Celebrate Others! Sending an eCard User Guide

- **Login** to the OC Tanner *Celebrate Others!* recognition platform here: https://login.emory.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https://fed.octanner.net

- **Click** on the “Appreciate” button in the upper right-hand corner

- **Search** for the person you would like to send a card to.

- **Use the drop-down menu** to select the category of card you are looking for. Then preview different cards to find the one you want.

By default, the person’s supervisor will be copied, but you can remove them by clicking the “x” next to their name.
➢ Write your personalized message and select whether you want it to show on the social wall. Your personalized message will not be visible, just that you sent a card to the person.

➢ Then hit send!

➢ Use this platform regularly and often by accessing via Teams, Outlook, or mobile app. To access any of these options--
  • Look for the Culture Cloud button on your Outlook Ribbon.
  • Find Culture Cloud within the apps in Microsoft Teams.
  • Download the Great Work app from the Apple or Google Play store.

➢ You will need a pairing code to connect.
  • First, login to our recognition website: https://login.emory.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https://fed.octanner.net
  • Then, look for a banner across the top of the website with a 6-digit pairing code.
  OR
  • Go to the top navigation My Account > Pairing Codes and click on Generate Pairing Code to receive a 6-digit code.