# Consolidating Multiple CliftonStrengths® Results in One Gallup Access Account

## Why consolidate?

Gallup Access now lets you keep all your CliftonStrengths results — past, present and future — under one secure login. Merging your results means you no longer have to manage multiple usernames, and you can view all your strengths results in one place, using one account.

You can choose which CliftonStrengths results you want to use for all your CliftonStrengths reports, tools and features. This ensures that your Gallup Access experience reflects the results that resonate most with you.

### How it works

OPTION 1

#### Merge accounts with different email addresses

Choose this option when you have two or more email addresses linked to your strengths results and you'd like to link them all to one email address.

- Update each account's email address.
- Sign in to one of your accounts.
- Click the Account Options symbol in the upper right corner of the page and select My Account.
  Click EDIT PROFILE. If the account you selected does not have the email address you want to use for all your accounts, change the Email field to your preferred email address.
- Repeat for every other account that does not have your preferred email address.
- **Proceed to Option 2.** Once all your accounts have the same email address, follow the steps in Option 2 to complete the merge.

#### OPTION 2

#### Merge accounts that have the same email address

Choose this option when all your strengths results are registered with one email address but in separate Gallup Access accounts.

- Open Account Assistance. Visit <u>account.gallup.com/assist</u> and enter the email address where your strengths results are registered.
- **Check your inbox.** You will receive a "Reset your password" message within 10 minutes. If you don't receive this email, look in your junk/spam folder and add **support@mail.gallup.com** if necessary.
- **Launch the merge tool.** Click **RESET PASSWORD** in the email and begin the merge process.
- Select and confirm. Select the accounts to merge and click MERGE.
- **Choose your preferred username and password.** Once you sign in, you'll see one account with all your strengths results. After you merge your accounts, you will have the option to change your username and password.

Once all your results are consolidated into one account, you can view and manage multiple CliftonStrengths results from the <u>CliftonStrengths summary page</u>. You can <u>select any of your results as your preferred result set at any time</u>. The version you choose will appear by default in your CliftonStrengths dashboard and be used across Gallup Access.

**Can't sign in or update an email address?** Some accounts or forgotten logins can't be edited manually. Please contact **Gallup Client Support** if you need help.