



# RECOGNITION AWARDS PORTAL (RAP) STAFF USER GUIDE

## Introduction

The [Recognition Awards Portal](#) (RAP) is an easy to use platform which enables us to reward staff for outstanding individual and team performance.

Via the RAP, you can receive a cash award at any point during the year; which you can redeem against a wide range of activities and items.

Once an award is approved, you can log in to the RAP, browse and choose what to spend it on from an online catalogue including vouchers for high street shops and restaurants, electronics, jewellery, activities and short breaks.

All the awards offered on the RAP are HMRC (Her Majesty's Revenue and Customs) approved so there are no employee tax or National Insurance implications.

## How will I know I've received an award?

If you have a University of Leeds (UoL) email address, you will receive an automatic email notification from the RAP telling you about your award and giving you your log in details.

You can access the RAP at: <https://www.universityofleedsrecognition.co.uk/>

If you don't have a UoL email address, your manager will tell you about your award and will give you your log in details.

The first time you log in to the RAP, you'll be asked to enter an email address of your choice, which can be a personal email account. Any subsequent awards will then be communicated via the email address you provide.

If you forget your password you can reset this using the 'Forgot Password?' link on the home screen. Please keep your password secure and remember to log out of the site at the end of each session.

# Welcome to the University of Leeds Recognition Awards

Please enter your account details below.

Personnel number:

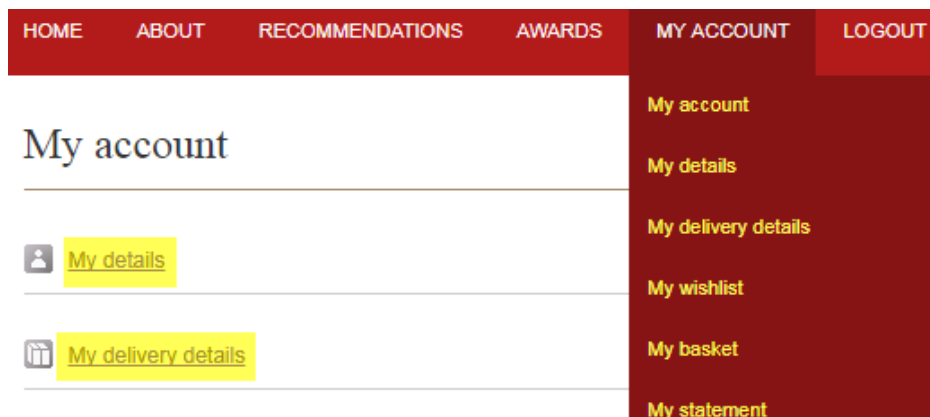
Password:

[Forgot password?](#)

**LOG-IN**

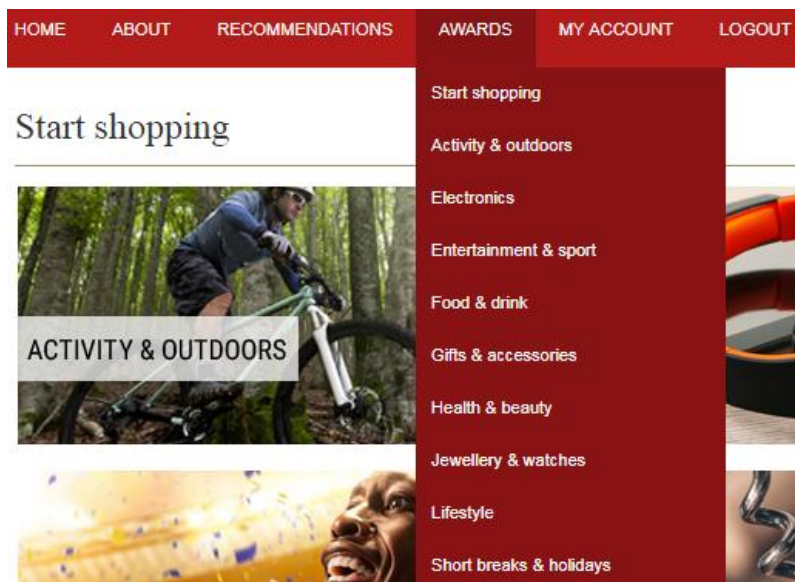
## How do I manage my account?

You can check your account balance, track any orders or update your contact details from the 'My account' tab located in the red menu bar at the top of the screen.



## How do I search for an award?

You can search your available options in the online catalogue which you can access from the 'Awards' tab in the red menu bar at the top of the screen.





From here you can run a keyword search, filter by price, or select a specific category such as 'Activity & Outdoors' to further refine your search. You can find out more about an item by selecting the 'View details' link.

## Search results

Results  Sort by

< prev | 1 | 2 | next > 1 to 10 of 16 items

	<b>Tramplining Experience For Two</b> AirHop brings you closer to the clouds with this exhilarating one hour session for two. <a href="#">View details</a>	£25
	<b>Dry Slope Skiing (Group Lesson)</b> Fancy yourself as a Hermann Maier? Or maybe you are more of	£26

## Refine results

Filter by type (9)

Filter by category 1 (2)

Filter by category 2 (7)

Filter by category 3 (0)

All items are updated regularly and so they are subject to change.

## How do I purchase my award?

Once you have made your selection, click 'Add to basket'.

## Award details

	<b>Tramplining Experience For Two</b> £25
	<input type="checkbox"/> <a href="#">Add to my wishlist</a>
Quantity <input type="text" value="1"/>	<input type="button" value="ADD TO BASKET"/>
<input type="button" value="Back to results"/>	

You will then be asked to enter your delivery details and confirm your order. You cannot select an item worth more than the award value that has been credited to your account; nor can you supplement your award to select something higher in value.

Your order will be confirmed to you on an automatic email from the RAP.

## How will my award be delivered?

Your award will be delivered to your specified address, or if appropriate via email. You'll be kept updated by automatic email notifications from the RAP.

## **Further guidance**

If you have any queries about the awards listed or have any issues using the site, please contact the [RAP support team](#).

If you have any further questions, please email or phone your local [Faculty/Service HR Manager](#).