How to Log In to Gallup Online

1. After you have created your account, use the desktop icon to log in to Gallup Online.

2. On the Login page, type your UVA Computing ID (i.e., abc3d) in the User ID field.

3. Type your Gallup Online password in the Password field. The Password field is case-sensitive.

   NOTE: If you have forgotten your password, click the Forgot your user ID or password? link to have it sent to you via e-mail.

4. Click Login to display the Gallup Online home page. This is known as the My Gallup page.
Our Workplace

On the My Gallup page, the Our Workplace area of Gallup Online is dedicated to developing employee engagement. It is a convenient location that provides access to all the tools, reports, guides, and e-learning courses necessary to improve employee engagement in the workplace.

The Deliverables section of the Our Workplace area contains links to all employee engagement products, including those specific to Q12 Reporting.

My Latest Q12 Reports

Accessing My Latest Q12 Reports

Depending on your current location on Gallup Online, you can access the My Latest Q12 Reports product in two ways:

- From the My Gallup page, click My Latest Q12 Reports in the Our Workplace area.

- From an employee engagement product page, select My Latest Q12 Reports from the Jump To drop-down field.
The My Latest Q12 Reports product provides convenient access to employee engagement survey results for the most recent reporting period. The My Latest Q12 Reports page is divided into three areas: the report-viewing area (Annual: 2009 in the screenshot below), My Home Business Units, and My Selected Units.

Viewing Reports
The report-viewing area (the left side of the screen) lists reports for the current reporting period and selected business units. A current set of reports is available for each business unit listed in the My Home Business Units and My Selected Units areas.

Click the plus sign symbol next to each report to view additional information about the report. Click a report’s link to view the report as a PDF. Reports are categorized as Direct or Rollup:

Direct Report  Summary of responses of people who report directly to the business unit. A Direct Report is only available if the minimum number of individuals who report directly to the business unit responded to the survey (5).

Rollup Report  Summary of responses of people who report directly and indirectly to the business unit. A Rollup Report is only available if the minimum number of individuals who report directly or indirectly to the business unit responded to the survey (5).
My Home Business Units
The My Home Business Units area lists business units that your organization has assigned to you as your primary business units.

Each home business unit has a corresponding set of reports on the left side of the page. You can also click a business unit’s link to view its reports on the Q12 Reports page.

My Selected Units
The My Selected Units area lists your currently selected business units.

Each selected business unit has a corresponding set of reports on the left side of the page. You can also click a business unit’s link to view its reports on the Q12 Reports page. To edit your list of selected business units, click the Choose Units link. This will display the My Latest Q12 Reports Unit Selection page.

Q12 Library

The Q12 Library contains a tremendous amount of resource information including pdf documents and video clips specific to each Q12 question. In addition, a more comprehensive Gallup Online user guide is available.