



Getting **Started** with CultureWise

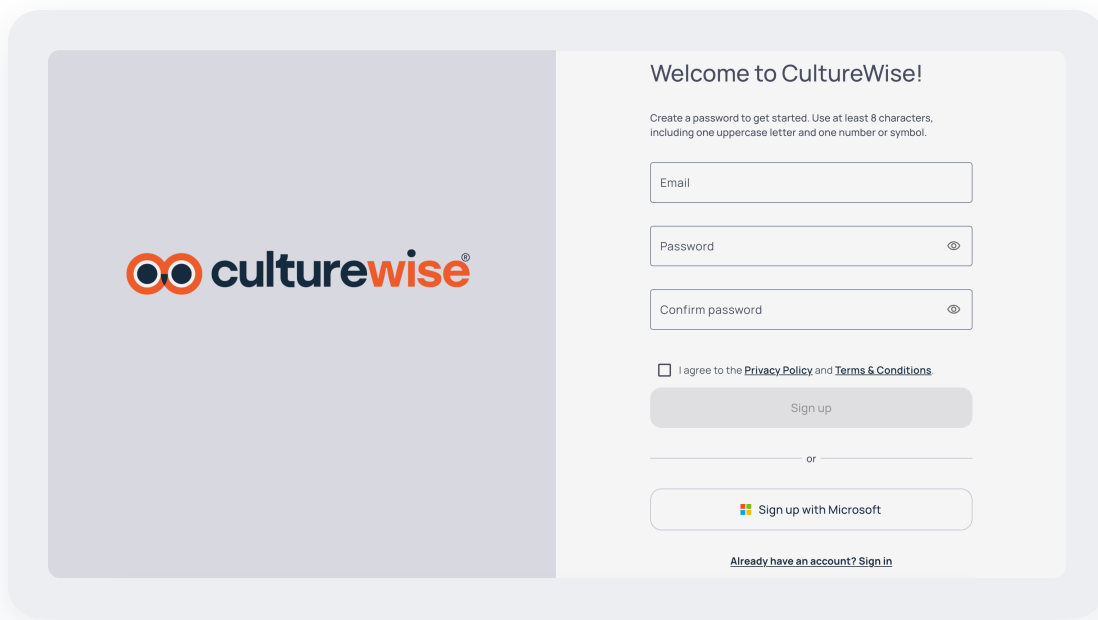
Everything you need to set up your account and find your way around, from your first login to daily activities, Kudos!, Fundamentals, and the leaderboard.

STEP 1

Create Your Account

Your account starts with an invitation to register. Once you create your password and sign in, you have full access to the platform.

- 1 Go to **app.culturewise.com/register**.
- 2 Enter your **email address**.
- 3 Create a **password** with at least 8 characters, including one uppercase letter and one number or symbol, then confirm it.
- 4 Check the box to agree to the **Privacy Policy** and **Terms & Conditions**.
- 5 Click **Sign up**.



The registration page at app.culturewise.com/register



Prefer single sign-on?

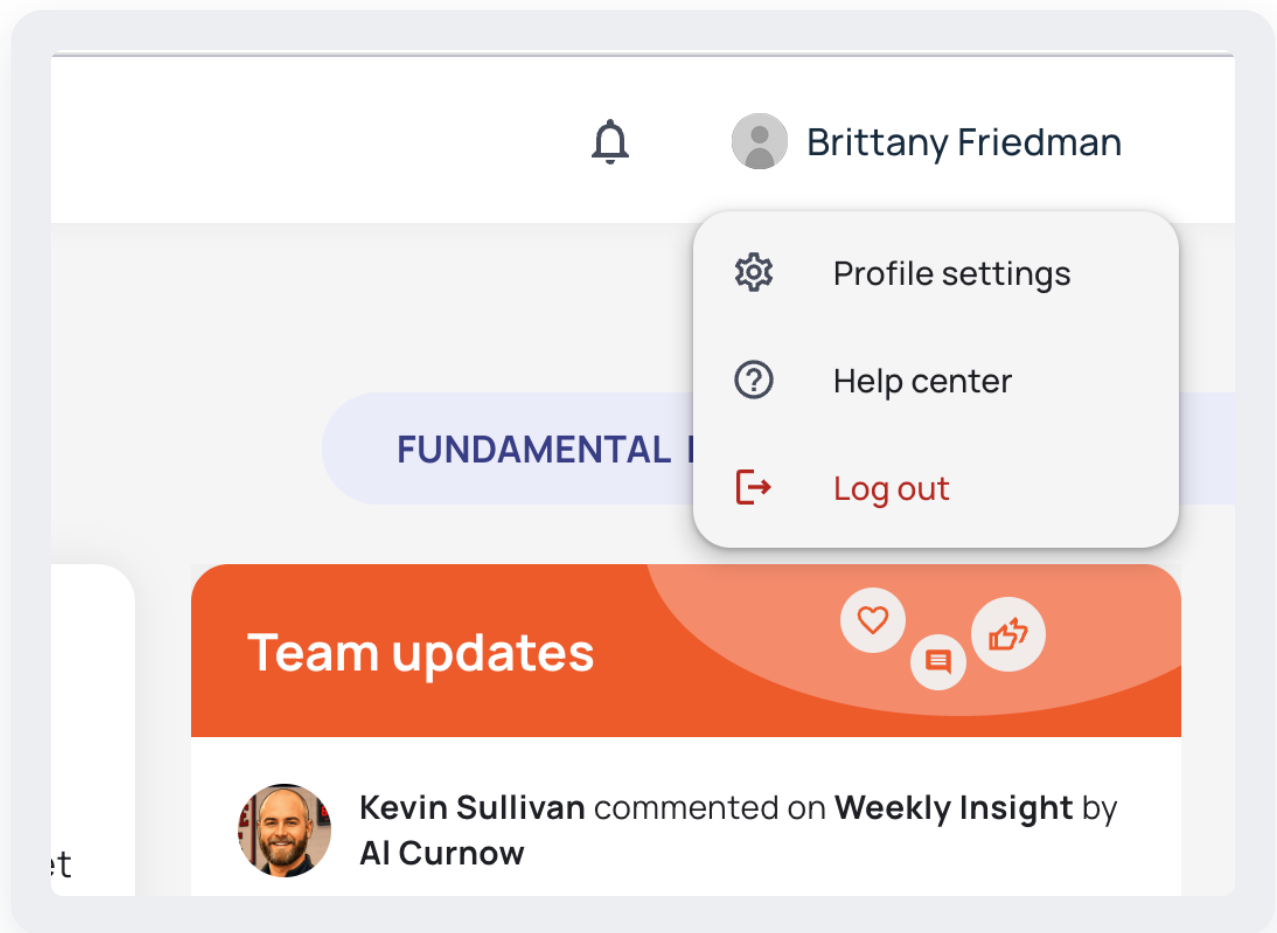
If your organization uses Microsoft, choose **Sign up with Microsoft** instead of creating a password. Already registered? Use the **Sign in** link at the bottom of the page.

STEP 2

Set Up Your Profile

A few minutes here makes the platform feel like yours. Your name, photo, and time zone shape how you show up to teammates and when you hear from us.

- 1 Click **your name** in the top right corner.
- 2 Select **Profile settings** from the menu.



Your name opens the menu: Profile settings, Help center, and Log out



What you can change here

Profile settings holds your photo, name, job title, display language, and time zone, plus your contact details and notification preferences further down the page.

Make It Your Own

Upload a photo and fill in your basic information. Small personal touches go a long way toward making the platform feel like a real place your team shows up to.

- 1 Click **Upload photo** and add a profile picture. Use a JPG or PNG, at least 400 × 400 pixels and under 5 MB.
- 2 Confirm your **first name**, **last name**, and add your **job title**.
- 3 Choose the **language** you would like the platform displayed in.
- 4 Set your **time zone** so reminders and updates arrive at the right time of day for you.

Profile settings: photo on the left, Basic Info on the right



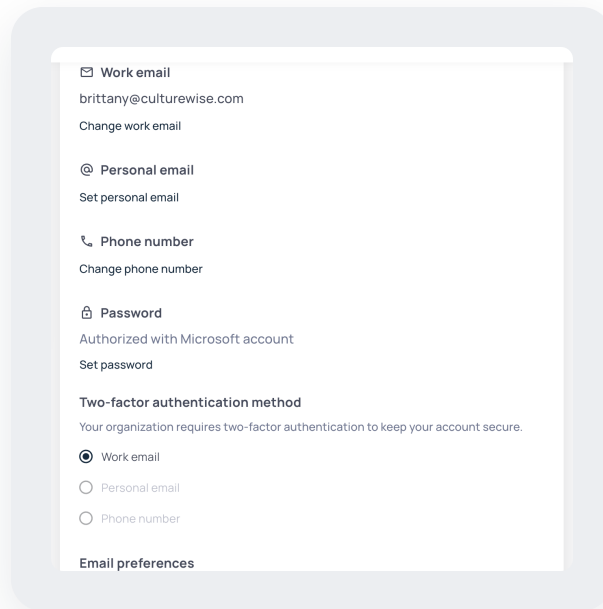
Why the photo matters

Your picture appears alongside every Kudos! you give and receive, and in your team's activity feed. A real face makes recognition land better than a set of initials.

Account & Contact Settings

Scroll further down Profile settings to manage how you sign in, how you are verified, and where your reminders go.

- 1 Add a **personal email** and **phone number** if you would like a second way to be reached.
- 2 Under **Two-factor authentication**, choose where your verification code should be sent.
- 3 Under **Email preferences**, choose whether content emails and reminders go to your work or personal address.



The screenshot displays a settings interface with the following sections:

- Work email**: Includes the email address `brittany@culturewise.com` and a link to "Change work email".
- Personal email**: Includes a link to "Set personal email".
- Phone number**: Includes a link to "Change phone number".
- Password**: Includes the text "Authorized with Microsoft account" and a link to "Set password".
- Two-factor authentication method**: Includes the text "Your organization requires two-factor authentication to keep your account secure." and three radio button options: "Work email" (selected), "Personal email", and "Phone number".
- Email preferences**: A section header at the bottom.

Contact details, password, and two-factor authentication



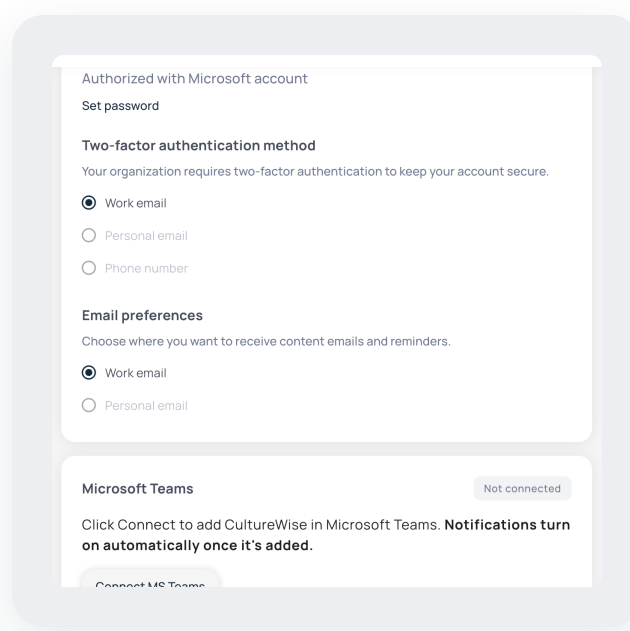
Set contact details first

Personal email and phone stay greyed out as two-factor options until you add them. Fill those fields in first, then come back and pick the method you prefer.

Notifications & Microsoft Teams

Decide where the platform reaches you. If your team lives in Microsoft Teams, you can bring CultureWise into that conversation directly.

- 1 Confirm your **Email preferences**, work or personal.
- 2 Under **Microsoft Teams**, click **Connect MS Teams** to add CultureWise to Teams. Notifications turn on automatically once it is added.



The screenshot displays a settings window with the following sections:

- Authorized with Microsoft account**
 - Set password
- Two-factor authentication method**
 - Your organization requires two-factor authentication to keep your account secure.
 - ☒ Work email
 - ☐ Personal email
 - ☐ Phone number
- Email preferences**
 - Choose where you want to receive content emails and reminders.
 - ☒ Work email
 - ☐ Personal email
- Microsoft Teams**
 - Not connected
 - Click Connect to add CultureWise in Microsoft Teams. **Notifications turn on automatically once it's added.**
 - Connect MS Teams

Email preferences and the Microsoft Teams connection



Want the full Teams walkthrough?

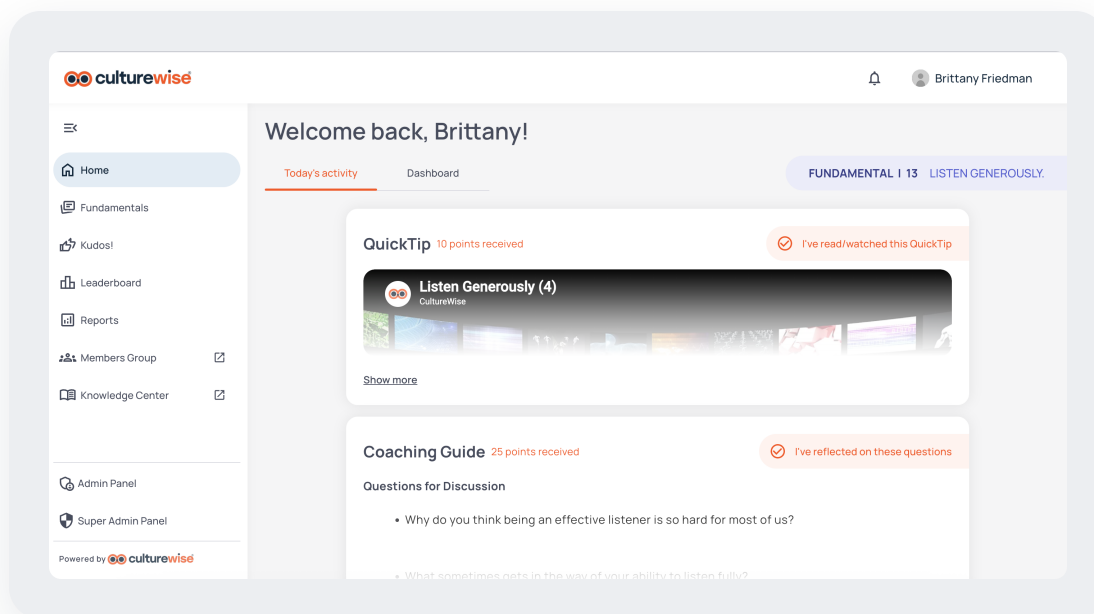
Connecting here is all most people need. If you are rolling Teams out across your organization, ask your administrator for the Microsoft Teams Integration Guide.

STEP 3

Today's Activity

This is your daily home base. Each Fundamental comes with a QuickTip, a Coaching Guide, and a Weekly Insight, all short enough to fit into a real workday.

- 1 From **Home**, open the **Today's activity** tab.
- 2 Watch or read the **QuickTip**, then click **I've read/watched this QuickTip**.
- 3 Work through the **Coaching Guide** discussion questions and click **I've reflected on these questions**.
- 4 Scroll down for the **Weekly Insight**. Leave a comment or give a Kudos! if something resonates.



Today's activity, showing the QuickTip and Coaching Guide



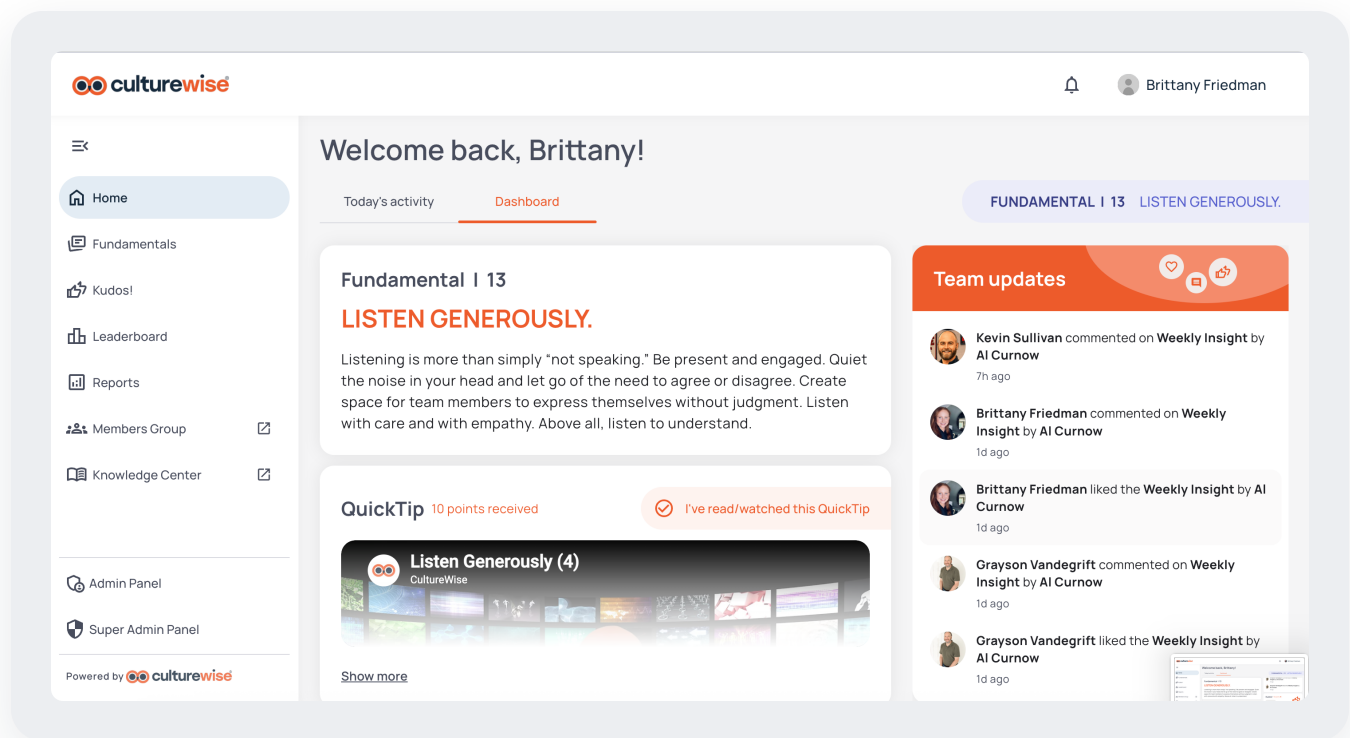
Every action earns points

A QuickTip is worth 10 points and a Coaching Guide 25. Those points roll straight into the leaderboard, so checking in daily adds up faster than you would expect.

Your Dashboard

The Dashboard tab gives you the current Fundamental at a glance, alongside what the rest of your team has been up to.

- 1 Open the **Dashboard** tab from **Home**.
- 2 Read the **current Fundamental** and its description.
- 3 Check **Team updates** on the right to see recent comments, likes, and Kudos! from colleagues.



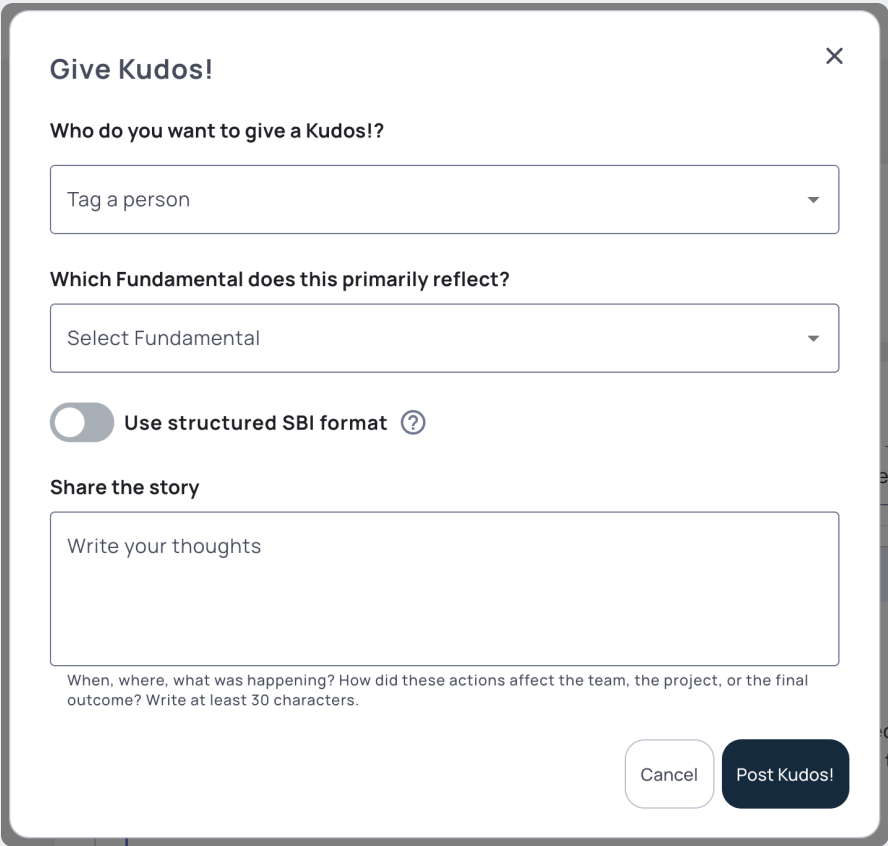
The Dashboard tab with the current Fundamental and Team updates

STEP 4

Give Kudos!

Kudos! is how recognition travels. Tag a colleague, connect what they did to a Fundamental, and tell the story behind it.

- 1 Click **Kudos!** in the left navigation, then **Give Kudos!**
- 2 **Tag a person:** the colleague you want to recognize.
- 3 Select **which Fundamental** their actions primarily reflect.
- 4 Write your story in **Share the story** (at least 30 characters).
- 5 Click **Post Kudos!**



The screenshot shows a modal window titled "Give Kudos!" with a close button (X) in the top right corner. The form contains the following elements:

- A label "Who do you want to give a Kudos!?" above a dropdown menu with the placeholder text "Tag a person".
- A label "Which Fundamental does this primarily reflect?" above a dropdown menu with the placeholder text "Select Fundamental".
- A toggle switch labeled "Use structured SBI format" with a help icon (?) to its right. The toggle is currently turned off.
- A label "Share the story" above a large text area with the placeholder text "Write your thoughts".
- Below the text area, a small note reads: "When, where, what was happening? How did these actions affect the team, the project, or the final outcome? Write at least 30 characters."
- At the bottom right, there are two buttons: "Cancel" and "Post Kudos!".

The Give Kudos! form in its standard format

The Structured SBI Format

If you would like more help shaping your message, switch on the structured format. It splits your story into two prompts so the recognition stays specific instead of drifting into “great job.”

- 1 Toggle on **Use structured SBI format**.
- 2 Under **Describe the situation**, write when and where it happened and what your colleague did.
- 3 Under **What was the impact?**, explain what it changed for you, the team, the project, or the outcome.
- 4 Click **Post Kudos!**

The screenshot shows a 'Give Kudos!' form with the following fields and options:

- Who do you want to give a Kudos!?**: A dropdown menu with 'Tag a person' selected.
- Which Fundamental does this primarily reflect?**: A dropdown menu with 'Select Fundamental' selected.
- Use structured SBI format**: A toggle switch that is turned on, with a help icon (?) next to it.
- Describe the situation**: A text input field with the placeholder 'Write your thoughts'.
- What was the impact?**: A text input field with the placeholder 'Write your thoughts'.

Below the 'What was the impact?' field, there is a small, faint line of text: 'How did these actions affect the team, the project, or the final outcome? Write at least 30'.

The same form with the structured SBI format switched on



Why structure helps

Naming the impact is what makes recognition stick. “You stayed late” is an observation. “You stayed late and we kept the client” is something your colleague will remember.

Explore Your Fundamentals

Your Fundamentals are the behaviors your organization has chosen to practice. This is the full set, in order, with the current one marked.

- 1 Click **Fundamentals** in the left navigation.
- 2 Scan the list to see every Fundamental with its scheduled dates.
- 3 Look for the **Current** and **Upcoming next** tags to see where your team is right now.
- 4 Use the **search bar** to jump to a specific Fundamental by name.

The screenshot shows the Culturewise interface. On the left is a navigation menu with options: Home, Fundamentals (selected), Kudos!, Leaderboard, Reports, Members Group, Knowledge Center, and Admin Panel. The main content area is titled 'Fundamental' and features a search bar. Below the search bar is a table listing 15 fundamentals in order. The table has columns for '# ↑', 'Title', 'Date', and 'Weekly Insight Author'. The 13th fundamental, 'LISTEN GENEROUSLY.', is marked as 'Current' with a blue tag. The 15th fundamental, 'COMMUNICATE TO BE UNDERSTOOD.', is marked as 'Upcoming next' with an orange tag. All other fundamentals are marked as 'Not assigned'.

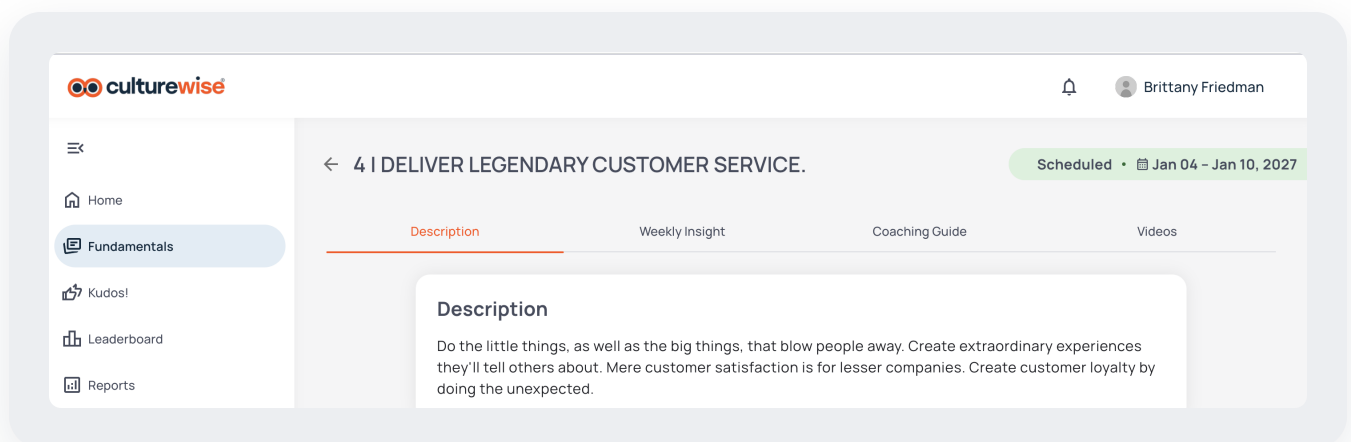
# ↑	Title	Date	Weekly Insight Author
1	DO WHAT'S BEST FOR THE CUSTOMER.	Apr 26 – May 02, 2027	Not assigned
2	DO THE RIGHT THING, ALWAYS.	May 03 – May 09, 2027	Not assigned
4	DELIVER LEGENDARY CUSTOMER SERVICE.	May 17 – May 23, 2027	Not assigned
5	CREATE A TONE OF FRIENDLINESS AND WARMTH.	May 24 – May 30, 2027	Not assigned
6	BE A FANATIC ABOUT RESPONSE TIME.	May 31 – Jun 06, 2027	Not assigned
7	CHECK THE EGO AT THE DOOR.	Jun 07 – Jun 13, 2027	Not assigned
10	PRACTICE THE "HUMAN TOUCH."	Jun 28 – Jul 04, 2027	Not assigned
13	LISTEN GENEROUSLY. Current	Aug 03 – Aug 09, 2026	AI Curnow
15	COMMUNICATE TO BE UNDERSTOOD. Upcoming next	Aug 17 – Aug 23, 2026	Not assigned

All Fundamentals in order, with the current one marked

Inside a Fundamental

Click any Fundamental to open it. Four tabs hold everything built around that behavior.

- 1 Click a **Fundamental** from the list.
- 2 **Description**: what the Fundamental means in practice.
- 3 **Weekly Insight**: a perspective from someone on your team.
- 4 **Coaching Guide**: discussion questions for team meetings and one-on-ones.
- 5 **Videos**: short clips that bring the Fundamental to life.



A Fundamental opened to its Description tab



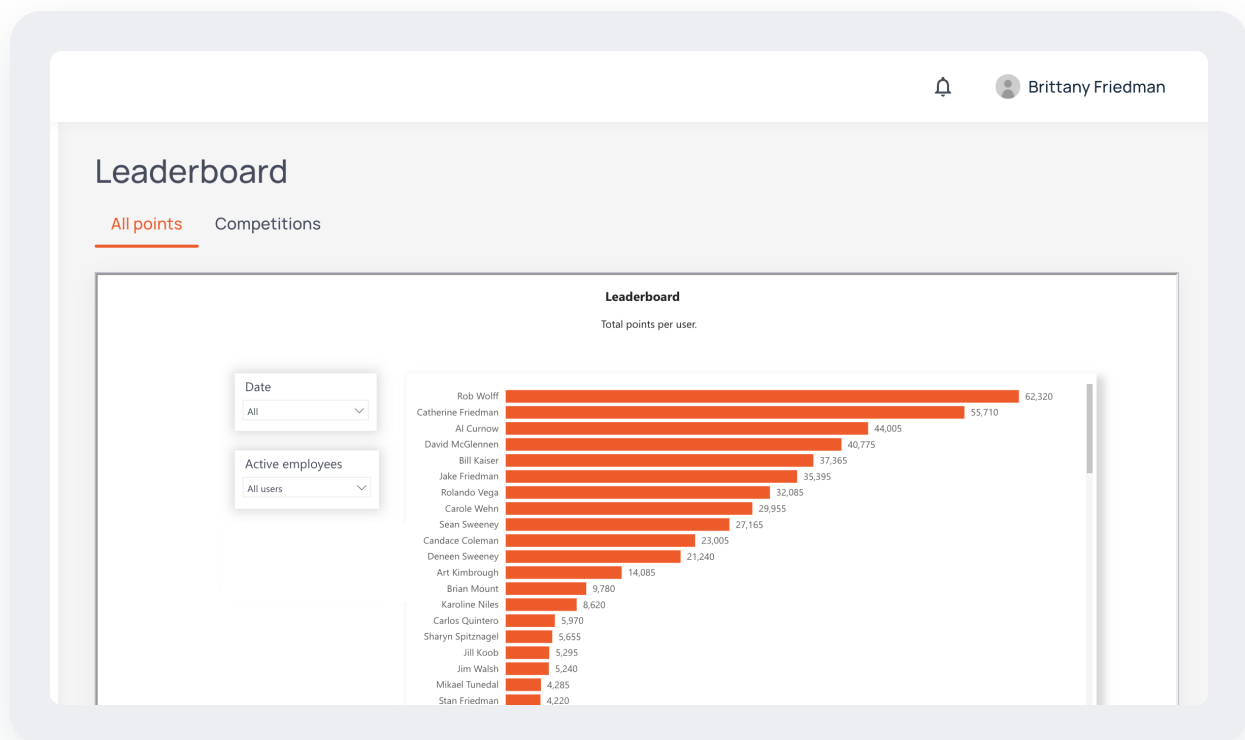
Look ahead

Fundamentals scheduled for future weeks are open too. If you lead a team, reading ahead gives you time to plan how you will introduce the next one.

Check the Leaderboard

The leaderboard turns everyday participation into something visible. Points come from the activities you are already completing.

- 1 Click **Leaderboard** in the left navigation.
- 2 Open the **All points** tab to see total points per user.
- 3 Use the **Date** and **Active employees** filters to narrow the view.
- 4 Find your own name to see where you stand.



The leaderboard, showing total points per user



How to climb

There is no trick to it. Read the QuickTip, reflect on the Coaching Guide, comment on the Weekly Insight, and recognize your colleagues. The points follow the participation.

Where to Go From Here

That covers the essentials. The habit is the real thing. A few minutes a day beats an hour once a month.

- 1 Finish your **profile** if you have not already: photo, job title, and time zone.
- 2 Make **Today's activity** part of your daily routine.
- 3 Give **one Kudos!** this week. Recognition is contagious once it starts.
- 4 Check out the **Coaching Guide** for this week's Fundamental.



Need help?

Click your name in the top right and select **Help center**, or open the **Knowledge Center** from the left navigation. Your organization's administrator can also help with access and account questions.