

**Screenshot instructions on how to import your CliftonStrengths Full 34 Report to AFIT's Gallup Access account.**

You will receive an email from [support@mail.gallup.com](mailto:support@mail.gallup.com) with a subject line of: *Invitation to Gallup Access*.

\*\*\*It's an automated email, so it might get caught up in spam filters or the *Other* tab in your inbox.

**Click on the green ACCEPT INVITATION button.** You'll then be asked to log into the Gallup system.

If it looks like this screenshot when you log in, please continue. If you see your Top 5 Strengths when you log in, you don't need to continue, you're good to go.

The screenshot shows the Gallup Access dashboard for a user named Michael. The header includes the 'GALLUP Access' logo, a 'MENU' icon, and navigation options for 'English (USA)' and 'Alliance for Innovation & Transformation'. The main content area is divided into several sections:

- Top Items:** Features an 'ADVICE' card with the text 'Call attention to incremental improvements in others' performance.' and an 'ARTICLE' card titled 'Neurodiverse Workers: Hidden Challenges, Untapped Potential'.
- Quick Actions:** Includes a 'Explore Resources' button with a lightbulb icon.
- Action Planning:** Displays 'No Tasks Available. You do not have any tasks.' with a 'CREATE TASK' button and a 'View Action Plans' link.
- More Resources:** Contains three resource cards: 'Ask for the feedback you need' (with a laptop image), 'How Arthur C. Brooks Leads With Strengths' (with a portrait of Arthur C. Brooks), and 'Break down your path to success gradually.' (with a group meeting image).
- Learning Journey:** Features a 'CliftonStrengths Individual Learning Journey' card with a 'START JOURNEY' button and a progress indicator showing 'STEPS COMPLETE: 0 OUT OF 1'.

Next, NAVIGATE TO THE MENU button in the upper lefthand corner of your screen.

On the drop down menu, CLICK ON CLIFTONSTRENGTHS.

The screenshot displays the Gallup Access user interface. At the top left, there is a 'MENU' button with a green 'X' icon and the text 'GALLUP Access'. The top right corner shows 'English (USA)' with a dropdown arrow, 'Alliance for Innovation & Transformation', and icons for notifications, a shopping cart, and a user profile.

A dark navigation menu is open on the left side, listing the following options: Home, CliftonStrengths (highlighted), Action, Resources, Shop, Redeem Access Code, and Subscribe to Newsletters.

The main content area features a personalized greeting: 'Good morning, Michael.' Below this, there are several sections:

- Quick Actions:** A card with a lightbulb icon and the text 'Explore Resources'.
- Action Planning:** A section titled 'Action Planning' with a 'View Action Plans' link. It contains a message: 'No Tasks Available. You do not have any tasks.' and a 'CREATE TASK' button.
- More Resources:** A section with three resource cards:
  - A card with a laptop and keyboard image, titled 'Ask for the feedback you need'.
  - A card with a portrait of Arthur C. Brooks, titled 'How Arthur C. Brooks Leads With Strengths'.
  - A card with a group of people in a meeting, titled 'Break down your path to success gradually.'

On the far left, partially obscured by the menu, are several article teasers with images and text:

- An image of a modern office with the text 'Good morning, Michael.' and 'Items'.
- An image of a person's head with lightbulbs, with the text 'All attention to incremental improvements in others' performance.' and 'VICE'.
- An image of a person's head with lightbulbs, with the text 'neurodiverse Workers: Hidden challenges, Untapped Potential' and 'ARTICLE'.
- An image of a person's head with lightbulbs, with the text 'CliftonStrengths Individual Learning Journey' and 'LEARNING JOURNEY'.
- An image of a person's head with lightbulbs, with the text 'CliftonStrengths Individual Learning Journey' and 'START JOURNEY'.

Now you should see the screen below.

CLICK ON THE GREEN TRANSFER CLIFTONSTRENGTHS button in the right box on your screen.

The screenshot shows the CliftonStrengths Discover page. The header includes the Gallup logo and 'Access' on the left, and 'English (USA)', 'Alliance for Innovation & Transformation', and navigation icons on the right. The main content area has two panels. The left panel, titled 'Discover Your CliftonStrengths', contains text about discovering a complete profile and maximizing potential, accompanied by an image of three CliftonStrengths reports and a green 'LEARN MORE' button. The right panel, titled 'Transfer Your CliftonStrengths Results', contains text about transferring previous assessment results to access reports and resources, with a green 'TRANSFER CLIFTONSTRENGTHS' button highlighted by a pink circle.

**Discover Your CliftonStrengths**

Discover a complete profile of who you really are and how to maximize your potential by unlocking full Access to all 34 of your CliftonStrengths themes.

[LEARN MORE](#)

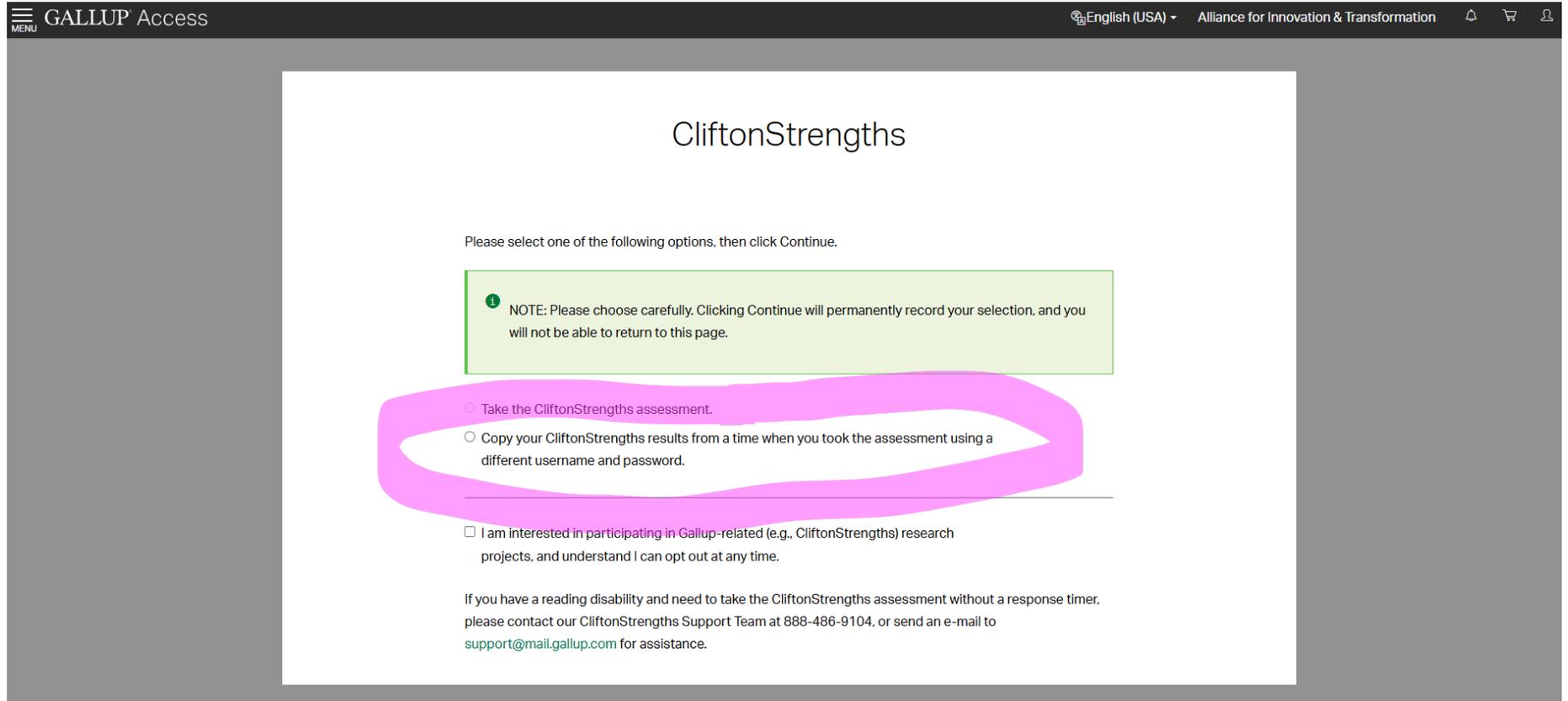
**Transfer Your CliftonStrengths Results**

If you have previously taken the CliftonStrengths assessment, you can now transfer your results to access valuable strengths reports and resources.

[TRANSFER CLIFTONSTRENGTHS](#)

Now you will see this screen.

CLICK ON COPY YOUR CLIFTONSTRENGTHS RESULTS FROM A TIME WHEN YOU TOOK THE ASSESSMENT USING A DIFFERENT USERNAME AND PASSWORD.



The screenshot shows the CliftonStrengths assessment selection interface. At the top left, the 'GALLUP Access' logo is visible. At the top right, there are navigation elements including 'English (USA)', 'Alliance for Innovation & Transformation', and icons for a shopping cart and user profile. The main content area is titled 'CliftonStrengths' and contains the following text: 'Please select one of the following options, then click Continue.' Below this is a green-bordered note box with an information icon: 'NOTE: Please choose carefully. Clicking Continue will permanently record your selection, and you will not be able to return to this page.' There are three radio button options: 'Take the CliftonStrengths assessment.', 'Copy your CliftonStrengths results from a time when you took the assessment using a different username and password.', and 'I am interested in participating in Gallup-related (e.g., CliftonStrengths) research projects, and understand I can opt out at any time.' The second option is highlighted with a pink oval. At the bottom, there is a paragraph: 'If you have a reading disability and need to take the CliftonStrengths assessment without a response timer, please contact our CliftonStrengths Support Team at 888-486-9104, or send an e-mail to [support@mail.gallup.com](mailto:support@mail.gallup.com) for assistance.'

A new log in screen will pop up on your screen. **Log into your Gallup account you created when you took the CliftonStrengths assessment.** This will give you the option to connect your Full 34 report to the AFIT Gallup Access account you have been invited to join.

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

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I am interested in participating in Gallup-related (e.g., CliftonStrengths) research projects, and understand I can opt out at any time.

If you have a reading disability and need to take the CliftonStrengths assessment without a response timer, please contact our CliftonStrengths Support Team at 888-486-9104, or send an e-mail to [support@mail.gallup.com](mailto:support@mail.gallup.com) for assistance.

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

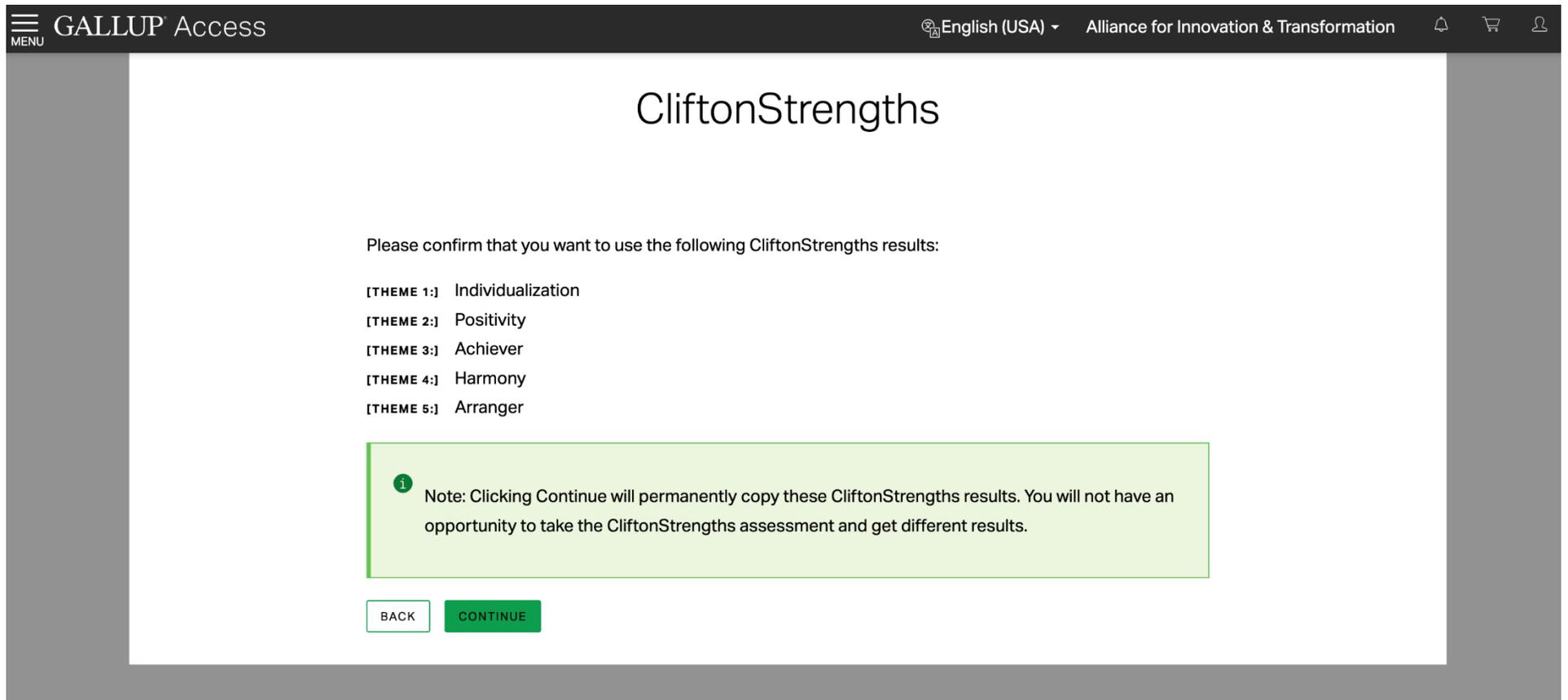
\* Username

\* Password

CONTINUE

After you log into your account, you will be prompted to confirm the transfer of your CliftonStrengths report. CLICK CONTINUE. Once you do this, everything should be connected.

\*\*\*If you still don't see your Top 5 Strengths when you log into the Gallup account connected to the AFIT Access portal, **YOU NEED TO CALL GALLUP SUPPORT: 1-888-525-6117.**



The screenshot shows the Gallup Access interface. At the top left is the 'GALLUP Access' logo with a 'MENU' icon. At the top right, there is a language selector for 'English (USA)', the text 'Alliance for Innovation & Transformation', and icons for a shopping cart and a user profile. The main content area is titled 'CliftonStrengths' and contains a confirmation message: 'Please confirm that you want to use the following CliftonStrengths results:'. Below this, five themes are listed: [THEME 1:] Individualization, [THEME 2:] Positivity, [THEME 3:] Achiever, [THEME 4:] Harmony, and [THEME 5:] Arranger. A green-bordered box with an information icon contains a note: 'Note: Clicking Continue will permanently copy these CliftonStrengths results. You will not have an opportunity to take the CliftonStrengths assessment and get different results.' At the bottom, there are two buttons: 'BACK' and 'CONTINUE'.

**GALLUP Access** English (USA) Alliance for Innovation & Transformation

# CliftonStrengths

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

- [THEME 1:] Individualization
- [THEME 2:] Positivity
- [THEME 3:] Achiever
- [THEME 4:] Harmony
- [THEME 5:] Arranger

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