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.**

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

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

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

6. 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.
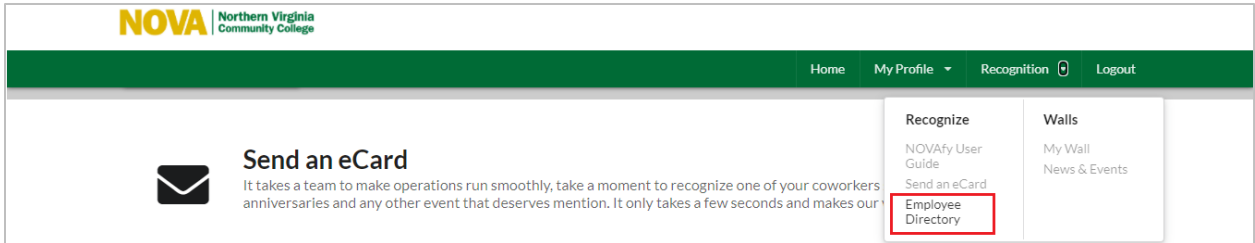
7. Enter search criteria, and/or select **All Employees** or **My Team Only** and/or **Simple** or **Detailed** to display search results. Copy the FULL name of the Recipient(s) and return to Step 4 to proceed.
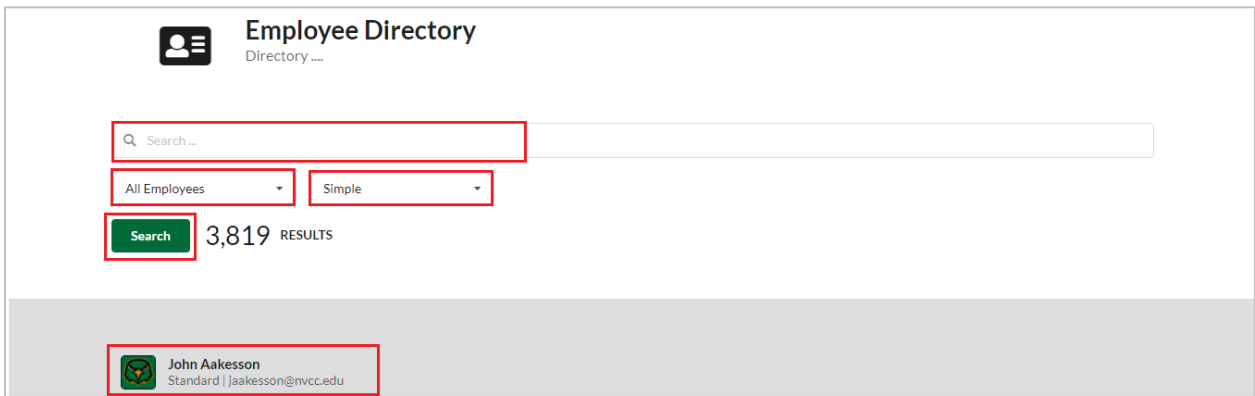
8. Select an eCard type (Thank You, Work Anniversary, Congratulations, Great Job, Sympathy).
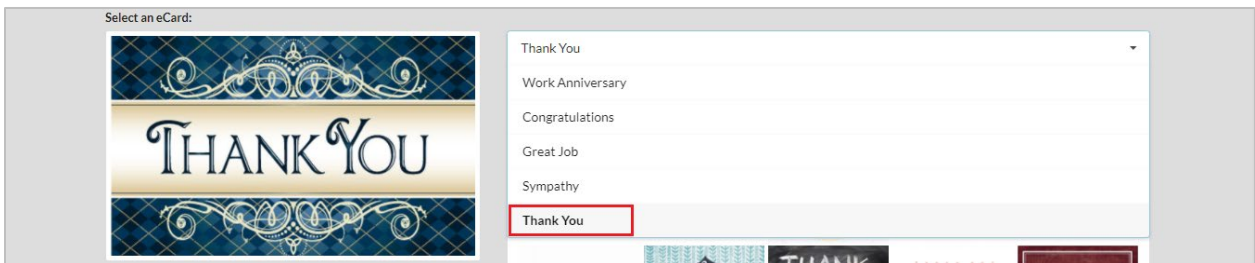
9. Select an eCard image.

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.
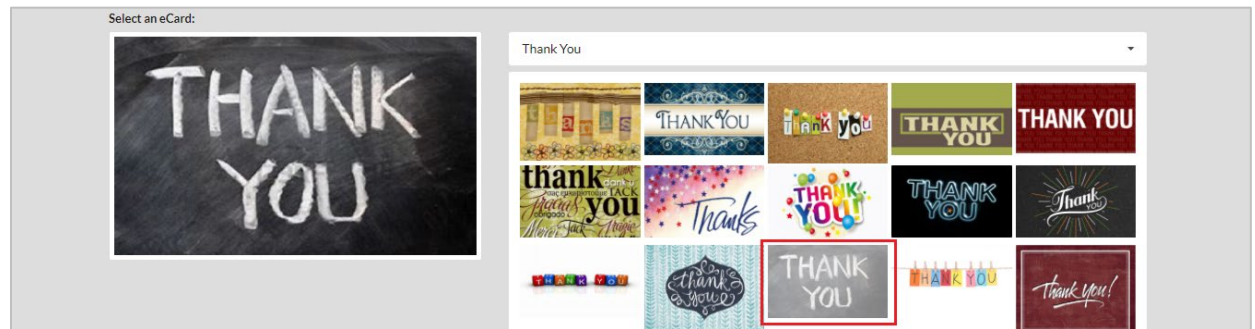
Recipients: 2

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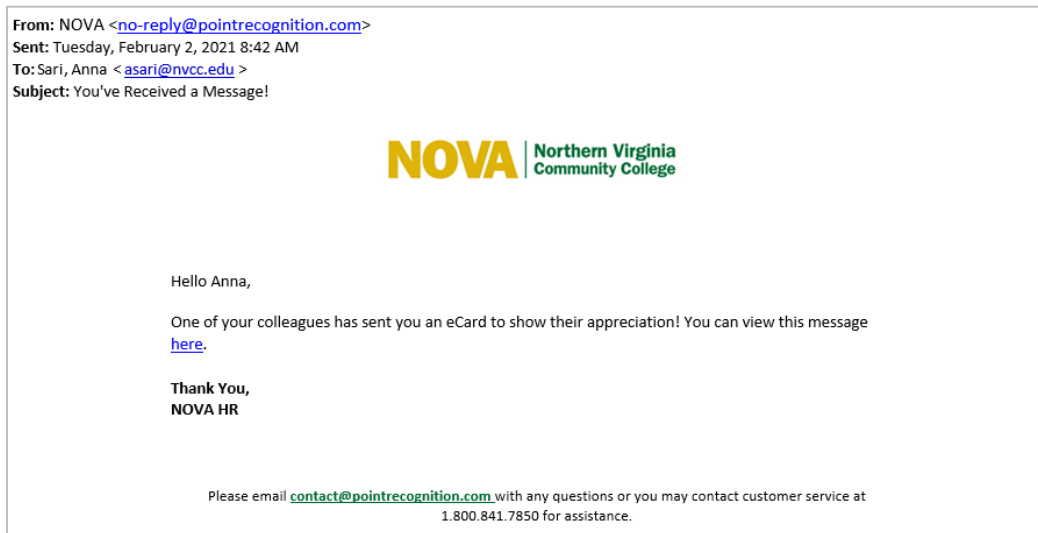Your message does not need approval and will be sent on 2/3/2021.

Cancel   **Send Message** ✓

👤 **Jill Jann** ▸ **2 Recipients**

THANK YOU

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.

From: NOVA <no-reply@pointrecognition.com>
Sent: Tuesday, February 2, 2021 8:42 AM
To: Sari, Anna < asari@nvcc.edu >
Subject: You've Received a Message!

NOVA | **Northern Virginia Community College**

Hello Anna,

One of your colleagues has sent you an eCard to show their appreciation! You can view this message here.

Thank You,
NOVA HR

Please email contact@pointrecognition.com with any questions or you may contact customer service at 1.800.841.7850 for assistance.

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.