Jefferson Honors Instruction Guide

Logging On

Log Into the Jefferson Honors Site through:

- The HR Website

- Hospital Intranet Home Page

- University Blackboard Home Page

Click on "Jefferson Honors"

First Time Login

Terms and Conditions

Please read and review these Terms of Use carefully before accessing or using this Application. By accessing or using this Application, you acknowledge that you have read, understood and agreed to the Terms of Use Agreement. If you do not agree to the Terms of Use, you may not access or use the Application.

Smiths Medical reserves the right to amend or cancel this program at any time without notice. In case of a dispute over program rules, measurement or rewards, the interpretation and decisions of Smiths Medical are final.

Participants must be an employee in good standing of Smiths Medical and enrolled in the program at the time of award delivery in order to be eligible to receive the award. Termed employees have 30 days from their last day worked to redeem any points they have in the system. BIS employees are not eligible for this program.

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Smiths Medical reserves the right to audit all program performance information at any time and expects the system to be used in a professional respectful manner. Any information loaded on to the site through your personal profile account or other means will be reviewed and removed as necessary and could result in disciplinary action.

Any participant determined by Smiths Medical to be a party to fraudulent performance in the promotion will be terminated from the promotion, and any fraudulently earned awards will be rescinded.

The value of all awards earned in this promotion is considered taxable income. These reward taxes are paid by Smiths Medical but will appear on your tax statement as income along with an adjusted tax line item.

All personal data submitted shall be used solely for the purpose of administering this program and shall be kept confidential by Smiths Medical and its suppliers.

◉ Accept Terms and Conditions
○ Decline Terms and Conditions

[Continue]

Accept the Terms & Conditions, then click CONTINUE

Jefferson™
University Hospitals

First Time Login

About Me

Browse...

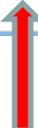File size limit 10mb. Supports JPEG, PNG and GIF

What are your hobbies?

What is your favourite food?

What is your favourite type of music (ie: rock, classical, jazz, etc.)?

In which city were you born?

What is your favourite game?

Continue

Answer the About Me questions so we can learn more about you!
Click CONTINUE.

First Time Login

My Preferences

☐ Text Messages (select/unselect all)
   ☐ Budget End Alerts
   ☐ Deposit Notifications
   ☐ Goal Reminders
   ☐ New Promotion Start
   ☐ Promotion About to Expire
   ☐ Promotional Messages
   ☐ Recognition Received

Send Text Messages To:

Country Code   [United States +1 ▼]

Phone Number: [   ]

☐ I accept the Terms and Conditions for Text Messages.

Terms and Conditions

Mobile Phone number is required as you signed up for text message notices. Note that the frequency of notices is unlimited. Standard messaging charges apply. You must be the account owner or have authorization of the account holder to subscribe. To opt out, text STOP when replying to any text message. Text HELP or use Contact Us for additional information. Participating carriers include: Alltel, AT&T Mobility, Boost, Cellular One, Cincinnati Bell, Nextel, Sprint, T-Mobile, US Cellular, Verizon Wireless, Virgin Mobile.

[Submit]

*recommendation if accepting
text messages:
Check "Recognitions Received" to get
notices when you are recognized.
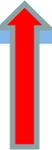
Set your Text Message preferences, then click SUBMIT.

Jefferson™ University Hospitals

Home

Send a Recognition

your earned badges

View real-time recognitions that others are sending

Send a Recognition – Cheers for Peers
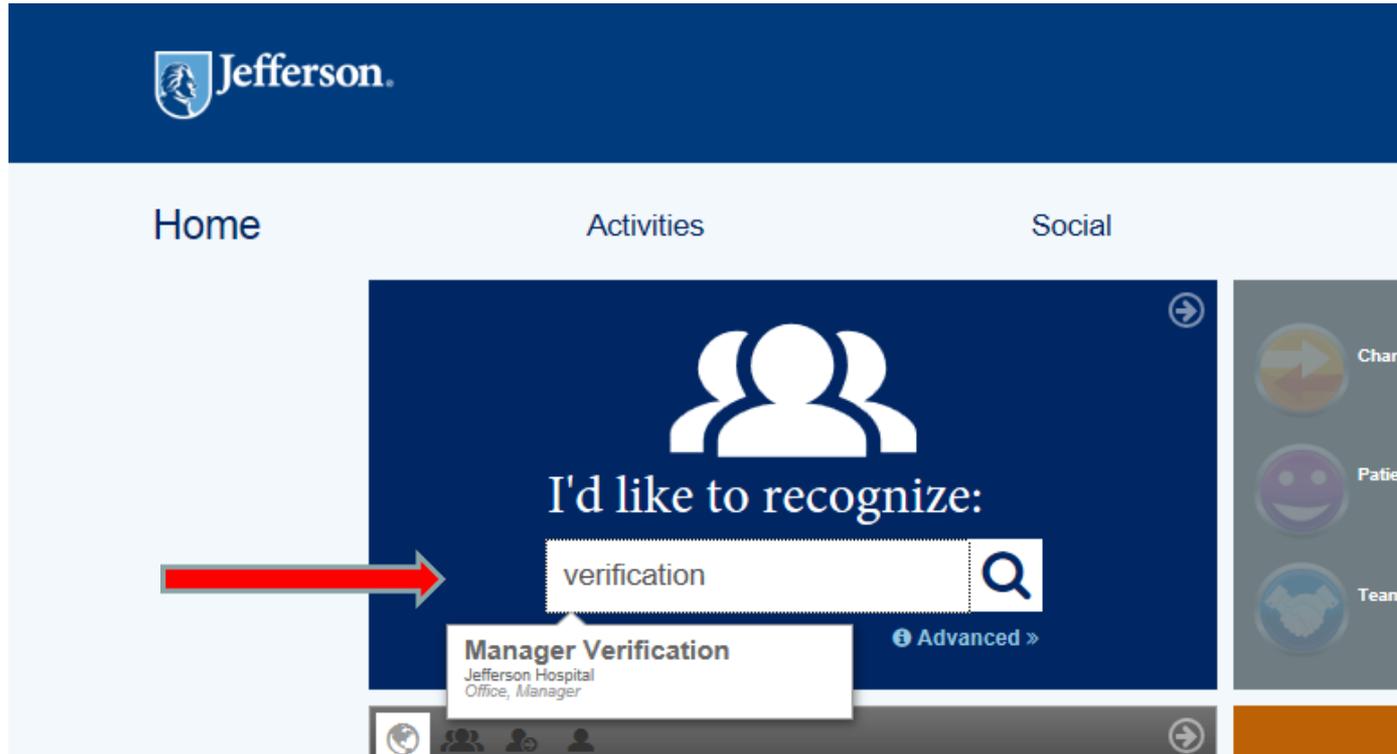
Type in the first few letters of the recipient's last name (last name in example is "Verification," first name "Managers"), then click on their name when it populates. Do not hit ENTER while the system is searching, or it will clear the field. Please wait until names appear and select the name.

Send a Recognition – Cheers for Peers
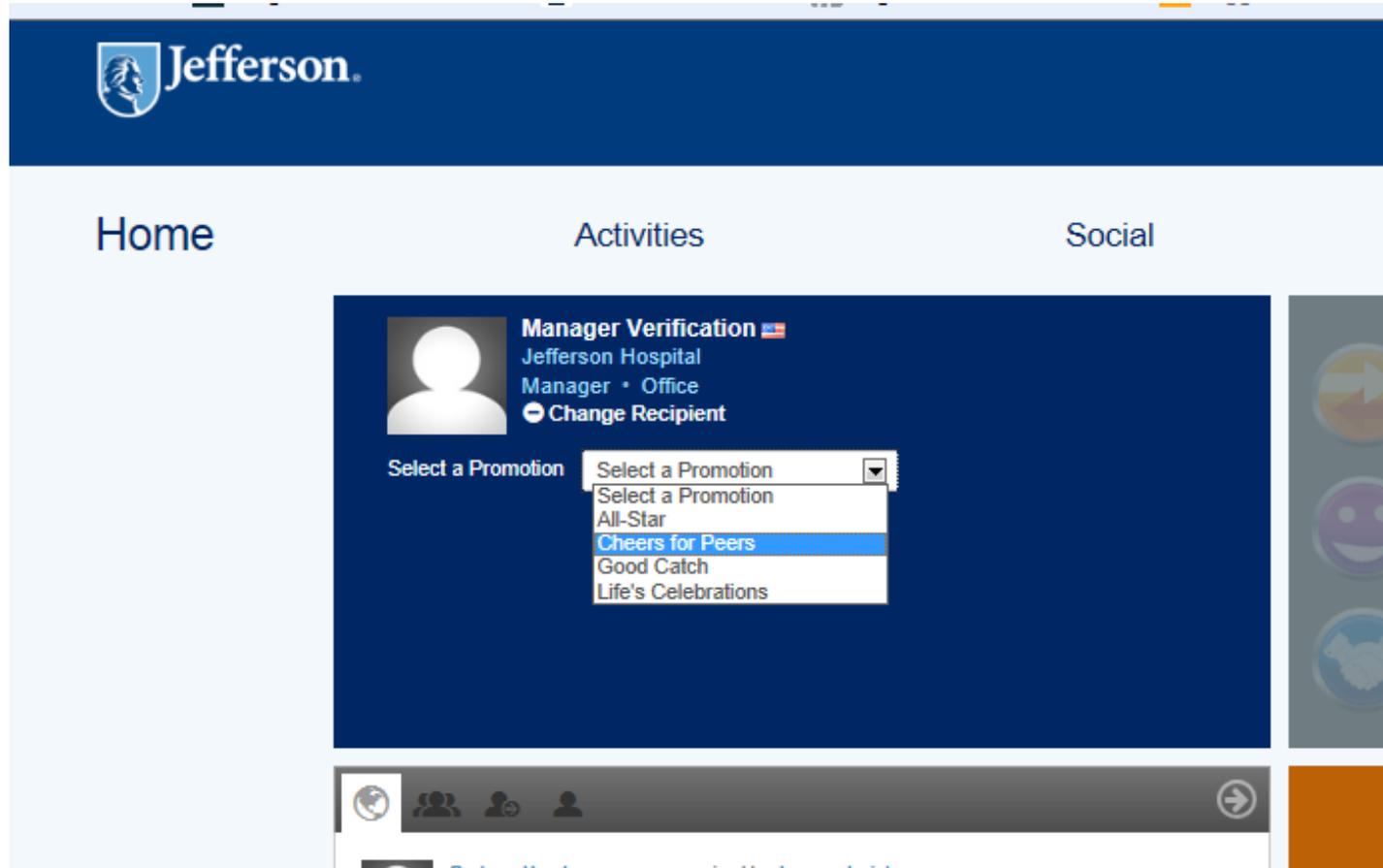
Select a promotion

Send a Recognition – Cheers for Peers

Type your comments, and click CONTINUE.
These comments will appear on the Public Recognition Wall

Send a Recognition – Cheers for Peers

Confirm Promotion

Add Additional
Recipients if desired

Click on the eCard you want to send.

Send a Recognition – Cheers for Peers

Select a behavior ➡️

Tell us Why

Select a Behavior ▼

Comments

B *I* U ≡ ≡ ☑ ✗ 🔧   Remaining Characters 1890

Thank you for your outstanding help on project XYZ! Your efforts made a huge difference and saved us all time!

Send Copies

☑ Send copy to manager
☐ Send copy to me
   Insert email address to copy others [   ]

The recipient's manager will automatically be copied. You may also choose to send a copy to yourself or others. ➡️

Deliver On (optional)

Calendar is based on your local time zone.
10/11/2013 [📅]

Preview   Cancel

The delivery date defaults to today. You may choose to have the card sent on a later date. If you want it to be sent on a date other than today, enter that date, then click PREVIEW.

Send a Recognition – Cheers for Peers

Confirm and Send

If you are ready to send, click SEND. You may also EDIT or CANCEL.

Personal Information

Click on your name to view your personal information.

MY INFO: This information is automatically populated from PeopleSoft and cannot be changed. It is only viewed by you and is not public.

Upload your picture!

You may change your ABOUT ME information here.
Click SAVE.

Personal Information – My Preferences

Click on preferences to update how you want your information to be displayed to others.

Personal Information - Statement

Click Statement to view any points you have earned.
You may enter a date range to gather more specific information. Click VIEW to see the detail.

Personal Information – Follow List

Follow List: you may select to follow specific colleagues to see their site activity.

Personal Information – Activity History

Click on 'Activity History' to view all of the Recognitions you have sent and received.

Enter the date range and select the promotion you wish to view. You may also view 'all recognitions'.
Click SHOW ACTIVITY.

Activities

On this tab you will find; Recognition Tab, Banner Ads, Nomination Tab.

Social

On this tab, you will find; the recognition wall, tips on recognizing, news stories and the resource center including FAQs.

Shop
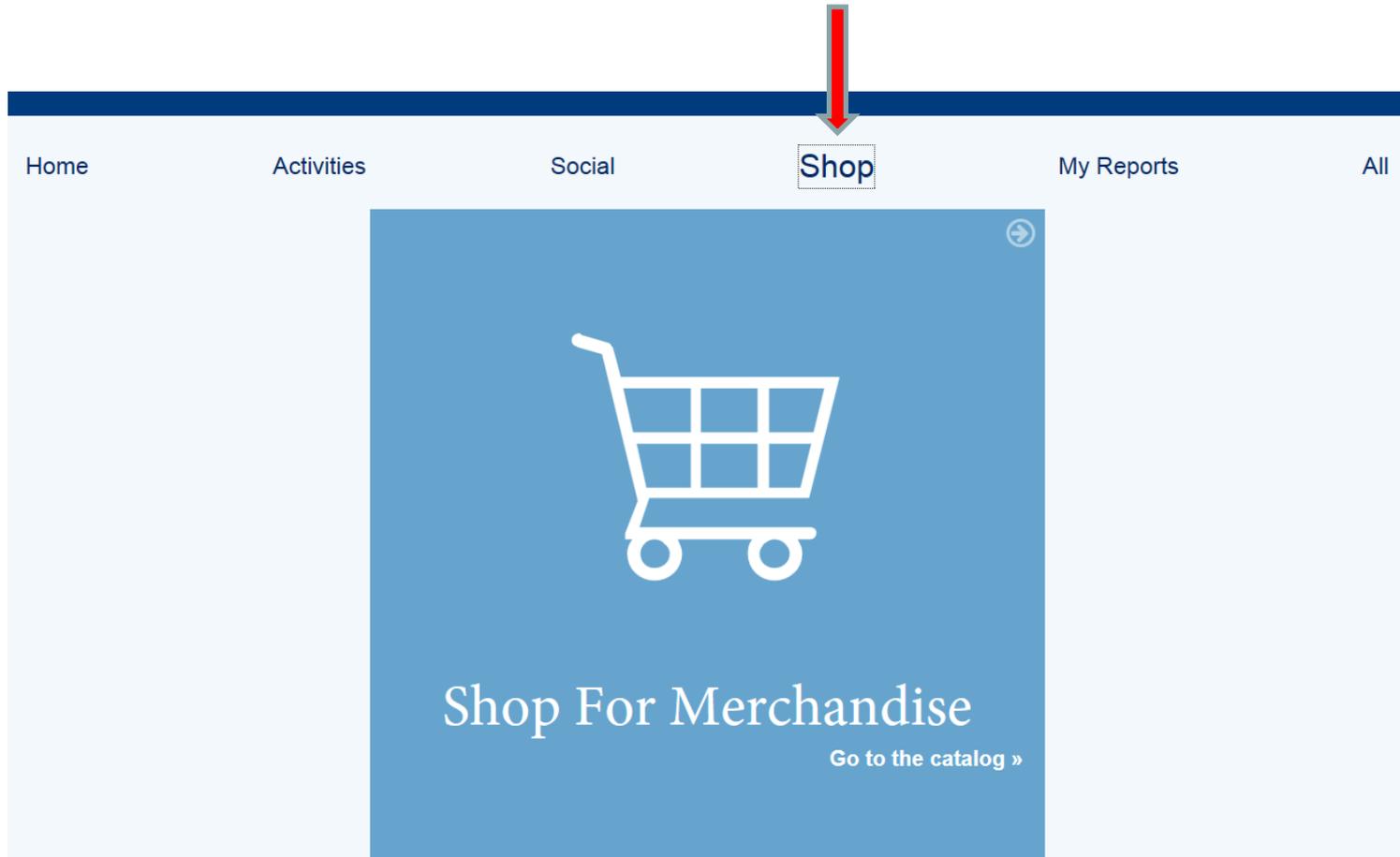
Click on the shopping chart to shop the on-line catalog

Shop

Use your points to redeem for hundreds of thousands of merchandise items, event tickets and digital download items. Points never expire!

All
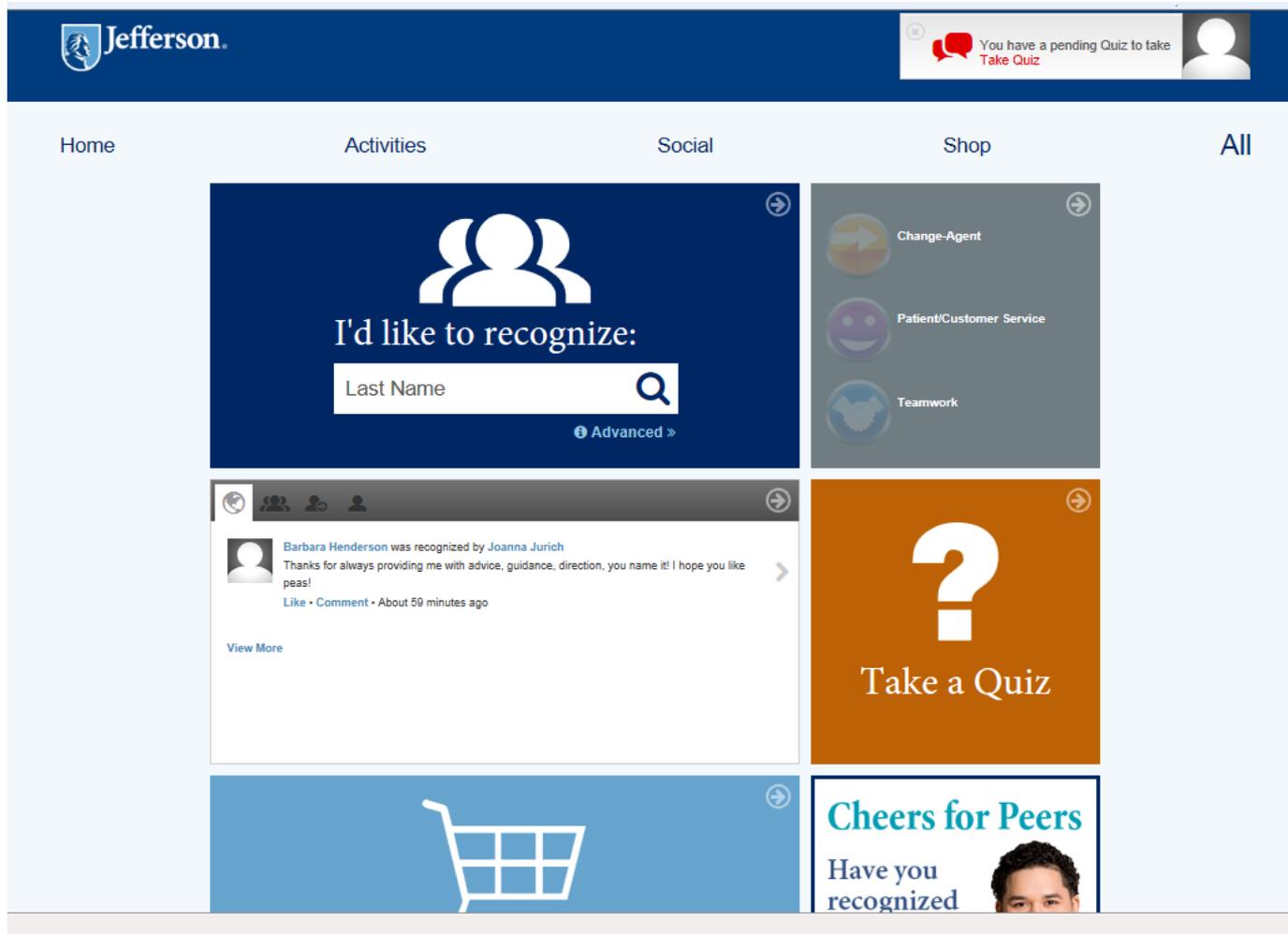
Click 'All' to see all site inclusions on one page.