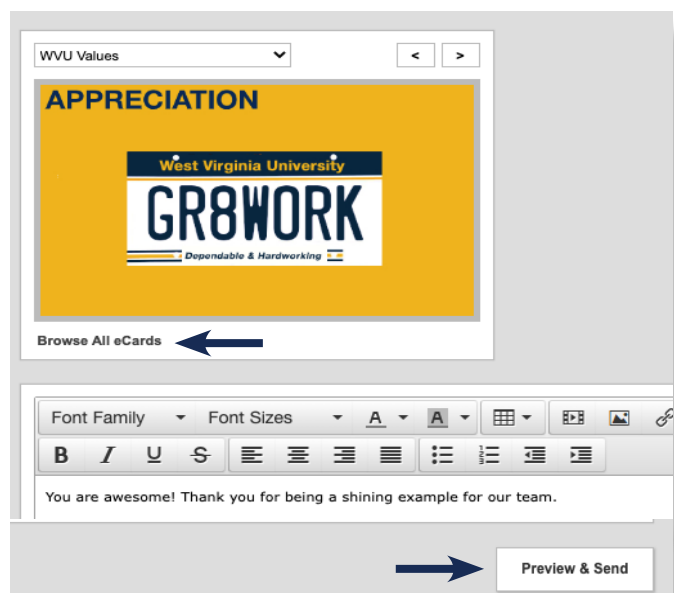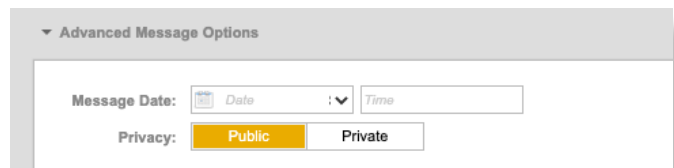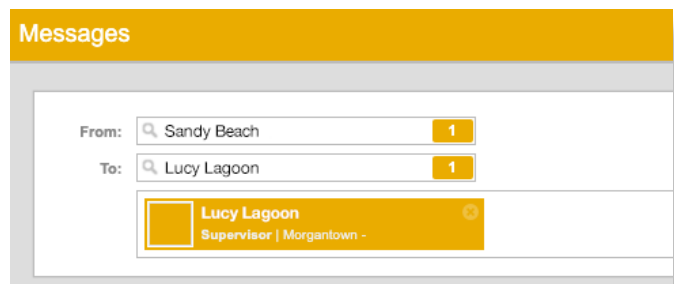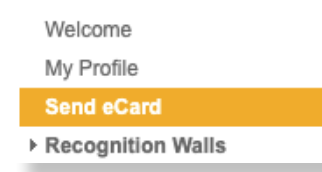# GO BEYOND

WVU RECOGNITION PORTAL

The Go Beyond employee recognition portal allows you to send eCard shout-outs to team members who go above and beyond in their work, or celebrate certain occasions like work anniversaries and Employee Appreciation Day.

SEND AN ECARD

1. Navigate to **gobeyond.wvu.edu** and log in with your WVU credentials and two-factor authentication.

2. From the homepage menu, click **Send eCard**.

3. Your name will automatically appear in the *From:* field. Click inside the *To:* field and type the first and last name of the person to whom you'd like to send a message.

4. Select that person's name when it appears in the search results. *Note: You can send the same eCard and message to multiple people or teams that you select.*

5. If you'd like to schedule the message to go out on a certain date or time, click **Advanced Message Options** and select those details.

6. You can also choose to send the message either publicly or privately. *Note: If the message is set to public, any WVU user can view your sent message on the WVU Recognition Wall.*

7. Click **Browse All eCards** to view card design options and select one that fits the occasion.

8. Click inside the text editor to type the message that will be sent along with your chosen eCard. You can change the formatting of the message in the tool bar.

9. When you're finished, click **Preview & Send** to open the card and message in a preview window.

10. If you need to make changes, click **Return to Edit**. Otherwise, click **Send Message**. The person on the receiving end will get an email notification from *No-Reply@ pointrecognition.com* letting them know they've received a Go Beyond card.

VIEW WALL MESSAGES

▮ Click **My WVU Wall** to view messages that you have either sent to someone else, or someone has sent to you.
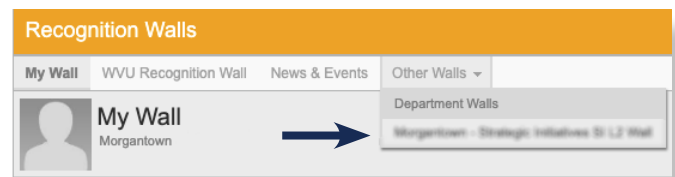
*Note: Click **Comment** or **Applaud** to interact with wall messages.*

▮ Click **WVU Recognition Wall** to view all public eCards and messages sent within the WVU network.

▮ From the Recognition Walls toolbar, click the **Other Walls** drop-down menu to view your department-specific wall messages.

ADD YOUR PROFILE PICTURE

1. From the homepage menu, click **My Profile**.
2. Click **Upload Picture**.
3. Click **Select File**.
4. Select the image from your files and click **Upload**.
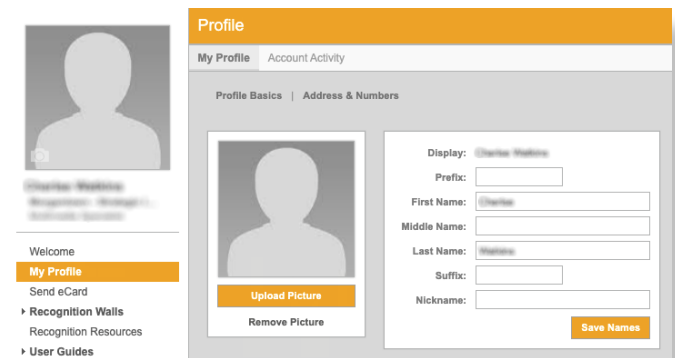
Have questions? Reach out to the **WVU Leadership and Organization Development** team at **LOD@mail.wvu.edu**.