

Award Program Administrator Quick Guide

Audience: Award Program Administrator

Process Overview

CMU=You is our home for Staff Award programs and nominations. This guide covers the steps to review award nominations as an administrator and export nominee data for review.

Links and Resources

[CMU=You](#)

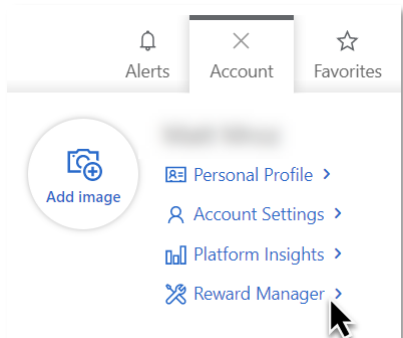
[Award Program Nominations Quick Guide \[pdf\]](#)

Preliminary Notes

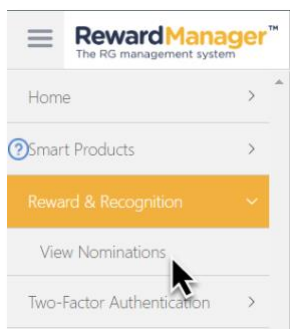
- The **Award Program administrator** will receive daily emails advising of each new nomination.
- Additional **Email Notification preferences** should be set before the Award Program goes live.
 - Notifications for award nominees are typically turned off.
 - If your college or division would like employees to receive an email notification when nominated, ensure this is communicated with Reward Gateway.
- It is critical to **never accept a nomination** in the CMU=You Reward Manager (before award decisions have been made). Accepting a nomination will trigger the system to email the nominee informing them they have won the award.

Process Steps

1. Once logged into CMU=You, on the top-right toolbar, click **Account**, then click **Reward Manager**.



2. Authenticate into the Reward Manager utilizing DUO Mobile dual-factor authentication. Once logged into the Reward Manager, on the top-left toolbar, click **Reward & Recognition**, then click **View Nominations**.



3. The Award Programs that you manage will display. Click the Award Program for which you would like to view current nominations.

Note: The visible award categories depend on access to your college or division’s award program(s).

Your Award Program



4. On the Award Nominations screen, all individual nominations will be displayed. Click the checkbox to select all nominations, then click **Export Nominations**. If there is more than a page of nominations, click the link to “Select all nominees in the table”.

NOMINATIONS (48)

[Export Nominations](#) [Actions](#)

QUICK SEARCH
Search by nominee name or nomination ID

<input checked="" type="checkbox"/>	ID	NOMINEE	AWARD	ISSUE DATE	NOMINATOR	VISIBILITY	
All 20 nominees on this page are selected. Select all 48 nominees in the table							
<input checked="" type="checkbox"/>			Commitment to Excellence - Veteran	17/07/2023		Private	view actions
<input checked="" type="checkbox"/>			Innovative and Creative Contributions	17/07/2023		Private	view actions
<input checked="" type="checkbox"/>			Commitment to Diversity, Equity and Incl	17/07/2023		Private	view actions

Important:
Do not take any action (i.e., accept or reject) on the nominations with “View Actions” as this will archive them, and they will no longer be available for export.

- a. If attachments are required with the nominations (e.g., Statements of Support), click **View Actions** then download each attachment individually.

ANDREW ID OF NOMINEE:
[REDACTED]

UPLOAD YOUR NOMINATION (750 WORDS)
<https://www.samplelink.com/nomination.pdf>

UPLOAD STATEMENT OF SUPPORT 1
<https://www.samplelink.com/statement1.pdf>

UPLOAD STATEMENT OF SUPPORT 2
<https://www.samplelink.com/statement2.pdf>

Note: We recommend downloading the attachments individually for each nominee and saving them locally (e.g., on your local drive or desktop).

5. The exported nominations file will be saved to your downloads folder in .CSV format.

6. When award decisions are made and winners are selected, communicate **directly** with these individuals via email (or other channels) outside of CMU=You to provide the award and any associated eCard.
7. Once award decisions have been finalized and announced, click **View Actions** on the Award Nominations Screen above, then click **Reject** to clear all nominations from Reward Manager in preparation for next year's award cycle.

Note: This is the standard procedure for the end of a nomination cycle. Alternatively, if eCards have been designed and associated with each Award and your department would like the winners to be recognized on the Social Recognition Wall, clicking **Accept** will post the Awards on the Social Recognition Wall and send an email notification to the winner.¹

¹ Discuss further with the Reward Gateway team prior to implementation of the Award Program.