

Capital Division Recognition Program

How to Give Colleague Recognition



It's easy to recognize your colleagues!

Log in at <https://colleaguerecognition.isrewards.com> and click on **Recognition**, then follow the steps below:



1) Search by Name

Start typing the first or last name of the colleague(s) you would like to recognize. Select the colleague's name from the drop-down menu. Use **Advanced Search** to filter by category (ex. department) to populate a list of colleagues to recognize.



2) Select Badge

Click on the badge to select the recognition reason.



3) CC Email Address

Start typing the first or last name of the colleague you would like to copy on the recognition. Note that the manager of the colleague is automatically copied.



4) Add Comments

Type your comments for the post. Add an emoji by clicking the smiley face in the top right corner.



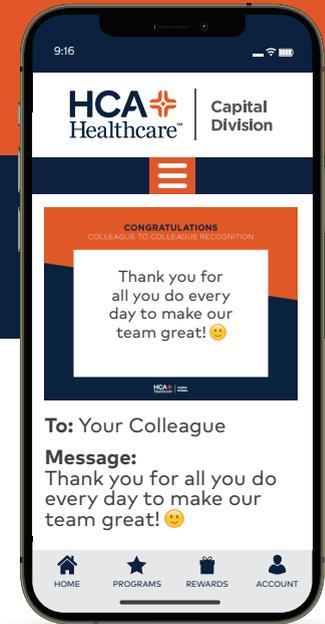
5) Share the Recognition

You can choose to share your recognition on the wall or keep it private. If you choose to share your recognition, you will have the option of adding an image.



6) Submit

Once the form is complete, click **Submit**.



Add the Web App to your Phone Homescreen

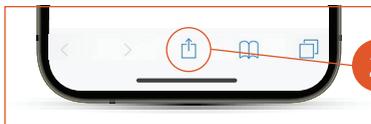
Log in at <https://colleaguerecognition.isrewards.com> and follow the steps below:



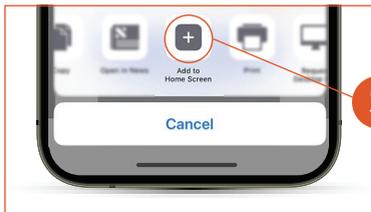
iPhone



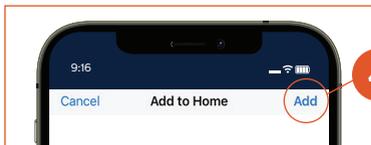
Log in to the website by scanning the QR Code or by entering the URL listed above using the Safari browser



Tap the **Share** icon in the lower center of the lower tool-bar

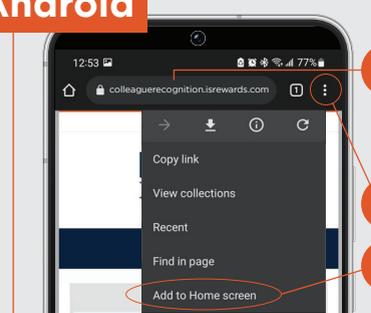


Select **Add to Home Screen**



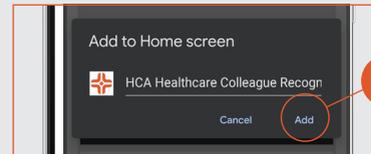
Press the **Add** button at the top right and the web app has been added to your phone!

Android

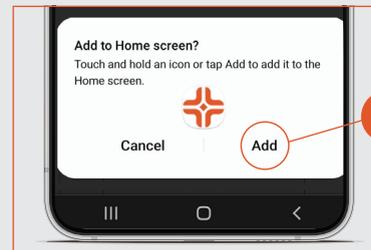


Log in to the website by scanning the QR Code or by entering the URL listed above

Press **Menu** (the 3 dots in the top right corner) and select **Add to Home Screen**



Tap **Add** when the Add to Home Screen window appears



Tap **Add** one final time when the second Add to Home Screen Window appears and the web app has been added to your phone!