



NOVAfy Quick Reference Guide

NOVAfy is an eCard system that allows you to notify (or NOVAfy) a fellow employee or a direct report that you noticed fine work or exceptional service to students and peers.

1. Login to the NOVA intranet (NOVANet) using your myNOVA (VCCS) credentials: intranet.nvcc.edu.
2. Click the **Launch NOVAfy** button under **Introducing NOVAfy**.

The screenshot shows the NOVA intranet home page. At the top, there is a navigation bar with links for INTRANET HOME, ADMIN & SERVICES, FACULTY & STAFF, ACADEMICS, CAMPUSES, and STUDENT SERVICES. Below this, there is a section titled 'IN THIS SECTION' with a sub-section 'Important Links' containing links for 'Fall 2020 Guide for Returning to the Workplace', 'COVID-19 Vaccine FAQ', and 'Daily Elver'. To the right, there is a section titled 'Introducing NOVAfy' with a description of the e-card system and a green 'Launch NOVAfy' button highlighted with a red box.

3. Select **Send an eCard** in the **Recognition** menu.

The screenshot shows the NOVAfy user interface. At the top, there is a navigation bar with links for Home, My Profile, Recognition, and Logout. Below this, there is a large banner that says 'Notify with NOVAfy'. To the right of the banner, there is a 'Recognize' menu with options for 'NOVAfy User Guide', 'Send an eCard' (highlighted with a red box), and 'Employee Directory'. There is also a 'Walls' section with options for 'My Wall' and 'News & Events'.

4. Choose a Recipient in the **Send To** field. Enter the FULL name and select the Recipient.

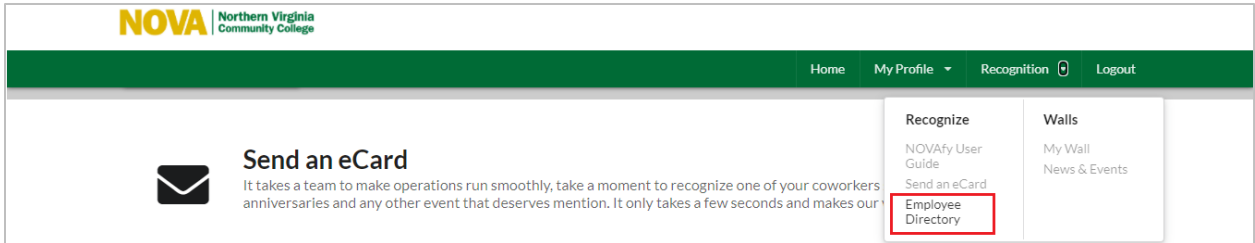
The screenshot shows the 'Send To' field in the NOVAfy interface. The search input field contains 'Anna Sari' and is highlighted with a red box. Below the search input, there is a dropdown menu showing a search result for 'Anna Sari' with a profile icon, also highlighted with a red box.

5. If you have multiple Recipients, repeat Step 4 to choose additional Recipients.

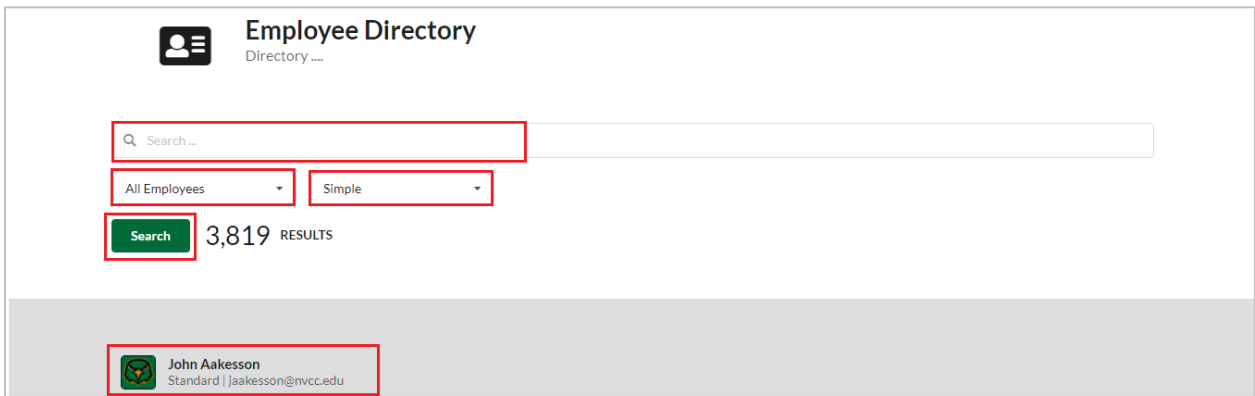
The first screenshot shows the 'Send To' field with 'Ben Stern' entered in the search input and a dropdown menu showing a search result for 'Ben Stern' with a profile icon and the title 'VP Instr & Information Tech | Senior Admin Assistant', both highlighted with red boxes. The second screenshot shows the 'Send To' field with two recipients, 'Anna Sari' and 'Ben Stern', selected and highlighted with red boxes.



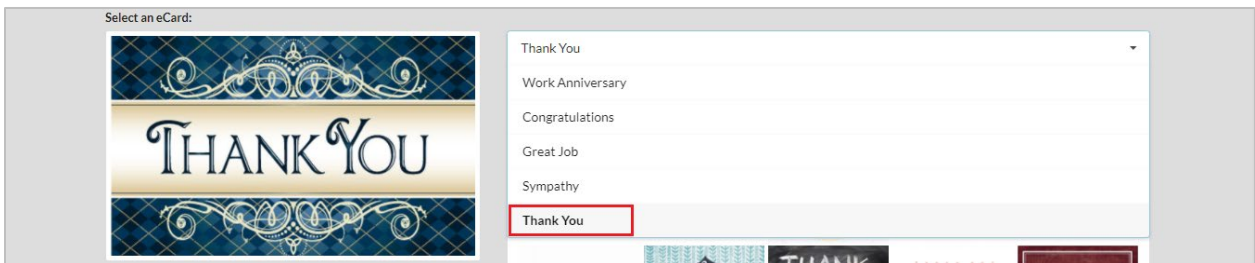
- Optional: If you do not know the FULL name of the Recipient(s), select **Employee Directory** in the **Recognition** menu. Otherwise, proceed to Step 8.



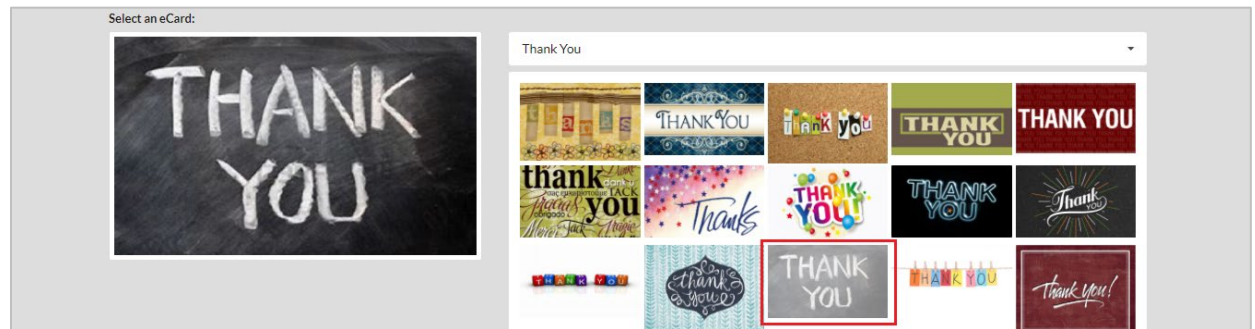
- Enter search criteria, and/or select **All Employees** or **My Team Only** and/or **Simple** or **Detailed** to display search results. Copy the FULL name of the Recipient(s) and return to Step 4 to proceed.



- Select an eCard type (Thank You, Work Anniversary, Congratulations, Great Job, Sympathy).



- Select an eCard image.





10. Write a meaningful message in the text field and click the **Preview & Send** button.

Write your Message Below:

Thank you for all the hard work you do!

4,961 Characters Remaining

Change Message Settings

Preview & Send


11. Click the **Send Message** button to send the message or click the **Cancel** button to change the message.

Recipients: 2

Message Approved
Your message does not need approval and will be sent on 2/3/2021.

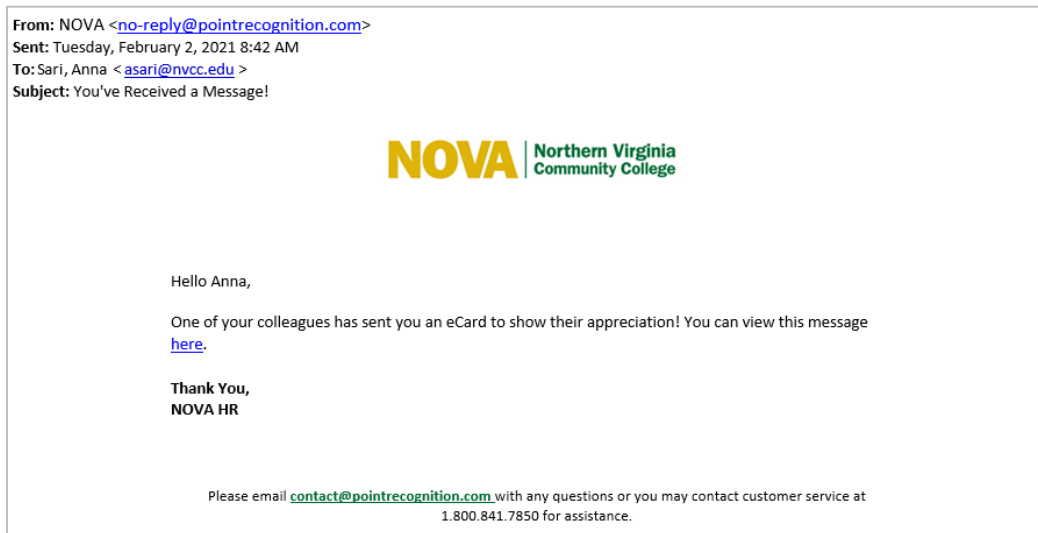
Cancel Send Message ✓

Jill Jann ▸ 2 Recipients



Thank you for all the hard work you do!

An email is sent from NOVA <no-reply@pointrecognition.com> to the Recipients(s) with a link to the eCard.





12. Recipients may also view their eCard messages in the NOVAfy Wall. Select **My Wall** from the **Recognition** menu to search for and display all eCard messages.

