Your Stuff", then select the "Add Stuff" button.

Add as many interests as you like. Click on the "X" in the upper right corner once you are finished.

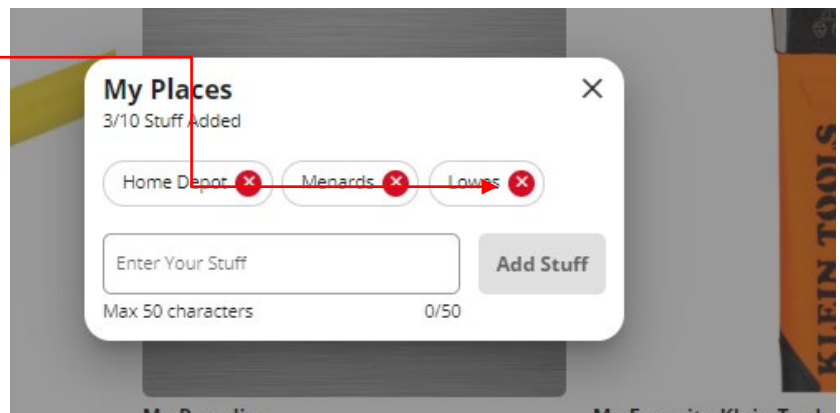


My Stuff

4. Edit your stuff at any time by clicking the pencil icon to the right.

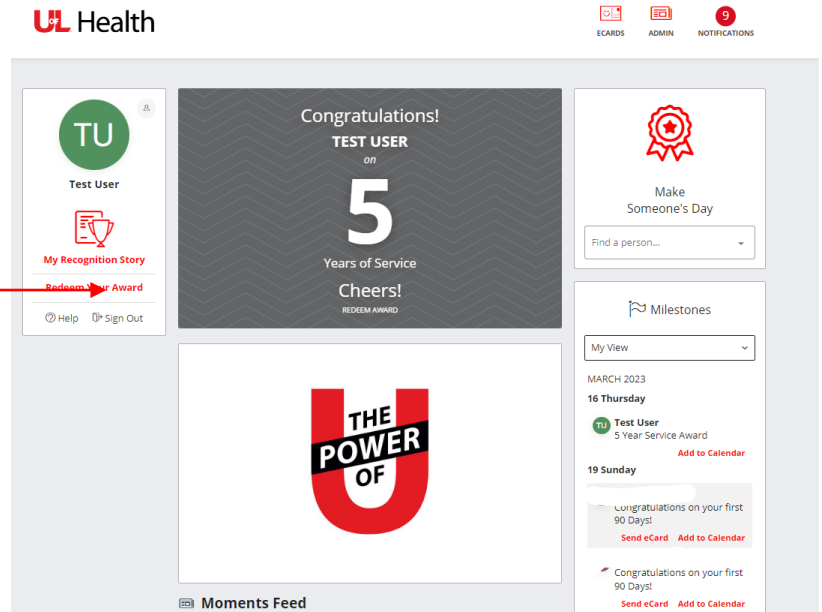


5. Delete entries by clicking on the red "x" next to the entry name. Add new entries at any time by typing in the "Enter Your Stuff" field.



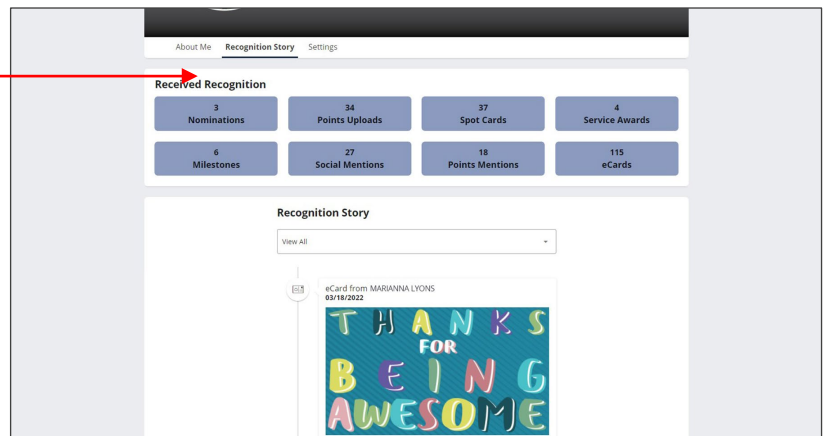
Recognition Story

1. Click on your photo to go to your profile page.



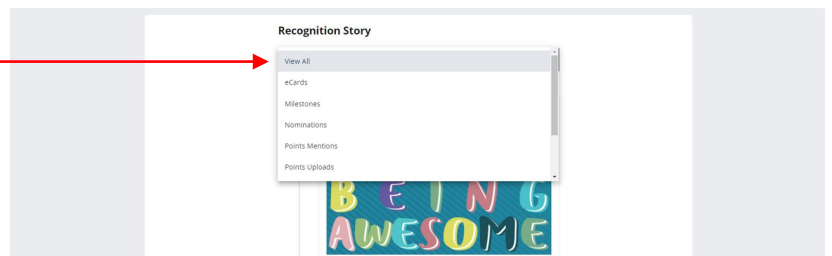
2. Select "Recognition Story" from the options below your profile pic.

You will see data about the amount and type of recognition you've received. Below this is your Recognition Story.



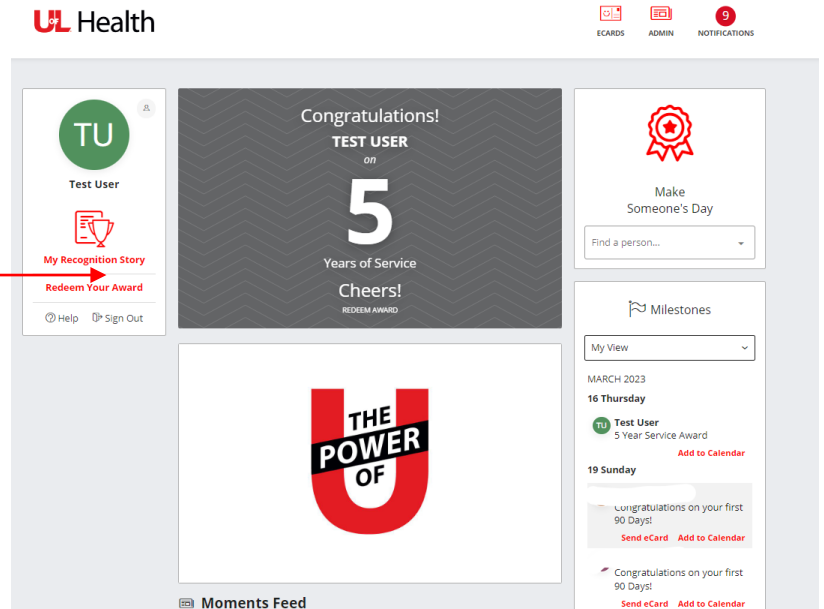
3. Scroll down to view everything in your recognition story by date.

Or select a category from the dropdown menu to view your story by recognition type.

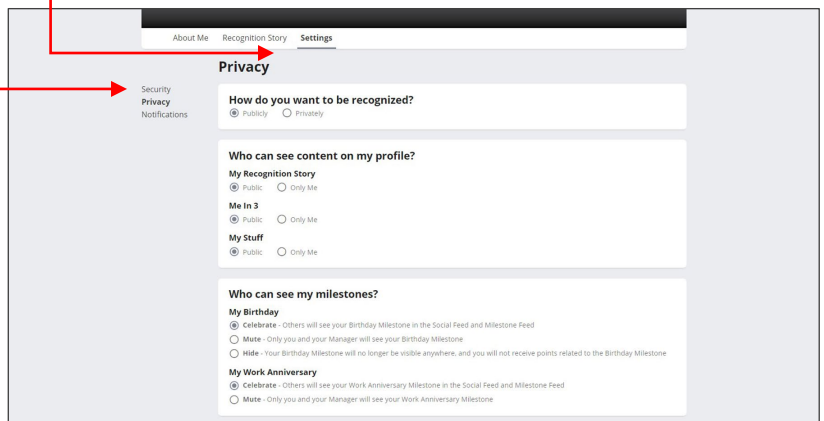


Privacy

1. Click on your photo to go to your profile page.



2. Select "Settings" from the options below your profile pic, then select "Privacy" from the options on the left side of the page.



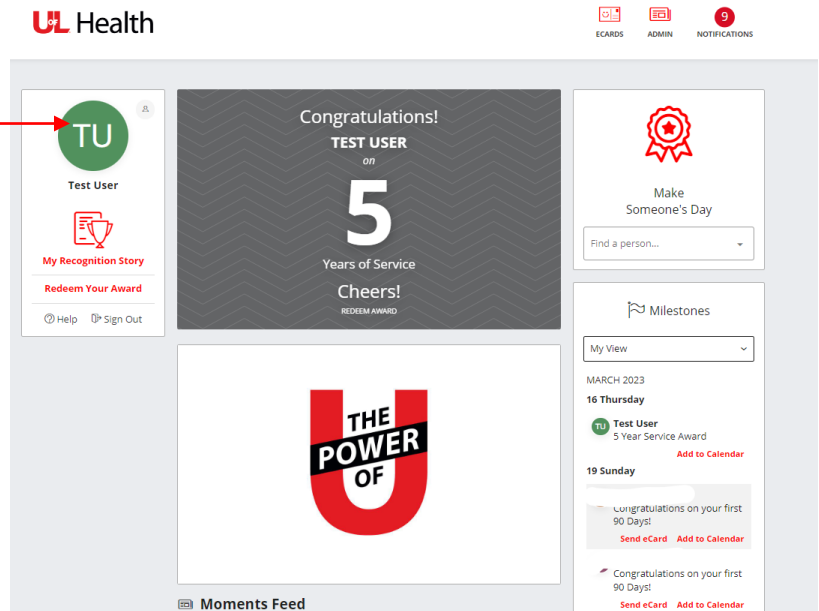
3. You will then have the option to edit the following:

- How you want to be recognized – publicly or privately.
- Who can see the content on our profile – public or only you.
- How you would like to celebrate your birthday and anniversary – celebrate, mute, or hide*.

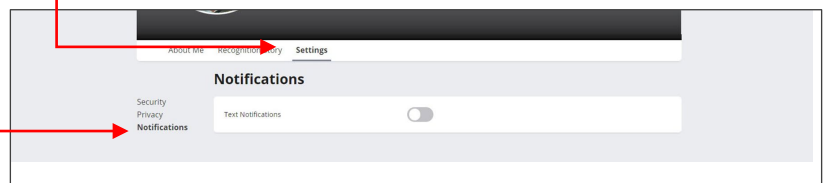
**Hide is applicable to birthdays only*

SMS

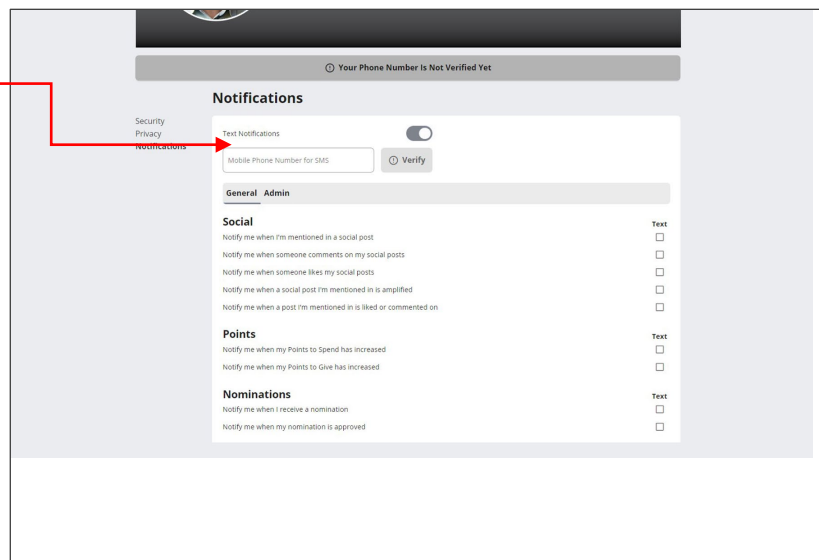
1. Click on your photo to go to your profile page.



2. Select "Settings" from the options below your profile pic, then select "Notifications" from the options on the left side of the page.



3. Turn on "Text Notifications". The window will expand, showing an area for verifying your phone number, with the SMS selections below.



SMS

4. Enter your mobile phone number into the field titled “Mobile Phone Number for SMS”, then click the “Verify” button.

The screenshot shows the 'Notifications' settings page. At the top, there is a message: 'Your Phone Number Is Not Verified Yet'. Below this, there is a section for 'Text Notifications' with a toggle switch. Underneath, there is a text input field labeled 'Mobile Phone Number for SMS' and a 'Verify' button. A red arrow points from the instruction text to the 'Verify' button.

5. A new window will pop up asking for a verification code. Check your phone for the code and enter it into the field, then click “Verify”.

If you do not receive the code, click “Resend Code”.

The screenshot shows the 'Notifications' settings page with a 'Verification' pop-up window. The pop-up window contains a text input field for the 'Verification Code' and a 'Verify' button. Below the input field, there is a link that says 'If you have not received it, click resend code.' and a 'Resend Code' button. A red arrow points from the instruction text to the 'Verify' button in the pop-up window.

6. Select those options you would like to receive text notifications for by checking the boxes on the right-hand side of the page.

The screenshot shows the 'Notifications' settings page with various notification categories and their corresponding checkboxes. The categories are: Social, Points, Nominations, eCards, Service Awards, and Milestones. Each category has a list of notification types and a checkbox to select them. A red arrow points from the instruction text to the checkboxes on the right-hand side of the page.



Redeeming a Service Award



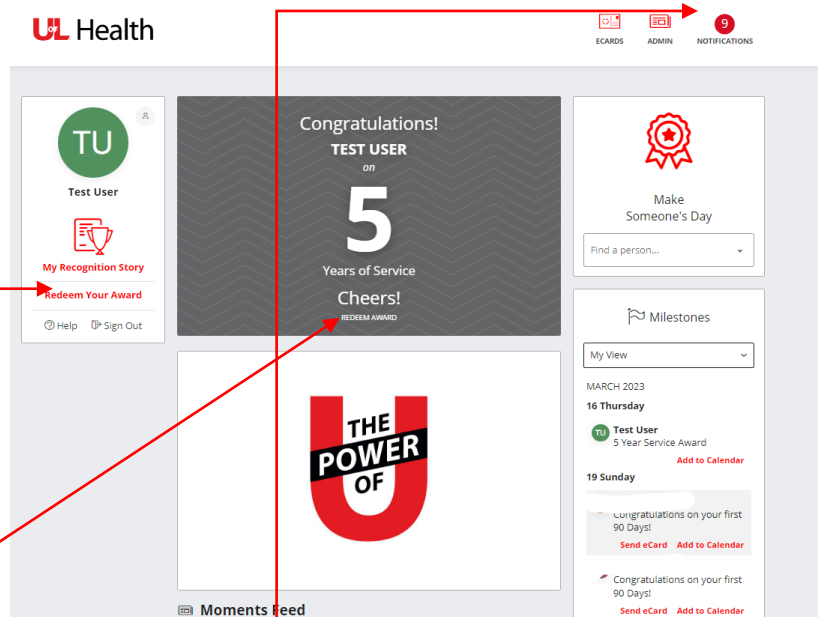
Redeeming a Service Award

1. Log into your award site:

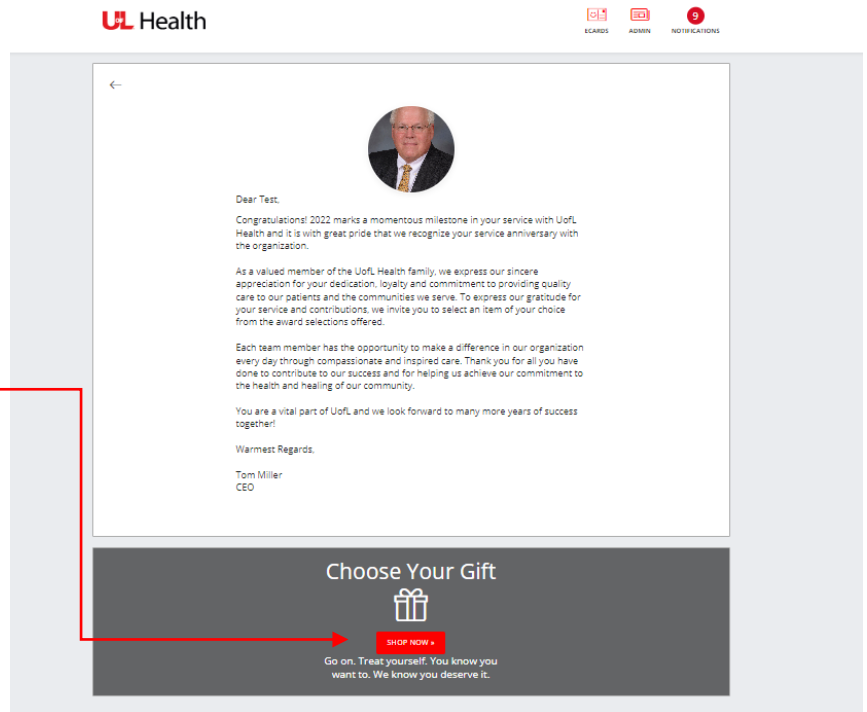
<https://uoflhealth.recognition.com>

2. If you have a Service Award available, you can view it by:

- Clicking on the “Redeem Your Award” link underneath your name
- Clicking on the main banner where it says “Redeem Award”
- Clicking the notifications icon

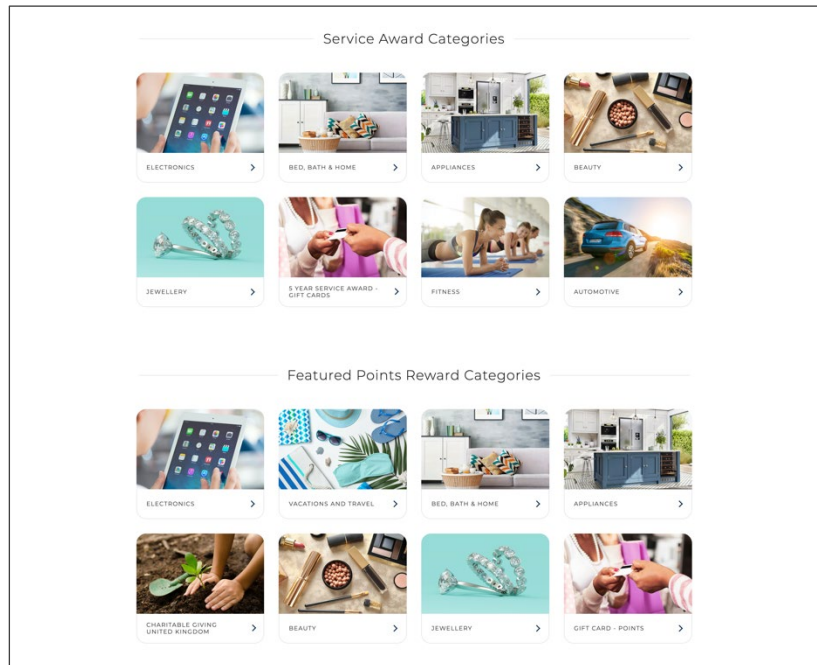
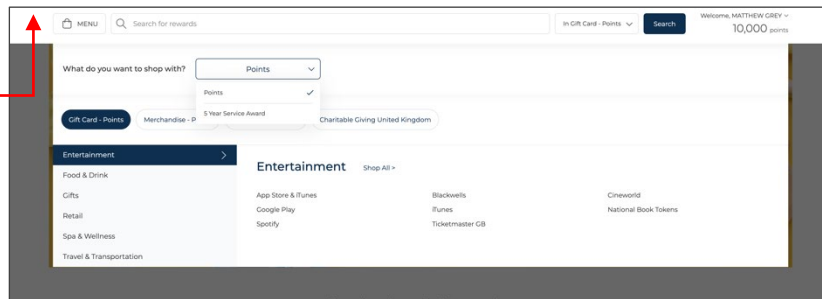


3. Click on the “Shop Now” button at the bottom of your letter of congratulations.

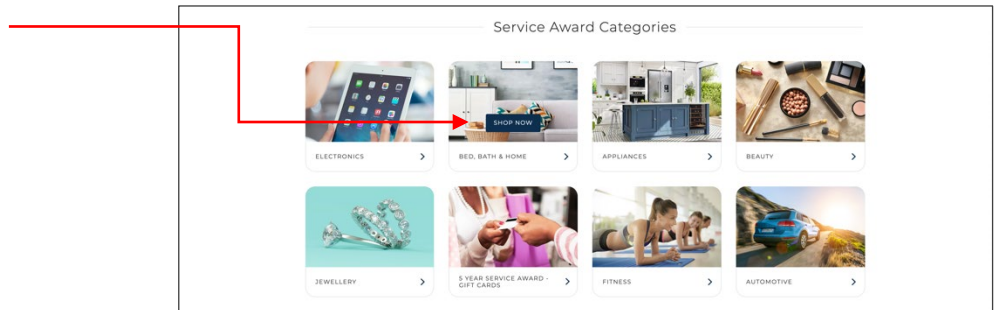


Selecting a Gift

1. Click “Menu” in the top left-hand corner to select your service award credits.

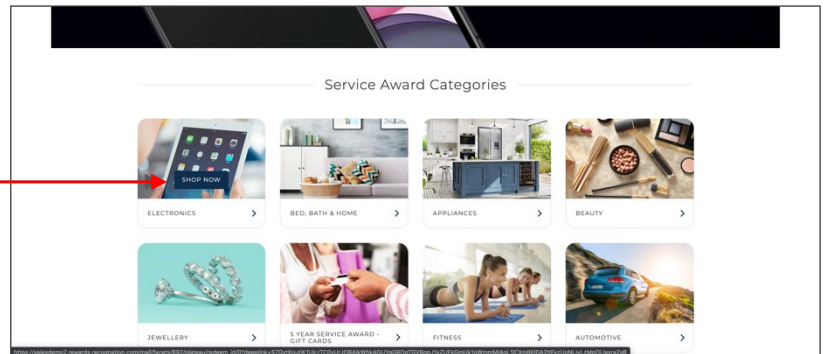


3. Click on a tile below to start shopping.

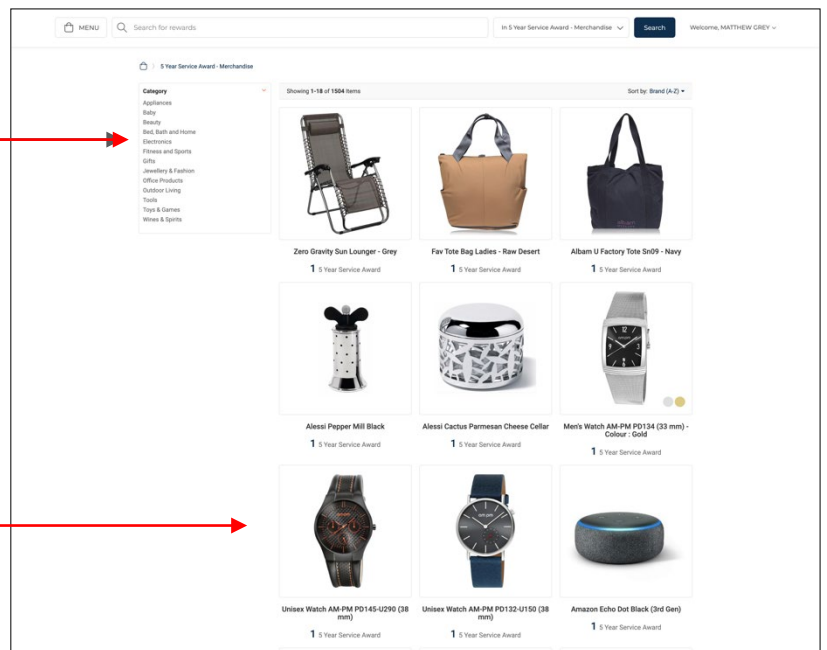


Merchandise

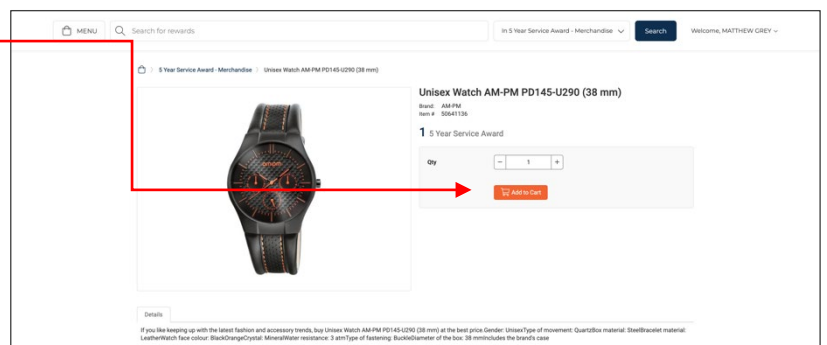
1. Browse merchandise by clicking on the category images.



2. To narrow your search, click on subcategories in the left-hand column.



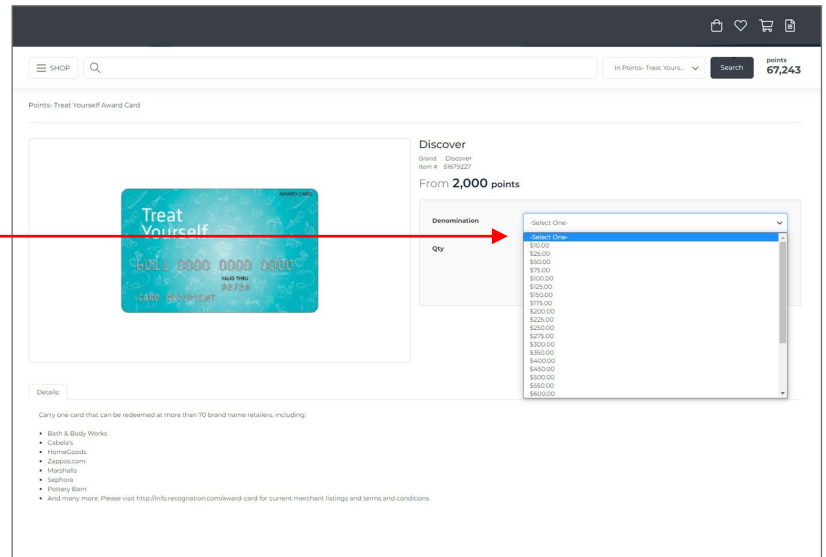
3. Click an award to view details.



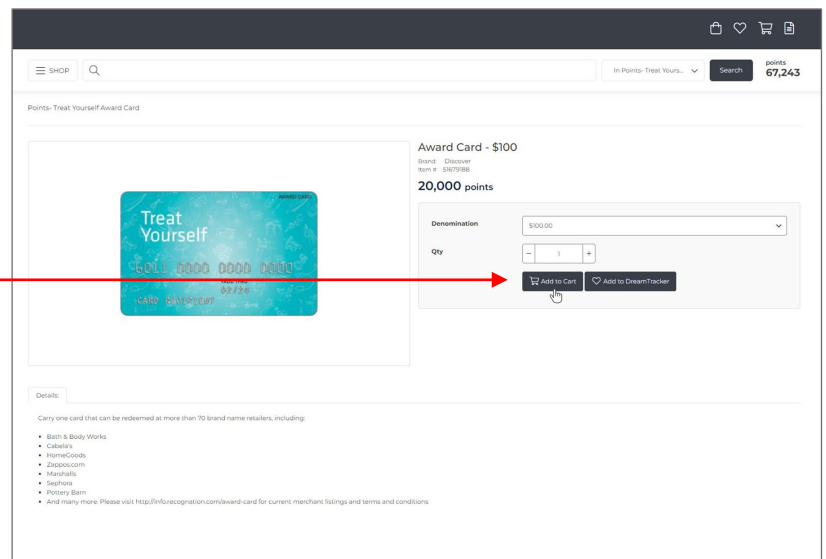
4. Click "Add to Cart" on the award of your choice.

Treat Yourself Discover Prepaid Card

1. Select a dollar amount from the dropdown menu.

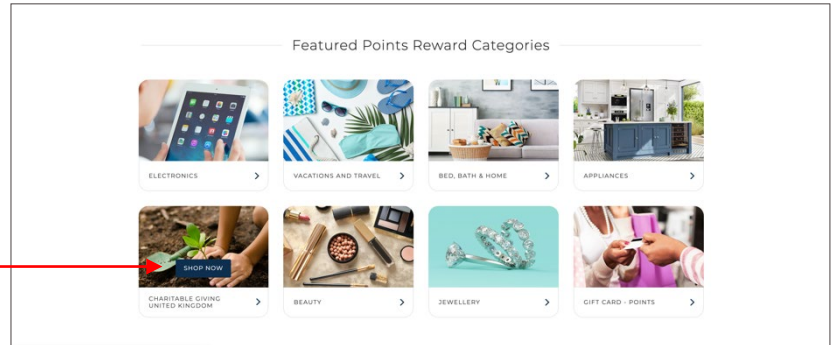


2. Click "Add to Cart."

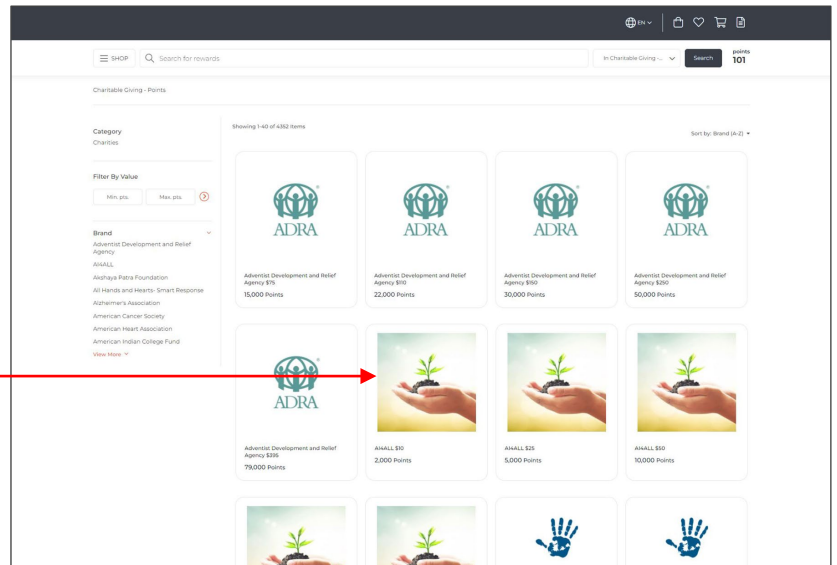


Charity Donation

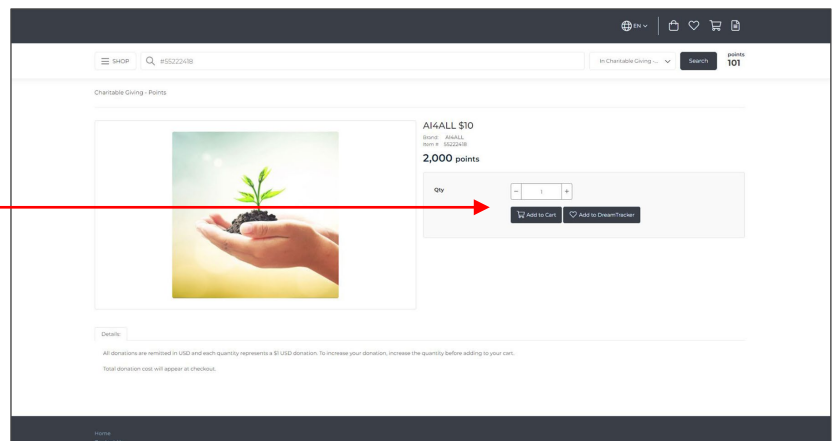
1. Click on a category to browse options.



2. Select a charity to view details.

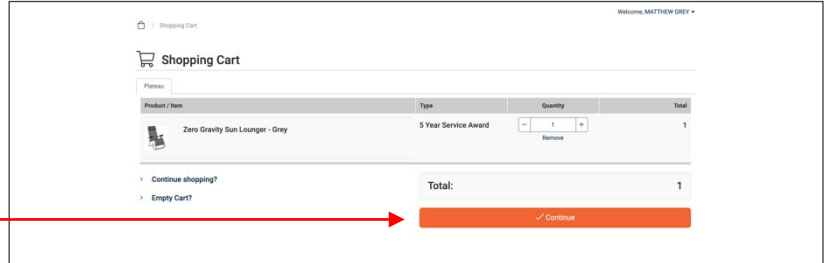


3. Click "Add to Cart."



Checking Out

1. On the Shopping Cart screen, click “Continue” once you have verified your selection.



Shopping Cart

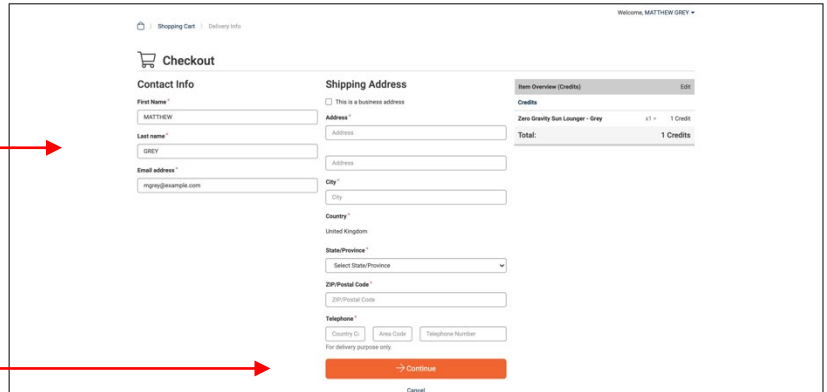
Product / Item	Type	Quantity	Total
Zero Gravity Sun Lounger - Grey	5 Year Service Award	1	1

Continue shopping? ☐ Empty Cart? ☐

Total: 1

[Continue](#)

2. Enter your contact information and shipping address.



Checkout

☐ This is a business address

Contact Info

First Name*

Last name*

Email address*

Shipping Address

Address*

Address

City*

Country*

State/Province*

ZIP/Postal Code*

ZIP/Postal Code

Telephone*

Country Co. Area Code Telephone Number

For delivery purposes only.

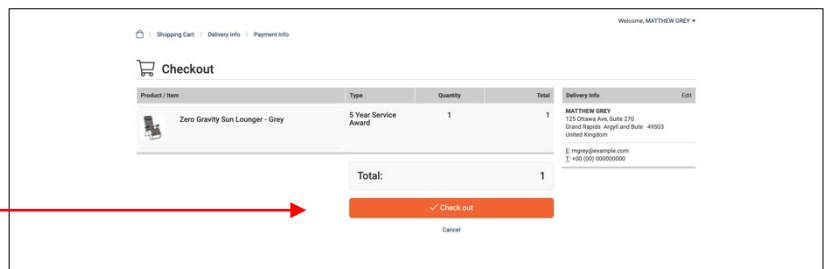
[Continue](#)

[Cancel](#)

Item Overview (Credits)

Item	Quantity	Total
Zero Gravity Sun Lounger - Grey	1	1
Total:	1	1

4. Click “Check Out” to complete the order process.



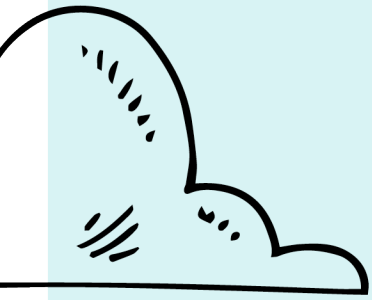
Checkout

Product / Item	Type	Quantity	Total	Delivery Info
Zero Gravity Sun Lounger - Grey	5 Year Service Award	1	1	MATTHEW GREY 123 Ottawa Ave, Suite 210 Grand Rapids, MI 49503 United Kingdom E: m.grey@example.com T: +1-248-555-0000

Total: 1

[Check Out](#)

[Cancel](#)



Questions?

Contact Customer Service

Email: info@recognition.com

Call: 888.919.7600

