How do I sign into Culture Amp for the first time?

How do I sign into Culture Amp?

Forgotten your password?

How do I add a goal?

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How do I make notes or update the progress of a goal?

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How do I sign into Culture Amp for the first time?

1. A Culture Amp link is available under general staff resources on the CEB SIMON home page, alternatively, you can click on www.cultureamp.com
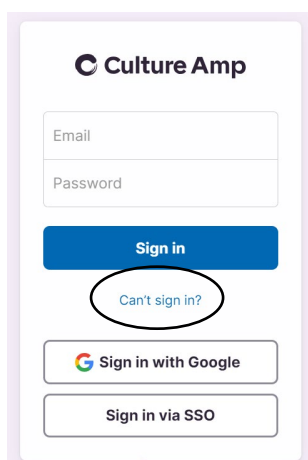2. Click on sign-in on the top right-hand side of page.

When you first log in, you should land on the home page.

If you do not land on the home page, click **Home** on the toolbar (top left-hand corner of the page).

The Home page provides an overview of the Culture Amp options available.

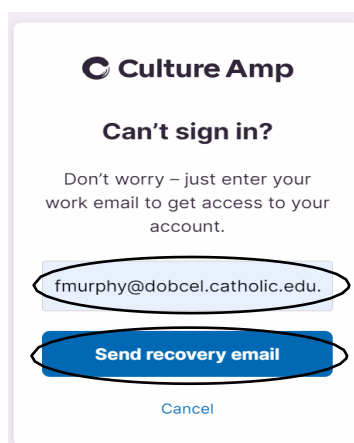3. Click on can't sign in (under the blue sign-in button, pictured below).

4. Enter your work email address and click send recovery email (pictured below).
5. You will receive an email from ajones@ceob.edu.au via Culture Amp that will provide you with prompts to set a password.
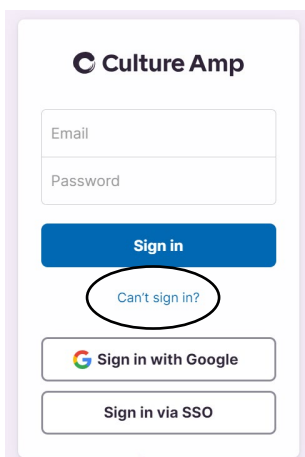
How do I sign into Culture Amp?

How do I log on?

1. A Culture Amp link is available under general staff resources on the CEB SIMON home page, alternatively, you can click on www.cultureamp.com
2. Click on sign-in on the top right-hand side of page.

3. Enter your details and click sign in.

Forgotten your password?

1. Click on can't sign in (under the blue sign-in button, pictured below).
2. Enter your work email address and click send recovery email (pictured above).
3. You will receive an email from ajones@ceob.edu.au via Culture Amp that will provide you with prompts to set a password.

How do I add a goal?

Each year you will be required to set new goals. You can also add new goals at any time during the year.

1. To add a goal, access your goals via the tool bar at the top of the page, clicking on goals (new). To add a new goal click the blue box 'create goal' on the right hand side of the page.
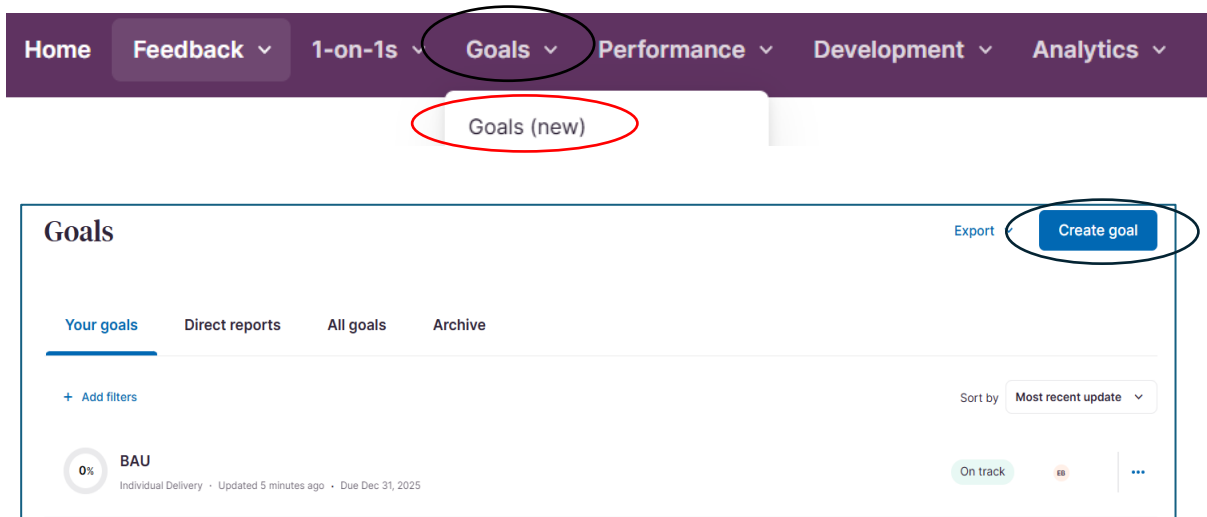
2. A prompt to select goal type will appear – select either individual delivery goal or individual development goal.
3. Enter in goal details

Due date – select the date of completion. This should be a date in the same year as you are setting the goal.

Owner – your name will automatically appear as the owner. You can attach other people as owners to your goal.

Visibility - This is where you select who can see the goal. You can select private, specific people or everyone.

Please note if you set the visibility to everyone your goal will be visible for everyone to see and available as an option for people to align their goals to under the aligned goals section.

Your manager will still see your goal when you select a goal to be private.

If you do not want other people (other than your manager) to see your goal please select private or the specific people setting.

4. Click on the plus sign 'Add key result' to add in the key results you will take to accomplish goal (pictured below)
5. Add in multiple key results for each goal, by clicking on the 'add key result' button for each item.
6. To save a draft of your goal, press save draft (pictured below to the right)
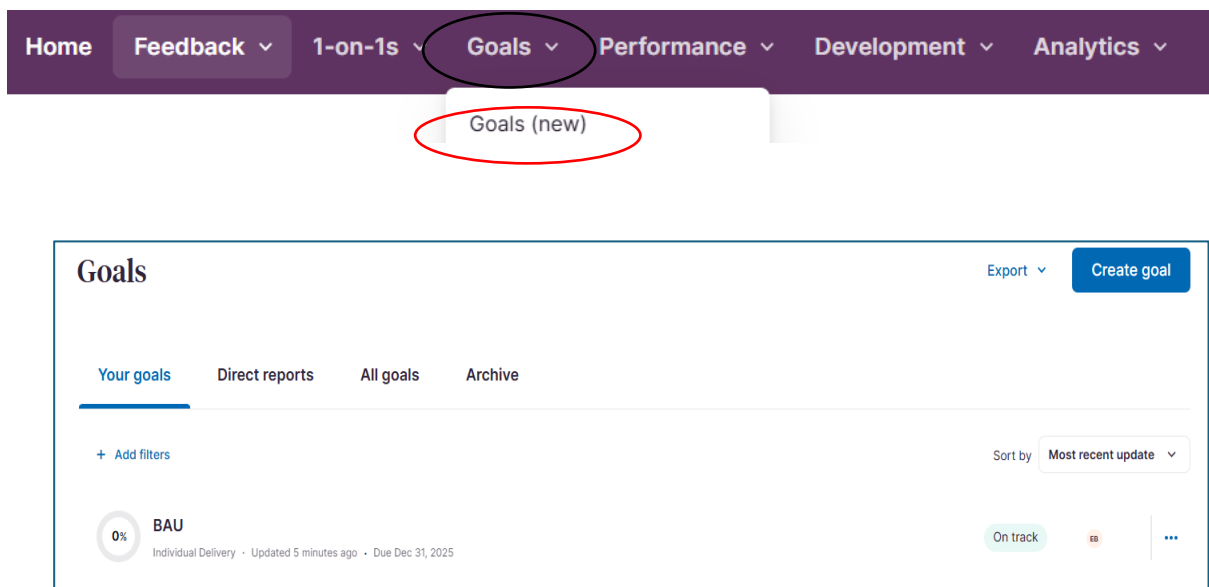7. To complete your goal, press publish goal – your goal will then be visible with your manager/team leader
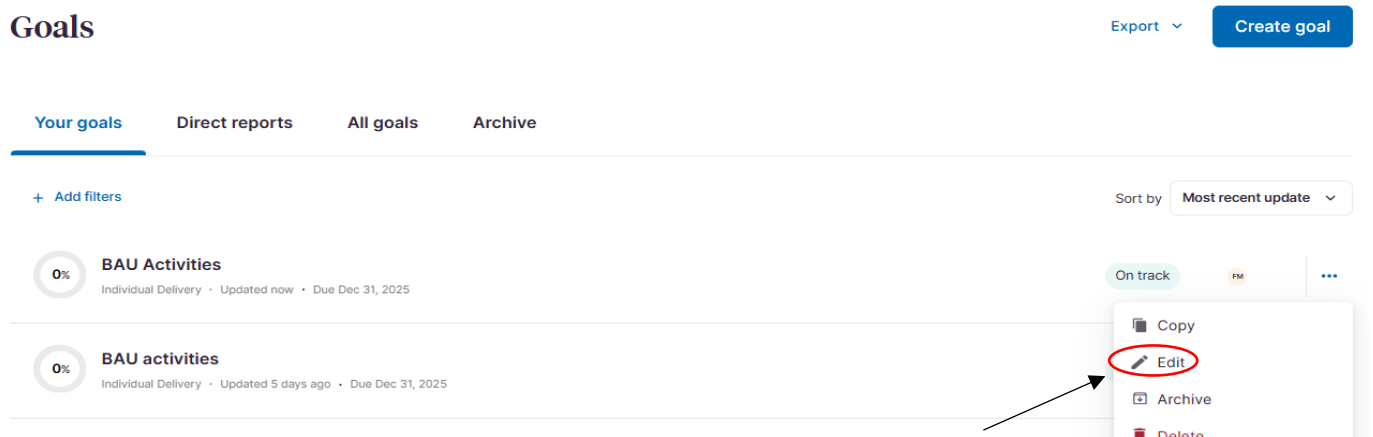

How do I edit a goal?

Your goals can be edited at any time during the year.

1. To edit your goals, access your goals via the tool bar at the top of the page, clicking on goals (new) will display a full screen containing all your goals.

2. Select the goal you wish to edit. To edit, click on the 3 dots on the right-hand side. This will provide you with the option to edit, copy, archive or delete a goal.


Click here to edit goal

3. Your goal will open in a full screen, and you will be able to edit and update the relevant sections goal.
4. Make sure you press save at the bottom of the screen to save any of your edits.

How do I make notes or update the progress of a goal?

Making notes or updating the key results of a goal can be updated at any time during the year to reflect your progress.

1. To edit your goals, access your goals via the tool bar at the top of the page, clicking on goals (new) will display a full screen containing all your goals.
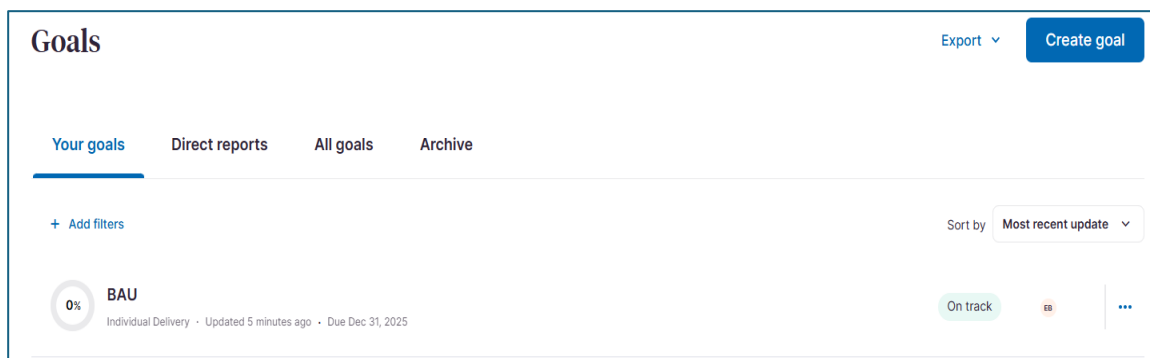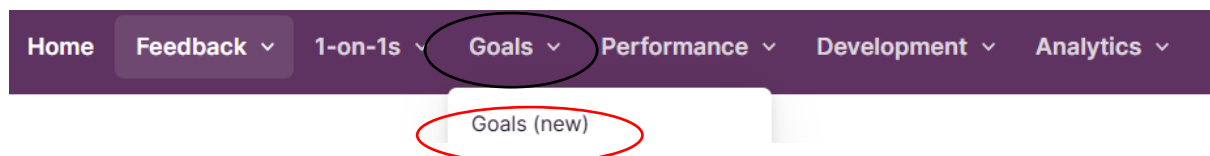
2. Select the goal you wish to update by clicking on the title of the goal, this will open the goal and display key results.
3. Click on the update progress button to the right of each key results. This will open a tile allowing you to update the progress of the key result and mark as on track/off track/at risk or complete.
4. Ensure you click on the update button to save your updates.
5. Repeat this step for all relevant key result areas or goals
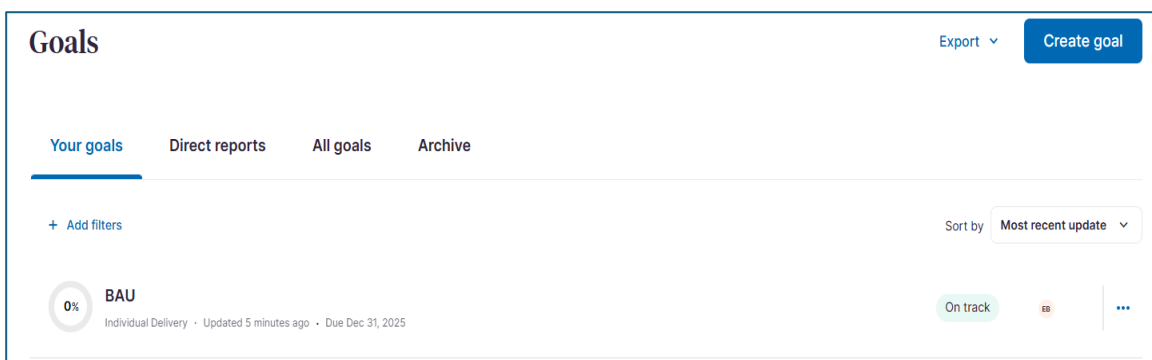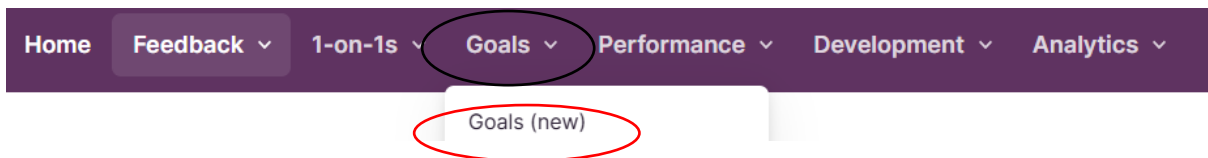
How do I update the privacy setting of a goal?

The privacy setting of your goals can be updated at any time during the year. Goals can be set as private (viewable only to you and your manager), viewable to everyone, or to select people.

1. To update the privacy setting of your goals, access your goals via the tool bar at the top of the page, clicking on goals (new) will display a full screen containing all your goals.
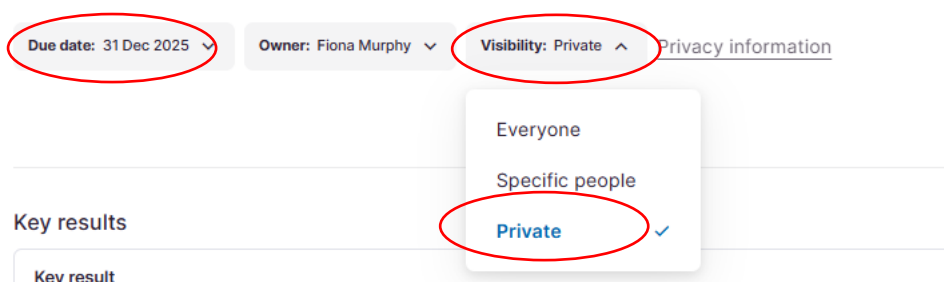

2. Select the goal you wish to update the privacy setting of. To edit, click on the 3 dots on the right-hand side. This will provide you with the option to edit, copy, archive or delete a goal.
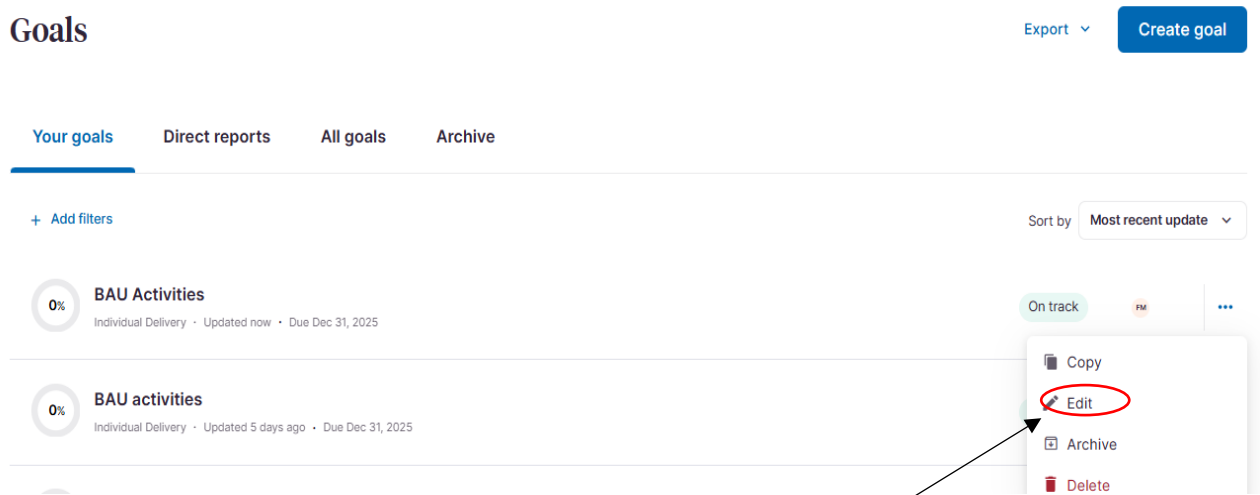
Click here to edit goal

3. Your goal will open in a full screen and you can edit the visibility of the goal underneath the goal description section.

4. Please note if you set the visibility to everyone your goal will be visible for everyone to see and available as an option for people to align their goals to under the aligned goals section.
5. Ensure you press save at the bottom of the screen.

Your manager will still see your goal when you select a goal to be private.

If you do not want other people (other than your manager) to see your goal, please select private or the specific people setting.

How do I archive a goal?

Your goals tab will show all goals set in Culture Amp from previous years unless you archive them.

1. To archive your goals, access your goals via the tool bar at the top of the page, clicking on goals (new) will display a full screen containing all your goals.
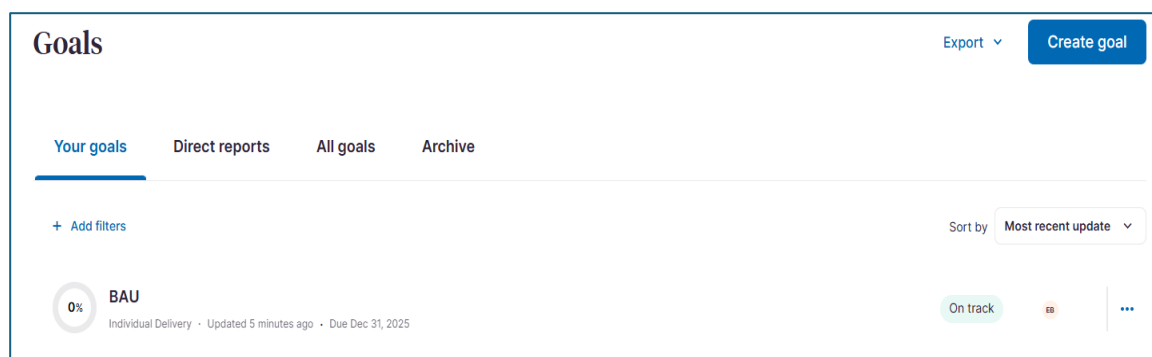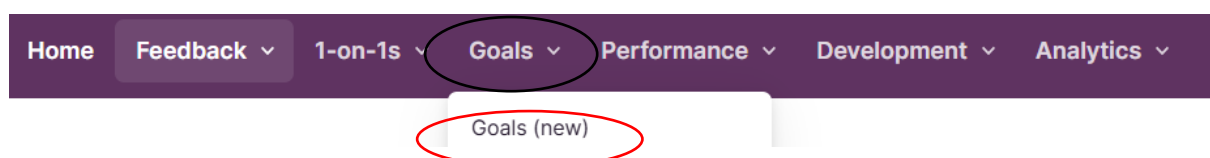
2. Select the goal you wish to archive. To archive, click on the 3 dots on the right-hand side. This will provide you with the option to edit, copy, archive or delete a goal.

Click here to archive goal

3. Your goal will now be archived and available for you to view under the archive tab.

How do I complete my self-reflection?

1. When the self-reflection template is assigned to your profile in Culture Amp, you will receive an email to advise you that you can complete your reflection.
2. Click on the complete self-reflection button, which will take you directly to your self-reflection or alternatively access the self-reflection via the home page by clicking on the home button at the top left-hand corner of the page.

   If you are unable to find the email, you can log onto Culture Amp, and the link to accessing the self-reflection will be sitting under tasks on the home page for you to access.
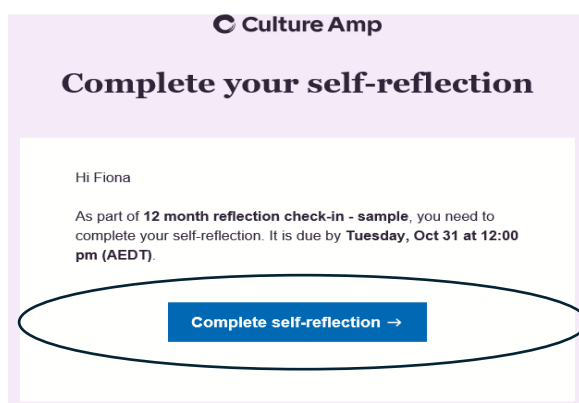
Your template will look similar to the example below. The questions to respond to are listed in the main screen, and the pop-up box on the right-hand side contains tools to assist in responding to your self-reflection. The tools descriptions are detailed below.

Example template -

Please complete all questions in the self-reflection. Your responses will auto-save as you type.

When you have completed the self-reflection ensure you click 'send to your manager' at the bottom of the page.

Tool descriptions -

🔖	This box will contain any notes from one-on-ones recorded
💬	This box will contain any feedback provided through the feedback function
✍️	This box will contain any previous self-reflections recorded
✓	This box will contain any active goals

*Please note these icons only contain information that has been recorded. If nothing has been recorded, the box will be blank when clicked on.

Who can I contact for assistance?

Please contact Emma Baldwin or Fiona Murphy for assistance.