

GALLUP®

GALLUP ACCESS

SIGNING IN TO GALLUP ACCESS



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INTRODUCTION

Gallup Access allows users to sign in via several ways.

- Existing Gallup User, New to Gallup Access
 - Sign in with your Gallup Online account using your username and password.
 - Sign in with your Gallup Strengths Center account using your username and password.
- New Gallup User
 - Accept an invitation and create a new username and password.
 - Portal Invitation: Register with your name, country and password.
 - CliftonStrengths Invitation: Receive a CliftonStrengths code and redeem the code, or transfer your strengths if you have already taken the CliftonStrengths assessment.
- Single Sign On (SSO)
 - Connect to Gallup Access via your organization's intranet.

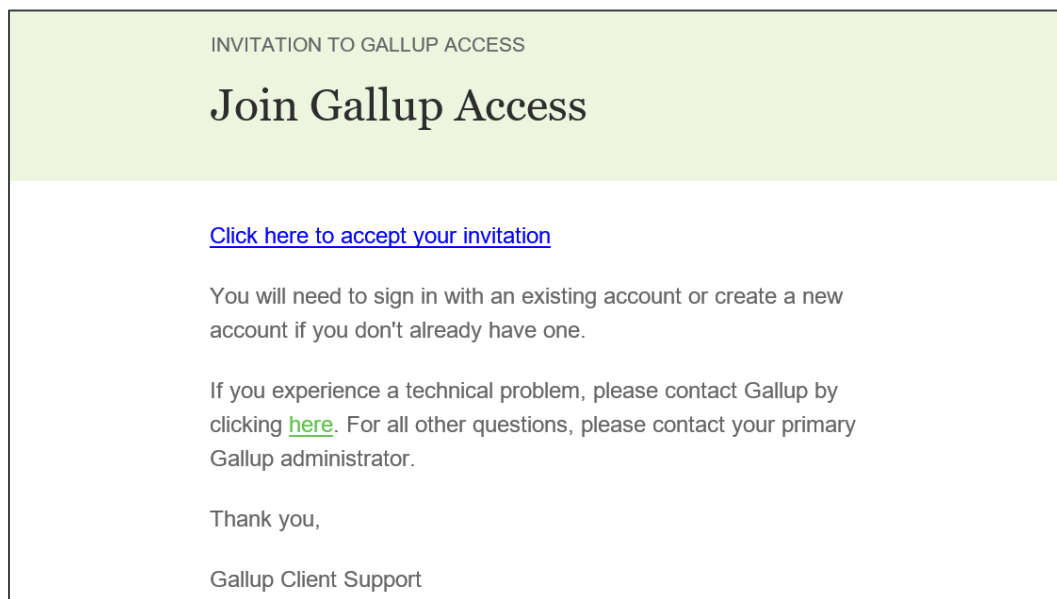
EXISTING GALLUP USER, NEW TO GALLUP ACCESS

SIGN IN WITH EXISTING CREDENTIALS

If you have accessed Gallup Online or Gallup Strengths Center in the past, you can sign in to Gallup Access using the same username and password.

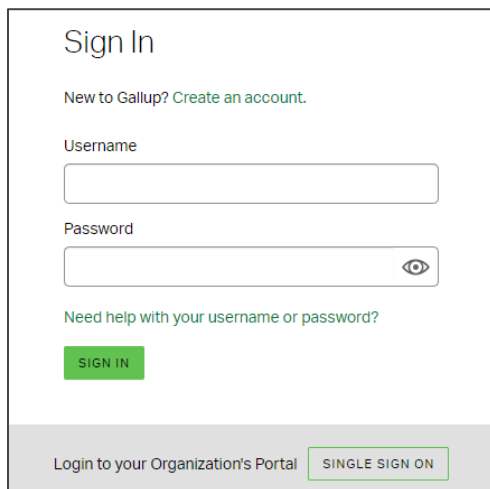
Your administrator at your organization must first add you as a user to Gallup Access. You will then receive an invitation via email.

1. Check your email for a message with the subject, "Invitation to Gallup Access."
2. Open the email message and click the **Click here to accept your invitation** link, which will direct you to the Gallup Access Sign In page.



Invitation email

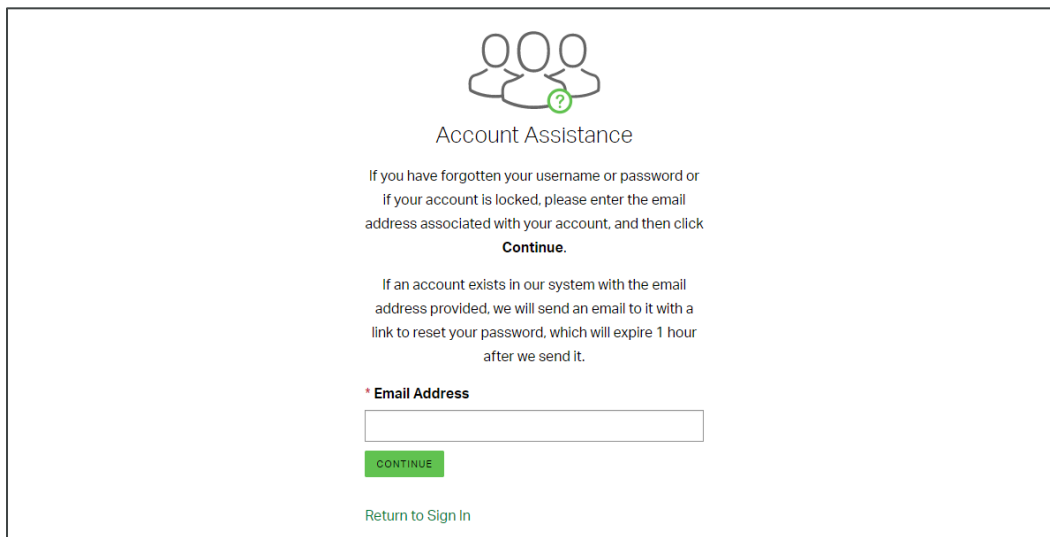
3. On the Gallup Access Sign In page, type your Gallup Online or Gallup Strengths Center username and password in the available fields. Then click **Sign In**.

A screenshot of the Gallup Access Sign In page. At the top, it says "Sign In". Below that is a link: "New to Gallup? Create an account." There are two input fields: "Username" and "Password". The Password field has an eye icon to toggle visibility. Below the fields is a link: "Need help with your username or password?". At the bottom left is a green "SIGN IN" button. At the bottom right is a button labeled "SINGLE SIGN ON" with the text "Login to your Organization's Portal" to its left.

Sign In page

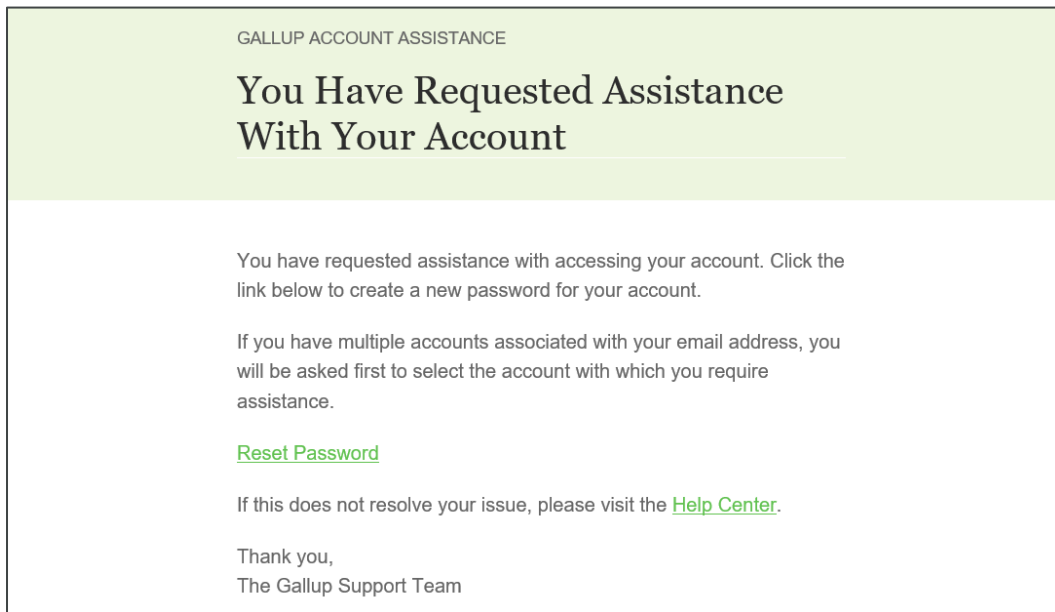
UNSURE OF YOUR USERNAME OR PASSWORD

1. If you are unsure of your username or password, click the **Need help with your username or password?** link on the Sign In page.
2. On the Account Assistance page, type your email address in the available field, and then click **Continue**.

A screenshot of the Account Assistance page. At the top is an icon of three people with a question mark. Below it is the title "Account Assistance". The text reads: "If you have forgotten your username or password or if your account is locked, please enter the email address associated with your account, and then click **Continue**." Below this is another paragraph: "If an account exists in our system with the email address provided, we will send an email to it with a link to reset your password, which will expire 1 hour after we send it." There is a label "* Email Address" above an input field. Below the field is a green "CONTINUE" button. At the bottom is a link "Return to Sign In".

Account Assistance page

3. If a Gallup account exists with the email address you provided, you will receive an email with the subject, "Gallup Account Assistance." Open the email message and click the **Reset Password** link, which will direct you to the Account Assistance page.



Account Assistance email

4. On the Account Assistance page, click **Change Username** if you want to assign a different username to your account, and type a new password in the **Password** field. Then click **Continue**.

NOTE: If your account does not have a username, you must also provide one.

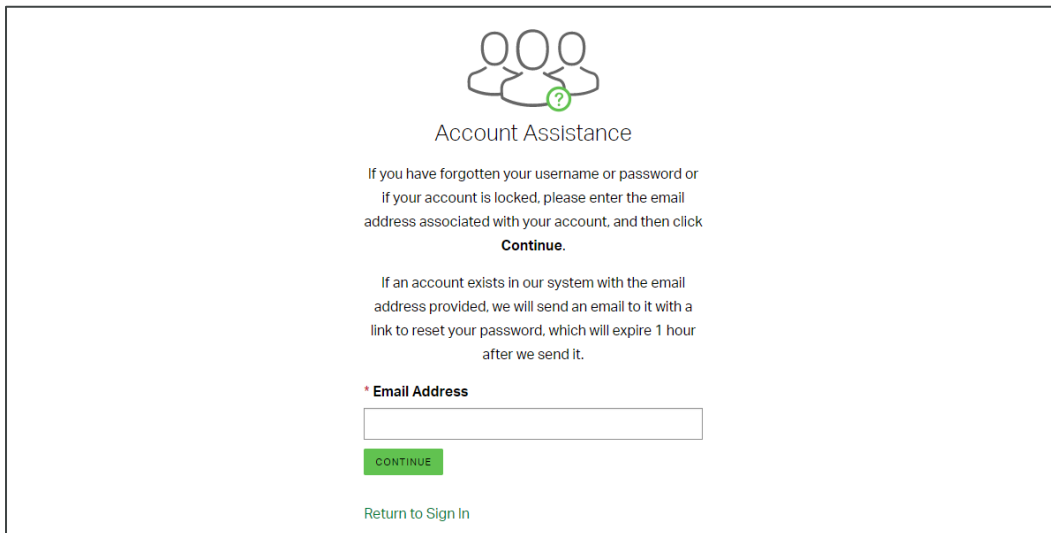
NOTE: Your password must be a minimum of six characters long and contain at least three of the following: uppercase letters, lowercase letters, numbers, special characters. Allowed special characters include _ ~ ! @ # \$ % ^ & * () - + = ? { } []

Account Assistance page

5. On the Sign In page, type your username and new password in the available fields, and then click **Sign In**.

MERGE MULTIPLE USERNAMES

1. On the Sign In page, click the **Need help with your username or password?** link.
2. On the Account Assistance page, type your email address in the available field, and then click **Continue**.



Account Assistance

If you have forgotten your username or password or
if your account is locked, please enter the email
address associated with your account, and then click
Continue.

If an account exists in our system with the email
address provided, we will send an email to it with a
link to reset your password, which will expire 1 hour
after we send it.

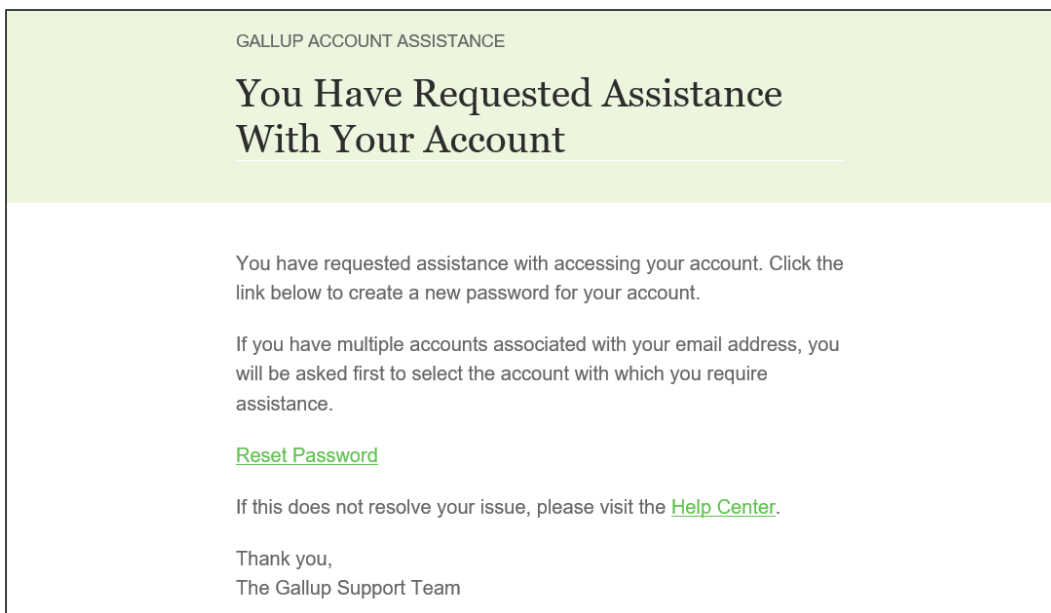
* Email Address

CONTINUE

[Return to Sign In](#)

Account Assistance page

3. You will receive an email with the subject, “Gallup Account Assistance.” Open the email message and click the **Reset Password** link, which will direct you to the Account Assistance page.



GALLUP ACCOUNT ASSISTANCE

You Have Requested Assistance With Your Account

You have requested assistance with accessing your account. Click the
link below to create a new password for your account.

If you have multiple accounts associated with your email address, you
will be asked first to select the account with which you require
assistance.

[Reset Password](#)

If this does not resolve your issue, please visit the [Help Center](#).

Thank you,
The Gallup Support Team

Account Assistance email

- The Account Assistance page displays the usernames associated with your account. Select the accounts you want to merge (Gallup Access selects all accounts by default), and then click **Merge**.

Account Assistance

1 You have multiple accounts associated with your email address. We strongly encourage you to merge all of your accounts into a single account to ensure you have continued access to all of your data.

Select the accounts you want to merge (we have selected all of your accounts for you), and then click Merge to continue. For your merged account, you will have an opportunity to choose a username from your existing ones (if you have multiple) or create a new username. If you do not want to merge your accounts at this time, click I Don't Want to Merge.

Username	Name	Associated Organization(s)	
john_smith	John Smith	The Email Company	✔
john_smith123	John Smith	Consumer Products	✔

Show: 10 ▼

I DON'T WANT TO MERGE
MERGE

Account Assistance page

- Select the username you want to keep and use for your merged account, or select **Enter a new username** and type a new username in the available field. Then click **Continue**.

Account Assistance

Select Username

Select the username you would like to be associated with your account. You will use your username at login, and can change it in the "My Account" section.

☐ john_smith
☐ john_smith123
☒ Enter new username

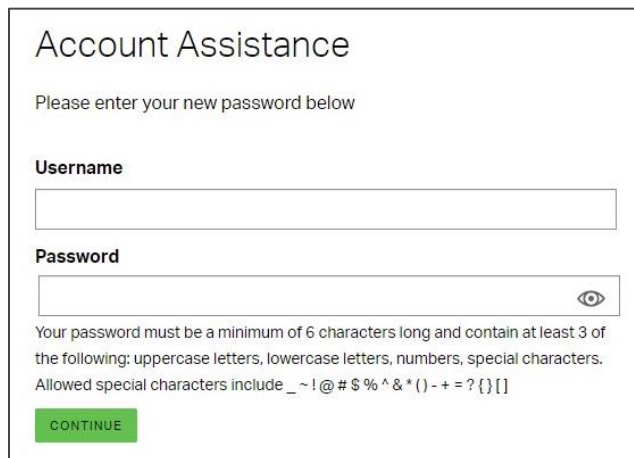
Enter new username

BACK
CONTINUE

Account Assistance page

6. Type your username and new password in the available fields, and then click **Continue**.

NOTE: Your password must be a minimum of six characters long and contain at least three of the following: uppercase letters, lowercase letters, numbers, special characters. Allowed special characters include _ ~ ! @ # \$ % ^ & * () - + = ? { } []



The screenshot shows a web form titled "Account Assistance". Below the title is the instruction "Please enter your new password below". There are two input fields: "Username" and "Password". The "Password" field has a toggle icon (an eye) to its right. Below the fields is a green button labeled "CONTINUE". At the bottom of the form, there is a password requirement note: "Your password must be a minimum of 6 characters long and contain at least 3 of the following: uppercase letters, lowercase letters, numbers, special characters. Allowed special characters include _ ~ ! @ # \$ % ^ & * () - + = ? { } []".

Account Assistance page

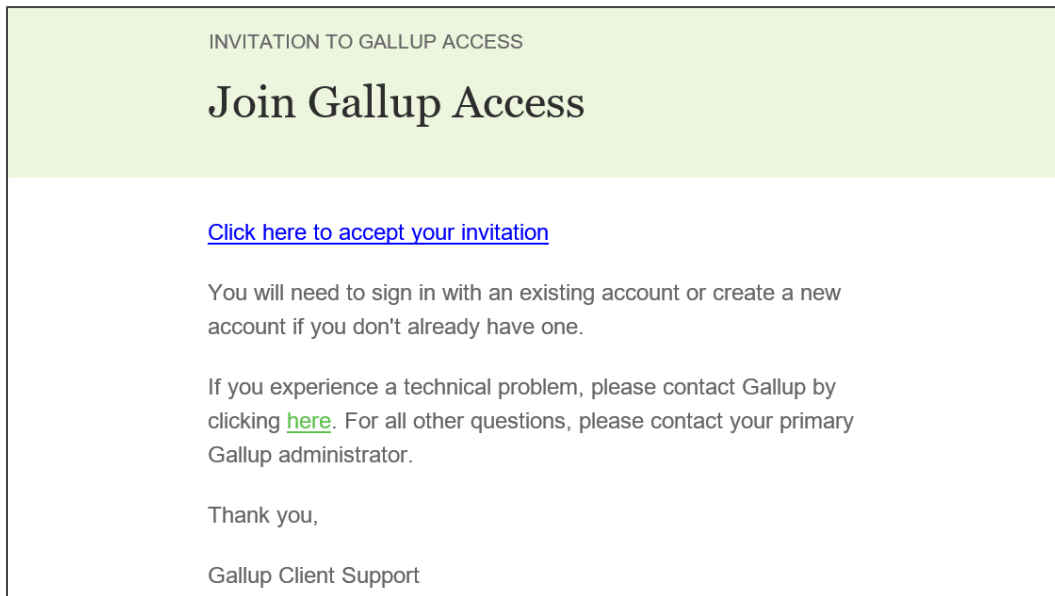
7. On the Sign In page, type your username and new password in the available fields, and then click **Sign In**.

NEW TO GALLUP ACCESS

CREATE NEW ACCOUNT

Your organization's administrator must first add you as a user to Gallup Access. You will then receive an invitation via email.

1. Check your email for a message with the subject, "Invitation to Gallup Access."
2. Open the email message and click the **Click here to accept your invitation** link.



Invitation email

3. Depending on your situation and account properties, Gallup Access will direct you to one of the following pages:

WELCOME BACK

If Gallup Access recognizes your email address and does not require additional information, type your password in the available field to verify your account, and then click **Sign In**. You can start using Gallup Access (and skip the remaining steps in this process).

The image is a screenshot of a web page titled "Welcome Back!". It features a user profile section with a circular icon and the name "Mike Jaros". Below this is a "Password" label and a text input field with a toggle icon on the right. Under the password field, there are two links: "Need help with your username or password?" and "Not Mike? Switch account". At the bottom, there is a green button labeled "SIGN IN".

Welcome Back!

 Mike Jaros

Password

[Need help with your username or password?](#)

[Not Mike? Switch account](#)

[SIGN IN](#)

Welcome Back! page

FINISH CREATING YOUR ACCOUNT

If Gallup Access recognizes your email address and your account requires additional information, provide your details on the Finish Creating Your Account page, and then click **Register**. If Gallup Access requires email verification, skip to step 5 below. Otherwise, you can start using Gallup Access (and skip the remaining steps in this process).

ACCOUNT SETUP

Finish Creating Your Account

* First Name

John

* Last Name

Smith

* Username

* Email Address

john_smith@gallup.com

* Password

Your password must be a minimum of 6 characters long and contain at least 3 of the following: uppercase letters, lowercase letters, numbers, special characters. Allowed special characters include _ ~ ! @ # \$ % ^ & * () - + = ? { } []

* Country

United States of America

* Postal Code

☐ I have read and agreed with the [Privacy Statement](#).

☐ I'd also like to be among the first to know about new Gallup offerings and services. I understand that I may unsubscribe from these offerings at any time.

Not John? [Switch account](#).

REGISTER

Your Organization's Contact Information

Anna Smith

402-951-2003

anna_smith@gallup.com

Already have credentials?

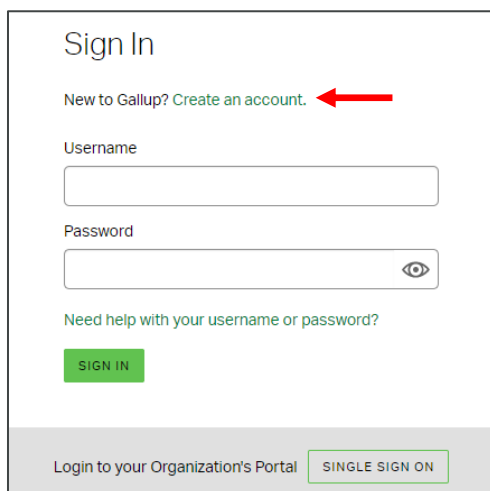
SIGN IN NOW

Finish Creating Your Account page

SIGN IN

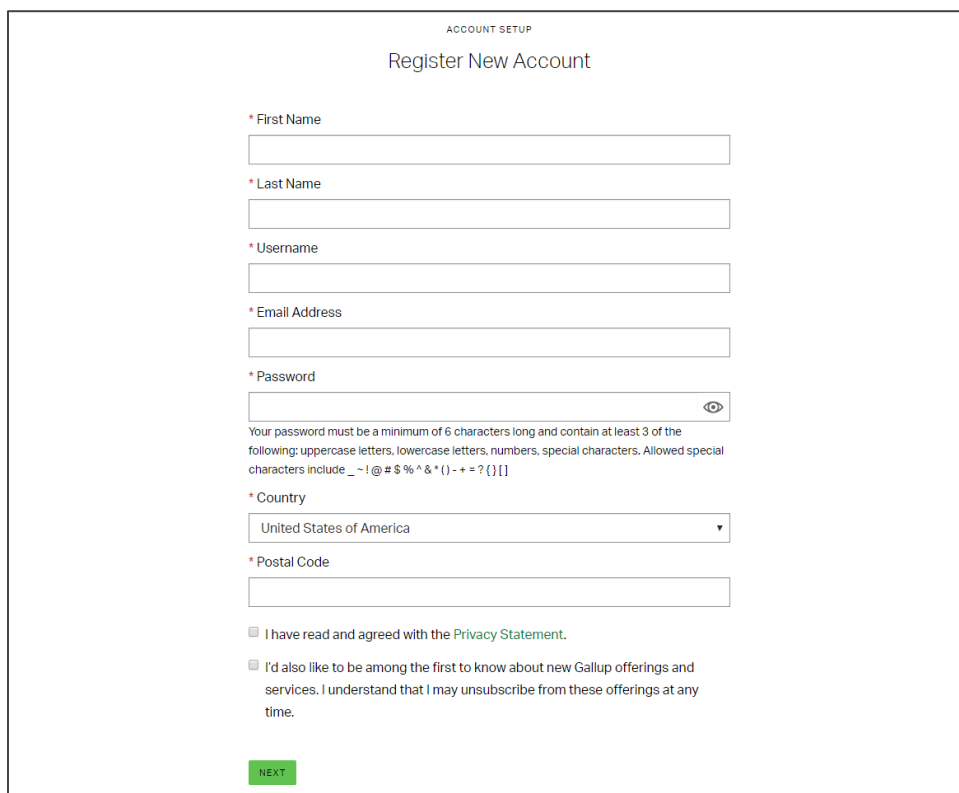
If Gallup Access does not recognize your email address, click the **Create an account** link on the Sign In page to create your account.

NOTE: If you already have an account, you can enter your username and password on the Sign In page to start using Gallup Access (and skip the remaining steps in this process).

A screenshot of the 'Sign In' page. At the top, it says 'Sign In'. Below that, it asks 'New to Gallup?' and provides a link 'Create an account.' which is highlighted with a red arrow. There are input fields for 'Username' and 'Password'. The password field has an eye icon to toggle visibility. Below the password field, there is a link 'Need help with your username or password?'. A green 'SIGN IN' button is located below the links. At the bottom, there is a grey bar with the text 'Login to your Organization's Portal' and a 'SINGLE SIGN ON' button.

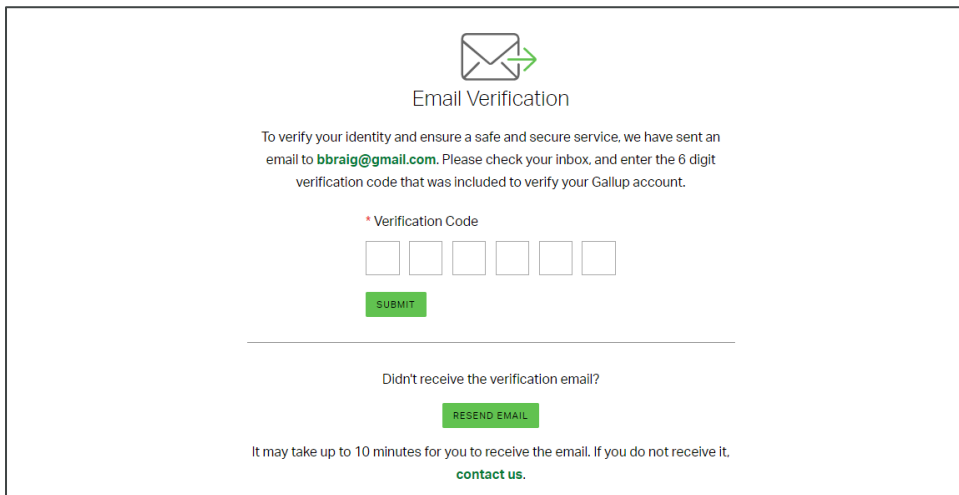
Sign In page

4. Provide your account information on the Register New Account page, and then click **Next**.

A screenshot of the 'Register New Account' page. At the top, it says 'ACCOUNT SETUP' and 'Register New Account'. There are several required fields marked with an asterisk: '* First Name', '* Last Name', '* Username', '* Email Address', '* Password', '* Country', and '* Postal Code'. The password field has an eye icon. Below the password field, there is a note: 'Your password must be a minimum of 6 characters long and contain at least 3 of the following: uppercase letters, lowercase letters, numbers, special characters. Allowed special characters include _ ~ ! @ # \$ % ^ & * () - + = ? { } []'. The 'Country' field is a dropdown menu currently showing 'United States of America'. Below the fields, there are two checkboxes: 'I have read and agreed with the Privacy Statement.' and 'I'd also like to be among the first to know about new Gallup offerings and services. I understand that I may unsubscribe from these offerings at any time.' A green 'NEXT' button is at the bottom.

Register New Account page

5. You will receive an email with the subject, “Your Account,” containing a six-digit code. Enter this code on the Email Verification page, and then click **Submit**.

A screenshot of the 'Email Verification' page. At the top, there is an icon of an envelope with a green arrow pointing right. Below the icon, the title 'Email Verification' is centered. The main text reads: 'To verify your identity and ensure a safe and secure service, we have sent an email to **bbraig@gmail.com**. Please check your inbox, and enter the 6 digit verification code that was included to verify your Gallup account.' Below this text, there is a label '* Verification Code' followed by six empty square input boxes. A green 'SUBMIT' button is positioned below the input boxes. A horizontal line separates the main form from the bottom section. The bottom section contains the text 'Didn't receive the verification email?' followed by a green 'RESEND EMAIL' button. At the very bottom, it says 'It may take up to 10 minutes for you to receive the email. If you do not receive it, [contact us.](#)'

Email Verification page

6. If requested by Gallup Access, type your username and password in the available fields on the Sign In page, and then click **Sign In** to start using Gallup Access.

STRENGTHS CODE INVITATION

There are two ways to gain access to your CliftonStrengths on Gallup Access:

- take the CliftonStrengths assessment via an access code
- transfer your CliftonStrengths from a previous assessment

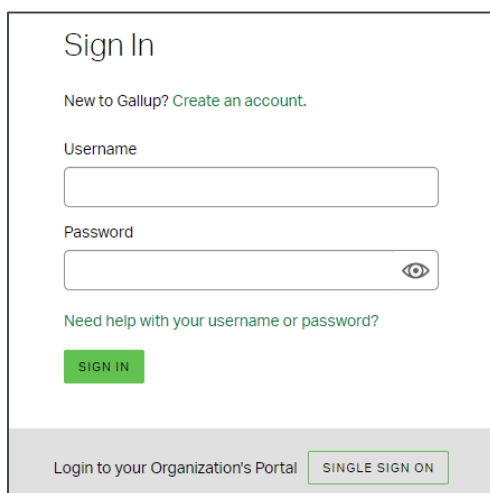
TAKE THE CLIFTONSTRENGTHS ASSESSMENT

You can take the CliftonStrengths assessment via an email invite or by using an access code.

EMAIL INVITE

1. When you receive an email invitation to take the CliftonStrengths assessment, click the **Get Started** button within the email. This will direct you to Gallup Access.
2. The **Sign In** page will prompt you to sign in or register. If you have a Gallup Access account, sign in with it; otherwise, register a new account and sign in with that.

NOTE: If you register a new account, Gallup Access will email you a verification code to authenticate your email address. You must use the code during the registration process to create your new account.



Sign In page

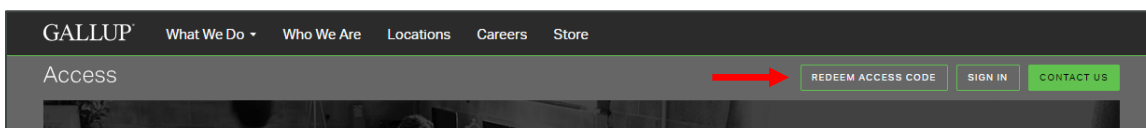
3. After signing in, the assessment will begin.

ACCESS CODE

When you receive an access code, there are two places on Gallup Access where you can redeem it: the home page or your dashboard.

To redeem an access code via the home page:

1. Click **Redeem Access Code** on the upper-right corner of the home page.



Gallup Access home page

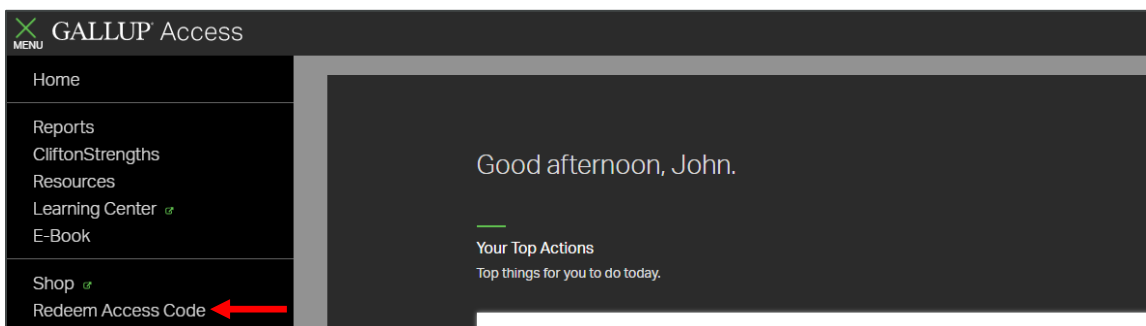
2. Enter your access code on the **Enter Access Code** page, and then click **Continue**.
3. The **Sign In** page will prompt you to sign in or register. If you have a Gallup Access account, sign in with it; otherwise, register a new account and sign in with that.

NOTE: If you register a new account, Gallup Access will email you a verification code to authenticate your email address. You must use the code during the registration process to create your new account.

4. After signing in, the assessment will begin.

To redeem an access code via your dashboard:

1. Select **Redeem Access Code** from the menu on the upper-left corner of the page.



Menu options

2. Enter your access code on the **Enter Access Code** page, and then click **Continue** to begin the assessment.

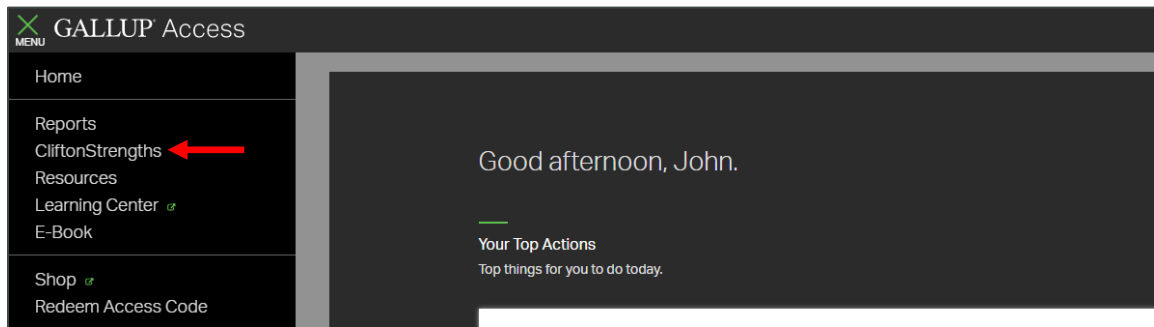
A screenshot of the 'Enter Access Code' page. It features a heading 'Enter Access Code' followed by instructions: 'Please enter your access code exactly as it appears, and then click Continue. The next page requires that you create an account for this site if you have not already done so.' Below this is a label 'Access Code*' and a text input field containing the number '12345'. A green 'CONTINUE' button is positioned at the bottom left of the form area.

Enter Access Code page

TRANSFER YOUR CLIFTONSTRENGTHS

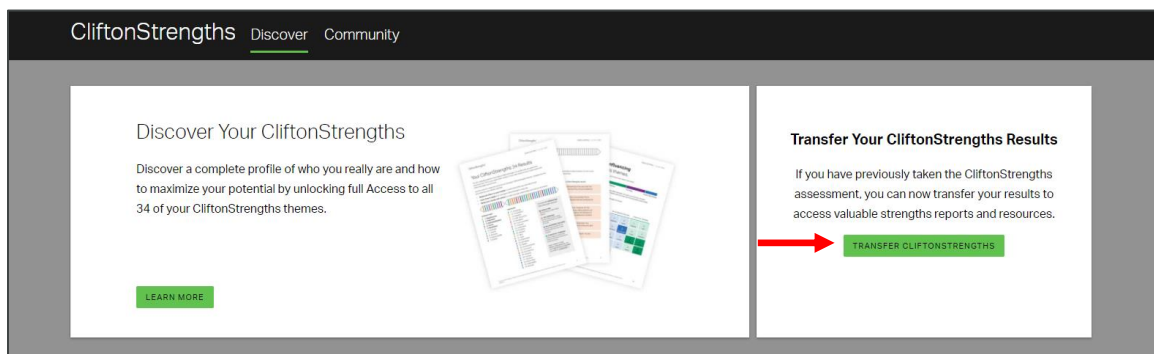
If you have received your CliftonStrengths from a previous assessment, you can transfer them to Gallup Access without taking the assessment again.

1. Select **CliftonStrengths** from the menu on the upper-left corner of the page.



Menu options

2. Click **Transfer CliftonStrengths** on the CliftonStrengths page.



CliftonStrengths page

3. Select the option to copy your CliftonStrengths results.

Please select one of the following options, then click Continue.

i NOTE: Please choose carefully. Clicking Continue will permanently record your selection, and you will not be able to return to this page.

☐ Take the CliftonStrengths assessment.

 ☒ Copy your CliftonStrengths results from a time when you took the assessment using a different username and password.

You have chosen to copy your existing CliftonStrengths results. Please enter the username and password you used when you previously took the assessment, then click Continue.

* Required

* Username

* Password

CONTINUE

Copy your CliftonStrengths results

4. Provide the username and password you used for your previous assessment, and then click **Continue**.
5. Gallup Access will ask you to confirm your previous assessment results. Click **Continue** to complete the transfer process.

Please confirm that you want to use the following CliftonStrengths results:

[THEME 1:] Maximizer
[THEME 2:] Relator
[THEME 3:] Arranger
[THEME 4:] Strategic
[THEME 5:] Adaptability

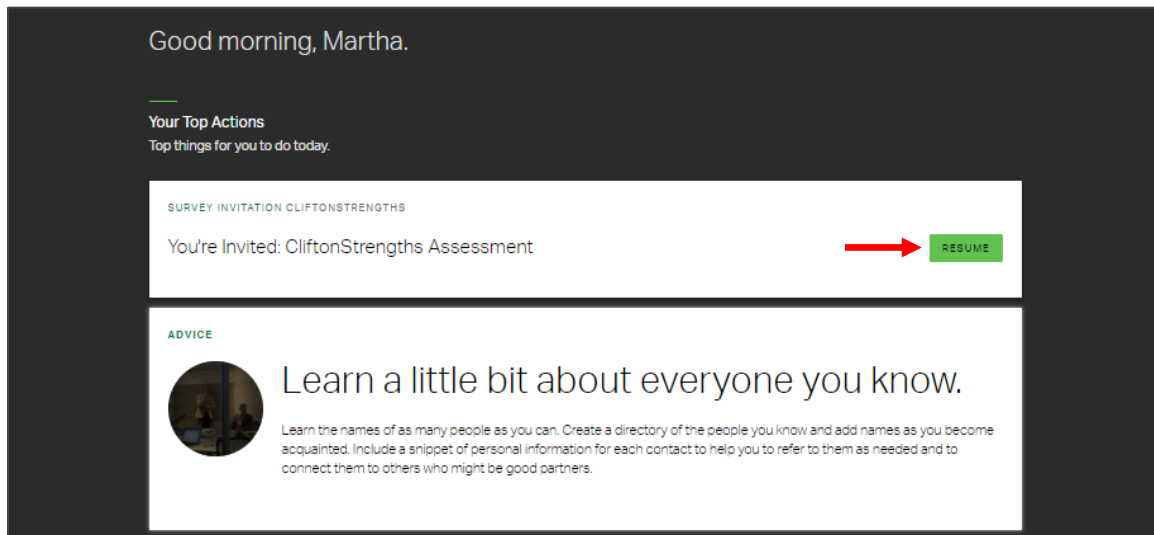
i Note: Clicking Continue will permanently copy these CliftonStrengths results. You will not have an opportunity to take the CliftonStrengths assessment and get different results.

BACK CONTINUE

Confirm your CliftonStrengths results

RESUME THE CLIFTONSTRENGTHS ASSESSMENT

If you start the assessment but do not complete it, you can resume taking it from where you stopped. After signing in to Gallup Access, your dashboard will display a **CliftonStrengths** tile. Click **Resume** on this tile to resume taking the assessment.



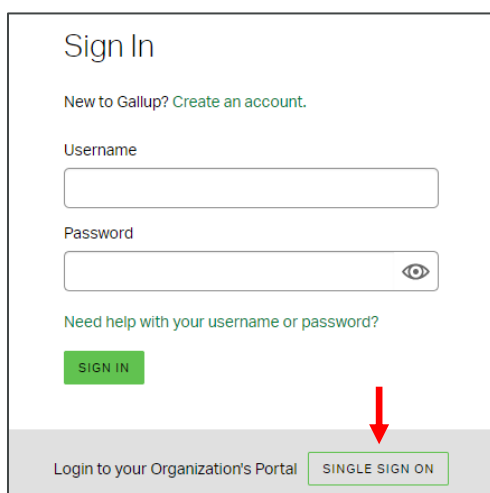
Gallup Access dashboard

SINGLE SIGN ON (SSO)

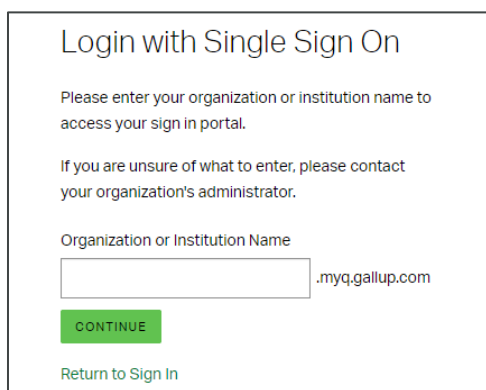
Single Sign On (SSO) is a feature of Gallup Access that allows you to use your organization's network sign-in credentials to gain access to Gallup Access. There are two ways to use SSO:

- If there is a link to Gallup Access on your intranet or organization's portal, click it and use your organization's network credentials to sign in to Gallup Access.
- On the Gallup Access Sign In page, click the **Single Sign On** button. On the next page, type your organization's or institution's name in the available field, click **Continue**, and then type your organization's network credentials on the following page.

NOTE: If you are unsure of what name to type, please contact your organization's administrator for assistance.



Sign In page



Login with Single Sign On page

TIME OUT

Gallup Access will sign users out after 30 minutes of inactivity. If you normally sign in via your organization's portal or link, return to that location to use SSO again to sign back into Gallup Access.