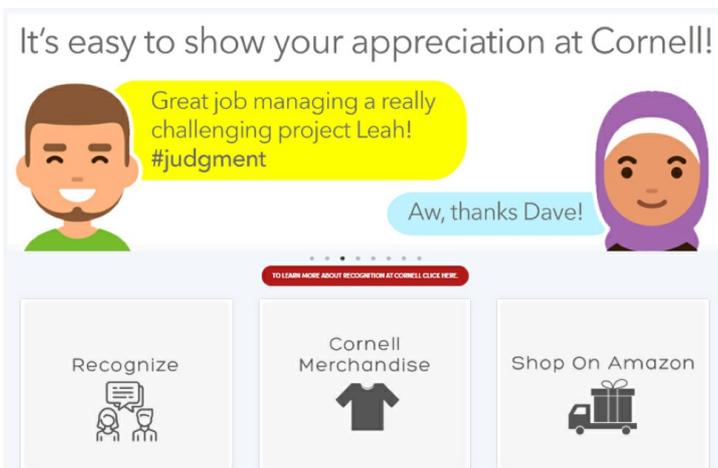# Appreciation Portal

Show your appreciation in the moment!

Celebrating staff excellence throughout the year is vital to creating an engaged workforce. It is easy to get focused on the tasks at hand – the emails, the meetings, the projects and to-do lists – and forget to say, "Thank you!" or "Well done!" And yet, it is often those simple, timely gestures that have a profound impact on our attitude, productivity, and feelings of belonging.

Supervisors and colleagues can use this portal to send kudos in real-time. Also, supervisors can recognize their staff periodically with small tokens of appreciation in the form of points that can be redeemed through the Cornell store or Amazon.

Login

Visit the portal at cornellappreciation.awardco.com

- **STEP 1:** Log using you your NetID (Two-Step will be required)
- **STEP 2**: Click on Recognize

Compose your message

- **STEP 3**: Search for a colleague
- **STEP 4**: Add your message
- **STEP 5**: Use a "#" to tag them with a Skill for Success or to say congrats.

Notifying the recipient

The person you've recognized will receive an email with the text of the message.

- **From:** no-reply@cornellappreciation.awardco.com
- **Subject:** You've Been Recognized!

FAQs

[Accordion]

What is the value of real-time spot recognition?

- Celebrate contributions and recognize excellence
- Acknowledge achievements
- Increase job satisfaction, productivity and employee/supervisor engagement
- Simple, adaptable and timely appreciation
- Boost morale

What types of spot recognition are available in the new Appreciation Portal?

Employees can send a personalized message to a colleague to be shared privately with the individual. The system also allows supervisors to periodically recognize non-academic staff and bargaining unit employees with tokens of appreciation in the form of points. Available point options are: 10, 15, 20, 25, 50, and 75 – points can accumulate and do not expire until separating from Cornell. Supervisors should review the Cornell Appreciation Portal overview and FAQ documents available in the Managers Toolkit for more info.

How will I know if I've been recognized?

You will receive an email from no-reply@cornellappreciation.awardco.com with a subject line, "You've been recognized! It will include the exact message as well as if you have been awarded any points. But you can also go into the system under "My Profile" and select "My Recognitions" to see a dashboard of your kudos.

You've been recognized!

Hi   ,

Appreciation message will show here as written.

Best Regards,

At Cornell, we are committed to cultivating a culture of appreciation that celebrates our employees' achievements and contributions throughout the year.

Success relies on all of us!

We've implemented an easy-to-use appreciation system through Awardco that allows for quick, just-in-time messages to peers across the university. Simply sign in and share your message privately with the individual.

We are grateful for your dedication and commitment to Cornell. You deserve the most rewarding and supportive working environment that we can create.

If you have questions about recognition at Cornell, contact us at recognition@cornell.edu.

Visit the appreciation portal!

LOG-IN INFO

Website: cornellappreciation.awardco.com

Login with your NetID. Access to this site requires Two-Step Login.

RECOGNIZE A COLLEAGUE

STEP 1: Click on "Recognize"

STEP 2: Search for someone by name or NetID

STEP 3: Add your message

STEP 4: Use a "#" to tag them with a Skill for Success or to say congrats

#communication, #integrity, #inclusion, #vision, #initiative, #judgment, #growth, #congrats

Create a support request by contacting support@awardco.com or 801-845-3594

Who will be able to see the recognitions?

All recipients will receive an email and be able to see their own recognitions within the system. Supervisors will be able to view the hashtags given to their group/employees (and which hashtag).

If I receive points, how do I redeem them?

Upon logging in with NetId and password, option to purchase select items through Amazon or The Cornell Store. Each point is equivalent to $1. If the item you want costs more points than you have, unfortunately there is not an option to pay the difference or to add points to your balance.

STEP 1: Log in
STEP 2: Click on "Spend Points" and search for anything OR If you're not sure what you want, click a category and browse products
STEP 3: Select the item(s) you wish to purchase with points
STEP 4: Click checkout and type in your shipping address before submitting your order
To check shipping status, click on "Profile" and then "My Redemptions"

Questions or feedback about the Appreciation Portal

Email recognition@cornell.edu.

System Support

For Portal Login, Updating your Profile Photo Step by Step instructions https://awardco.zendesk.com/hc/en-us

[/accordion]