Welcome to Go Beyond
Your Employee Recognition Portal

Employee User Guide
Employees Spoke.....We Listened!

What leaders could do more of to improve engagement?

58% replied “Give Recognition”

A strong culture begins with employees who feel recognized and appreciated.

Go Beyond is WVU’s peer-to-peer recognition portal which lets you send an e-card to a coworker. The cards are designed around the University’s values and make it simple to send an appreciation to one another.
Welcome to your new WVU Recognition Portal!
Welcome to the West Virginia University Recognition Wall.
What is an Active User?

An Active User is the registered employee in the recognition system

The Active User can:

• Login to the WVU “Go Beyond Wall” to view all public messages
• View “My Wall” messages that have been sent by the user or received from other managers and users. Active Users can also view messages sent to them that have been set to “private”
• Send eCards to other employees
• View News & Events
Adding your Profile Picture

- Click on ‘My Profile’
- Click on ‘Upload Picture’
- Select file, choose image to use, then click ‘Upload’
eCards
SEND AN ECARD

• Select the employee(s) to send an eCard to by clicking on the magnifying glass or typing in an employee’s name
  • Type a name in the search or find/click on an employee

• Advanced Message Options
  • (See next page)

• Browse all eCards to choose an eCard of your choice then type your message

• “Preview & Send” allows you to see how your eCard will appear
SEND AN ECARD

Advanced Message Options

- Set a future date/time for a card to be sent
- Choose public (WVU Recognition Wall) or private (My WVU wall) for how the card will be displayed *

* Private Messages are visible only to recipient’s ‘My WVU’ & ‘WVU Recognition Wall’. It will not be visible to anyone else’s walls except the recipient & Admin of the Award Program

Recipient's Manager receives an emailed copy of any message sent
• “Return to Edit” allows you to make changes prior to sending.
• “Send Message” will send your eCard to your list of recipients

Emailed notifications will come from No-Reply@pointrecognition.com
Walls
RECOGNITION WALLS
This is where all ecards & messages are posted

“Comment” or “Applaud” on all eCards and messages sent
MY WVU WALL

Here you can view all the eCards and messages you have sent, or others have sent to you.

“Comment” or “Applaud” on all eCards and messages sent.
THE WVU RECOGNITION WALL

The WVU Recognition Wall is a collection of eCards and messages sent to any active user within WVU (unless the message setting has been sent to “Private”)

“Comment” or “Applaud” on all eCards and messages sent
WVU NEWS & EVENTS
Active Users can view “News & Events” posted to the wall
WVU OTHER WALLS
To view a Department Wall

- From the WVU Recognition Wall
- Click on ‘Other Walls’
- Click on your department from the dropdown
- To see a different department, click on the dropdown next to your department name
Questions?
At West Virginia University, we see evidence of ordinary people doing extraordinary things every day.

The Go Beyond Recognition portal honors those powerful contributions.