

# GALLUP®

## Gallup StrengthsQuest™ Operating System

### Student User Guide



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## **WELCOME TO STRENGTHSQUEST™**

The StrengthsQuest Operating System (StrengthsQuest OS) provides education institutions with the tools to identify, understand, and develop important factors in students such as yourself. You will have the opportunity to develop your strengths by building on your greatest talents — the way in which you most naturally think, feel, and behave as a unique individual. This guide will help you understand how to get started using the StrengthsQuest OS.

## REGISTRATION

1. Navigate to your institution's StrengthsQuest OS website by using the Web address they provided you.
2. On the **Login** page, click **New Account** below the **Register** heading. If you have taken the Clifton StrengthsFinder assessment before, click **Link Existing Gallup Account** and follow the instructions provided.

The screenshot shows the Gallup StrengthsQuest OS registration and login interface. At the top left is the 'GALLUP' logo, and at the top right is a 'Sign In' button. The page is divided into two main sections: 'REGISTER' and 'LOGIN'. Under 'REGISTER', there is a heading 'Select a registration type to create a new account' followed by two buttons: 'New Account' and 'Administrator Account'. Below these buttons is a link: 'I have already created an account with Gallup before? Link Existing Gallup Account'. Under 'LOGIN', there is a form with fields for 'Username' (with a hint 'usually your email address') and 'Password' (with a hint 'passwords are case-sensitive'). There is also a checkbox for 'Accessibility-Enhanced Version' and a blue 'Login' button. At the bottom of the login form are links for 'Forgot username/password' and 'Request an account activation email'. The footer contains copyright information: 'Copyright © 2015 Gallup, Inc. All rights reserved.' and links for 'Help Center', 'Privacy Policy', and 'Terms of Use'.

*Login page*

3. On the **Registration** page, type your information in the available fields, select the “**I have read and agree ...**” box, and then click **Create Account**.

GALLUP Sign In

## REGISTRATION

**School Email Address**

**First Name**

**Last Name**

**Username**

**Password**

Your password must be a minimum of 6 characters long and consist of any of the following: uppercase letters, lowercase letters, numbers, or special characters

**Password Confirmation**

**Consent**  
 I have read and agree to the Privacy Statement and Terms of Use

**Create Account**

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*Registration page*

4. You will receive an email confirming your registration. Click the link in the email message to complete your registration. Once completed, you can log in to the StrengthsQuest website using your username and password.

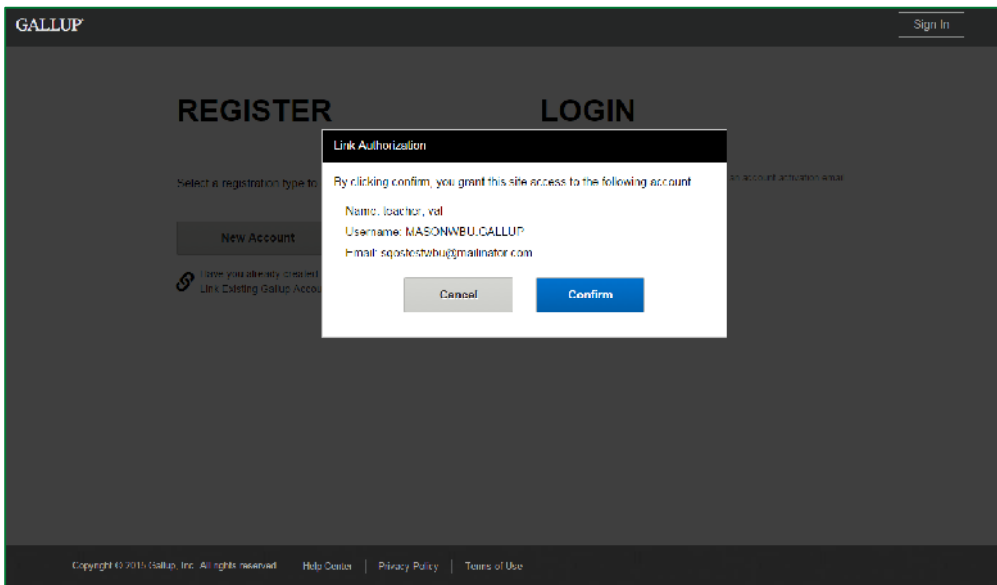
## Link Existing Account

Use these steps to link an existing Strengths account to this site. Doing this gives you the opportunity to pull over your existing Strengths results.

1. Navigate to your institution's StrengthsQuest OS website by using the Web address they provided you.
2. Click **Link Existing Gallup Account**.
3. Type your existing **Username** and **Password** in the available fields, and then click **Link Account**.

**NOTE:** If you cannot access your account, click the **Forgot username/password** link and follow the instructions on the **Account Assistance** page.

4. Click **Confirm** on the Link Authorization window.



*Link Authorization*

5. On the **Registration** page, type your information in the available fields, select the “**I have read and agree ...**” box, and then click **Create Account**.

The screenshot shows the Gallup Registration page. At the top left is the 'GALLUP' logo, and at the top right is a 'Sign In' button. The main heading is 'REGISTRATION'. Below this, there are three input fields: 'School Email Address', 'First Name', and 'Last Name'. To the right of these fields is a 'Consent' section with a checkbox and the text 'I have read and agree to the Privacy Statement and Terms of Use'. A blue 'Create Account' button is located at the bottom right of the form area. The footer is dark and contains copyright information and links for 'Help Center', 'Privacy Policy', and 'Terms of Use'.

*Registration page*

6. You will receive an email confirming your registration. Click the link in the email message to complete your registration. Once completed, you can log in to the StrengthsQuest website using your username and password.

## Log In

1. Navigate to your institution's StrengthsQuest OS website by using the Web address they provided you.
2. Type your **Username** and **Password** in the available fields, and then click **Login**.

NOTE: If you cannot access your account, click the **Forgot username/password** link and follow the instructions on the **Account Assistance** page.

GALLUP

### REGISTER

Select a registration type to create a new account.

Student Faculty

### LOGIN

Username  
usually your email address

Password  
passwords are case-sensitive

Login

[Forgot username/password](#) | [Request an account activation email](#)

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Login page

GALLUP Sign In

### ACCOUNT ASSISTANCE

If you have forgotten your username or password, or if your account is locked, please enter the e-mail address associated with your account. Then click *Continue*. We will send you your account information in an e-mail message. For security purposes, the e-mail message contains a link to reset your password.

E-Mail Address

Continue

NOTE: The link will expire 24 hours after being sent. If it expires, please return to this page and repeat the steps to have a new e-mail sent to you.

If you require further assistance, please view our [Help page](#).

Account Assistance page



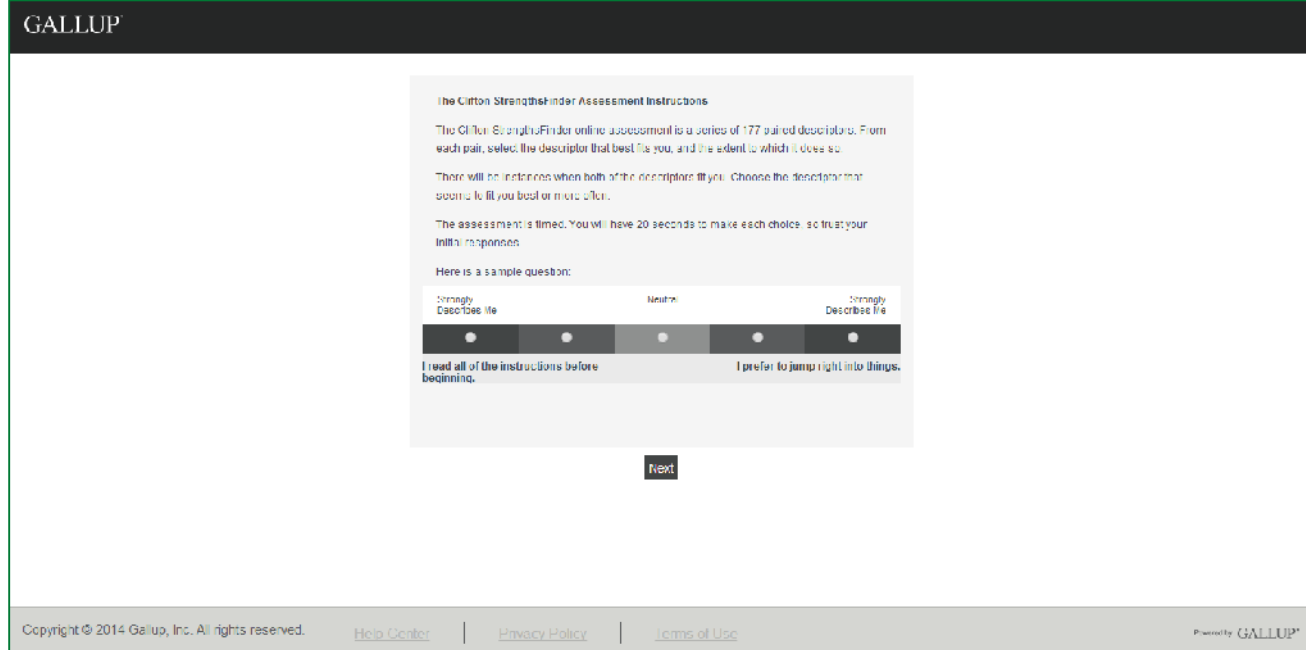
## STUDENT ACCOUNT FEATURES

A student account includes the following features:

- My Strengths Home
- Action Plan
- Resources
- Groups
- Account

### MY STRENGTHS HOME

If you have not completed the Clifton StrengthsFinder assessment the option to begin the survey will appear on this page. After completing the assessment, the **My Strengths Home** page lists your top five strengths, your reports, and popular resources. Your top five strengths and corresponding reports are based on your responses to the Clifton StrengthsFinder assessment.



*Clifton StrengthsFinder Assessment*

**My Strengths**

HOME  
RESOURCES  
GROUPS  
ACTION PLAN

**YOUR TOP 5**

Learn about your #1 Strength

RANK	STRENGTH	OVERVIEW
1	<b>CONTEXT</b>	...enjoy thinking about the past.
2	<b>RELATOR</b>	<p>People talented in the Context theme enjoy thinking about the past. They understand the present by researching its history.</p> <p>Watch the "Relator" video</p> <p>Theme Description   Strengths Quick Reference</p>
3	<b>ACHIEVER</b>	...work hard and possess a great deal of stamina.
4	<b>DELIBERATIVE</b>	...best described by the serious care they take in making decisions or choices.
5	<b>ANALYTICAL</b>	...search for reasons and causes.

DOMAIN: EXECUTING | INFLUENCING | RELATIONSHIP-BUILDING | STRATEGIC THINKING

Download your full reports as PDFs → Signature Themes | Strengths Insight

**YOUR ACTION PLANS**

★ SUBJECT	STATUS	DETAILS
★ Increase GPA to 3.9 / Graduate with Honors DUE: 01/01/2014	Completed	🔍
★ Attend College of Arts & Science Job Fair DUE: 02/01/2014	Not Started	🔍
★ Update Resume with Graduation Info DUE: 03/01/2014	In Progress	🔍
★ Update Resume with Graduation Info DUE: 04/01/2014	In Progress	🔍
★ Lose 20lbs / 2lbs per month DUE: 10/31/2014	Not Started	🔍

Create a New Action Plan Item

Not Started | In Progress | **Completed** | Deferred

My Strengths Home page

## ACTION PLAN

The **Action Plan** page provides the tools you need to focus on action planning. Action planning helps you set realistic, attainable goals and is a great way to measure and review your progress.

The screenshot shows the Gallup Action Plan page. On the left is a dark sidebar with navigation options: My Strengths, HOME, RESOURCES, GROUPS, ACTION PLAN (highlighted), and USERS. The main content area has a light blue header with the Gallup logo and a user greeting 'Welcome, DJ Jahn'. Below the header is a section titled 'ABOUT ACTION PLANNING' with instructions on how to create an effective action plan item. This is followed by a section titled 'YOUR ACTION PLAN ITEMS' which contains a table of items. At the bottom right of the table area is a blue button labeled 'Create a New Action Plan Item'.

DUE DATE ▲▼	DETAILS (click to expand)	STATUS ▲▼	PRIORITY ▲▼	TAG ▲▼
11/1/2013	<b>FINANCIAL   SAVE \$100</b> Save \$100 by date in savings	In Progress	Medium	Savings
11/30/2013	<b>ACADEMIC   MENTOR OTHER CLASSMATES</b> Mentor 5 students by end of semester	In Progress	Medium	
11/30/2013	<b>COMMUNITY   VOLUNTEER IN COMMUNITY</b> Become a mentor	In Progress	High	Volunteer
12/26/2013	<b>PHYSICAL   PHYSICAL ACTION PLAN</b> Physical Action Plan	N/A	Low	
1/17/2014	<b>CAREER   TAKE MORE LEADERSHIP</b> I need to do a better job at displaying leadership. In order to do this I will take responsibility for 2 projects by the end of this year.	In Progress	High	

Action Plan page

## RESOURCES

The **Resources** page includes all resources available to you for learning about strengths. To search for a particular item, enter your query in the search box at the top of the page and click **Search Resources**.

GALLUP® Welcome, DJ Jahn

**My Strengths**

- HOME
- RESOURCES**
- GROUPS
- ACTION PLAN
- USERS

ENTER SEARCH TERM [Search Resources](#)

### CLIFTON STRENGTHSFINDER RESOURCES

#### YOUR STRENGTHS REPORT

Gallup has created resources to help you develop and use your strengths to achieve greater success in academics, in your career, and in life. These resources can help you apply your strengths in many ways, such as leading teams or collaborating with others more effectively.

Gallup resources also support faculty and staff in their efforts to build a strengths-based school or campus. They provide an overview of strengths-based development and include suggested curriculum, activities, and research to support your efforts in creating a strengths-based culture.

Click a featured resource to learn more about strengths or to view additional resources.

#### STRENGTHS RESOURCES

- Theme Quick Reference Card
- StrengthsQuest Book: Full Version (PDF)
- The Genius and Beauty of Strengths

[View Additional Strengths Resources](#)

**Individualization®**

[View Additional Strengths Videos](#)

Resources page

## GROUPS

The **Groups** page allows you to monitor your group memberships and invitations.

**My Strengths**

HOME

RESOURCES

**GROUPS**

ACTION PLAN

USERS

GALLUP

Welcome, DJ Jahn

**INFORMATION ABOUT GROUPS**

**ACTIONS** View Team Strengths Report Email Group

Create a group to generate a Team Strengths Report. This report is useful for discovering the best way to leverage each member's strengths to achieve group or project goals.

I think I understand. Please do not show this again.

ENTER IN A GROUP ID# TO JOIN A NEW GROUP **Join This Group**

**GROUPS YOU OWN**

GROUP NAME ▲▼	GROUP ID ▲▼
ACCOUNTING 202	ACCOUNTING202
CST ROCKSTARS	ROCKSTARS
CALLTEST	CALLTEST
EXAMPLE	EXAMPLE
SOCIAL STUDIES 101	FALL2013SOCST101
SOCIOLOGY 203	FALL2013SOC203
SPAM GROUP	SPAMGROUP
TESTNEWGROUP	TESTNEWGROUP
DELETE GROUP	DELETEDGROUP

**Create a New Group**

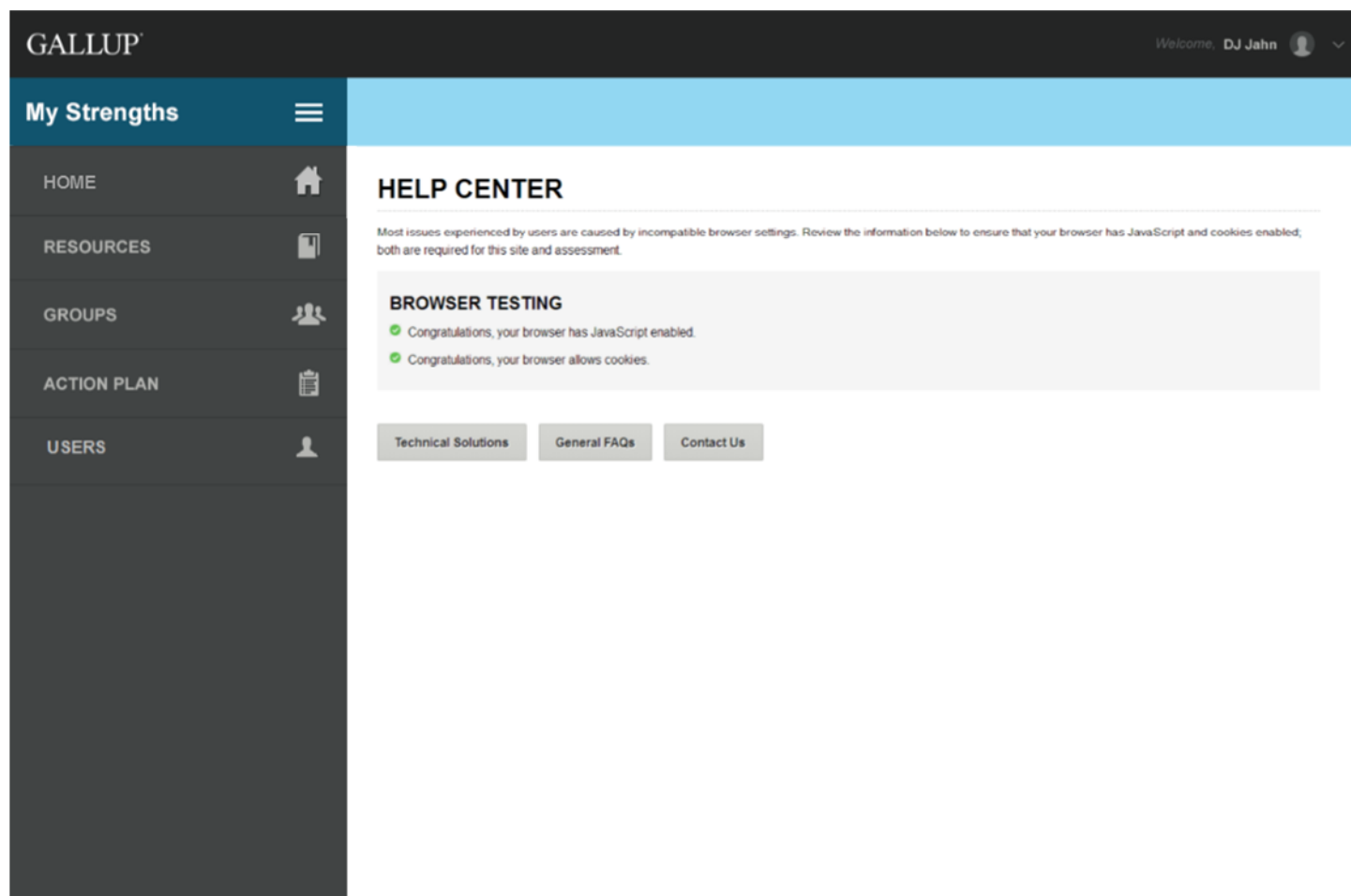
Groups page

## ACCOUNT

The Account menu allows you to modify your profile information, such as your account name, email address, and password as well as access the **Help Center** resources.

The screenshot shows the 'UPDATE PASSWORD' page. On the left is a dark sidebar with a 'My Strengths' menu and icons for HOME, RESOURCES, GROUPS, ACTION PLAN, and USERS. The top right of the page says 'Welcome, DJ Jahn'. The main content area has the title 'UPDATE PASSWORD' and instructions: 'To update your current password, make your changes in the field below, and then click *Update*'. A note states: 'NOTE: Your password must be a minimum of 5 characters long and consist of any of the following: uppercase letters, lowercase letters, numbers, or special characters.' Below this are four input fields labeled 'Username', 'Old Password', 'New Password', and 'Confirm New Password'. At the bottom are two buttons: 'Cancel' and 'Update Password'.

*Update Password page*



Help Center page

The screenshot displays the Gallup StrengthsQuest user interface. At the top left, the 'GALLUP' logo is visible. In the top right corner, a user is logged in as 'DJ Jahn'. A dark sidebar on the left contains navigation options: 'My Strengths', 'HOME', 'RESOURCES', 'GROUPS', 'ACTION PLAN', and 'USERS'. The main content area is titled 'YOUR ACCOUNT INFORMATION' and includes a sub-section 'YOUR PROFILE' with fields for Name, Email, and Personal ID. To the right of the profile information is an 'EDIT' button. Further right are two boxes: 'ACCOUNT OPTIONS' with links for 'Edit your account profile' and 'Modify your password', and 'HELP' with a 'Contact us' link.

**GALLUP** Welcome, **DJ Jahn**

**My Strengths** ☰

HOME 🏠

RESOURCES 📁

GROUPS 👥

ACTION PLAN 📅

USERS 👤

## YOUR ACCOUNT INFORMATION

To review or update your profile, username, or password, click *Edit* button or the section you'd like to view.

**YOUR PROFILE**

<b>Name</b>	Ann prod.July
<b>Email</b>	42regression_test@gallup.com
<b>Personal ID</b>	42STUDENT

**EDIT**

**ACCOUNT OPTIONS**

- Edit your account profile
- Modify your password

**HELP**

- Contact us

*Your Account Information, Manage Account page*