	<b>Job Aid:</b> Awardco Platform Login Instructions	<b>Last Modified Date:</b> 5.7.26	<b>Modified by:</b> H.Lenz
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**Purpose**

To assist Associates with accessing and getting logged into Grande’s Recognition Platform.

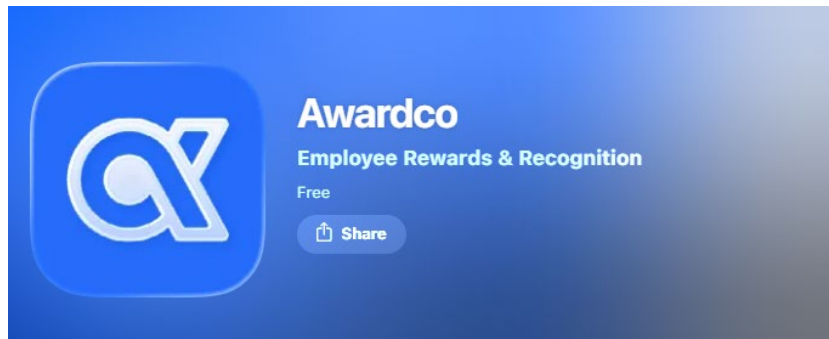
**Points of Contact**

Grande Benefits


- [benefits@grande.com](mailto:benefits@grande.com)
- 920-952-7555

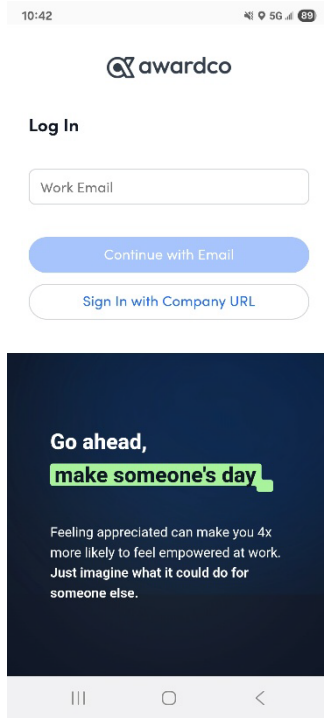
**Procedure**

1. Visit the Grande Recognition Platform, powered by Awardco.
  - a. Search [grande.awardco.com](http://grande.awardco.com)
    - i. Initial login will require email address and password used for Grande network.
    - ii. Future logins with Single Sign On (SSO) should automatically bring Associates to their dashboard.
    - iii. *Off Network. If Associates are trying to access the Awardco platform and they do not have SSO set up or are not connected to the Grande network, they will receive an error message and will be blocked from accessing the platform.*
  - b. Locate the platform link under Grande Company Bookmarks
    - i. HR Bookmarks > Awardco
  - c. Locate the platform link through SharePoint
    - i. Click on the Grande Recognition (Awardco) tile.
  
2. Download the Awardco app in the Apple App Store or Google Play Store.

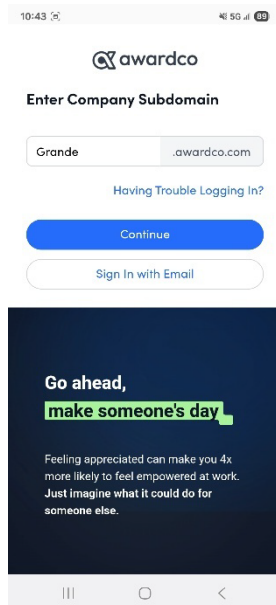



- i. There are two options to sign in.
      1. If selecting email address, use Grande email address.

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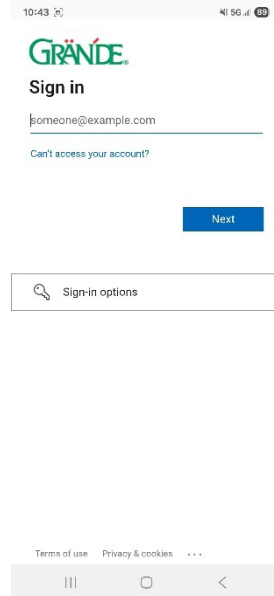


ii. If selecting “Sign in with Company URL” Enter “Grande” and then “Continue”.



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iii. Follow authentication steps.

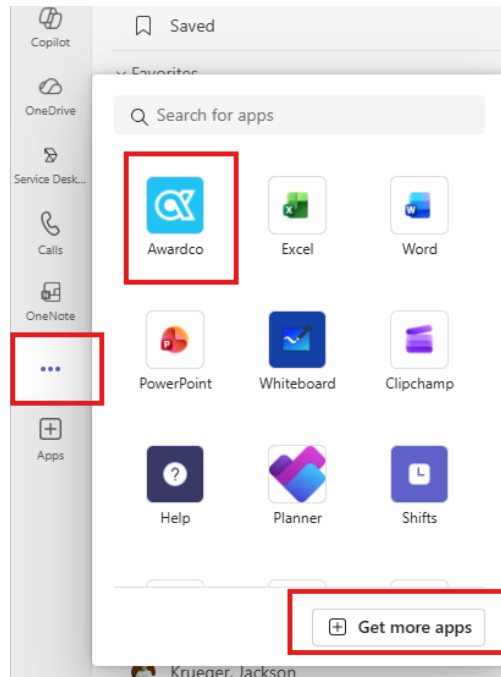


iv. After initial set up, each time you open the app you should automatically be taken into the dashboard.

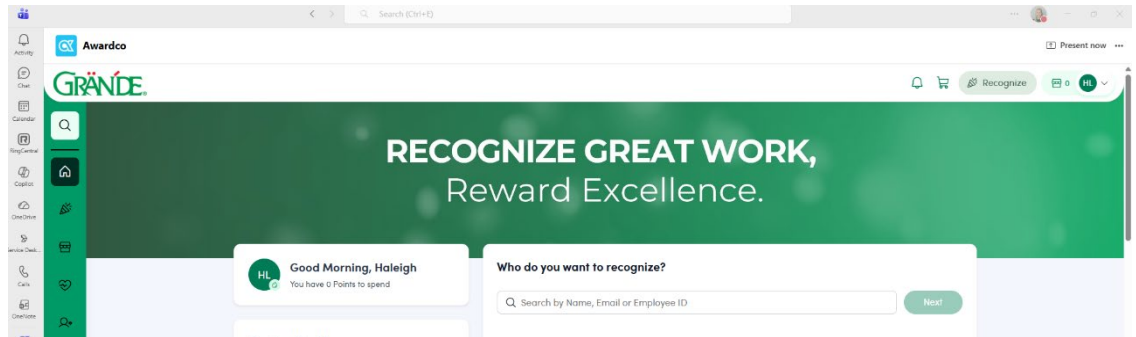
### 3. Awardco in Microsoft Teams

- a. Open Teams App.
- b. Search for Awardco app on the left side menu.
  - i. If it's not there, click on the three dots which is the "more" option.
  - ii. The Awardco app should appear, otherwise select "get more apps" and search.

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c. Click on Awardco app and it should bring you into your dashboard right through Teams.



d. This dashboard will run just like it would if you were in Google Chrome or a web browser.

e. Awardco notifications will appear as Teams notifications and can be viewed in "Activity".