



Introduction

Achievers is our recognition platform at Choctaw Nation of Oklahoma (CNO). Achievers enables you to recognize your colleagues anytime and anywhere via the web or mobile application. This guide explains how to access the program from a desktop web browser, mobile web browser, or the Achievers mobile app.

Logging in to the platform

Once your information is entered into Hoshonti, you will receive an activation email the following day to the email address listed in Hoshonti.

If You Receive the Achievers Activation Email

1. Follow the link in your activation email to open Achievers in a web browser.
2. Enter your Choctaw Nation associate login credentials to continue. Username and password will be the same information you use to login to Hoshonti.
Note: Single Sign On (SSO) is available for company devices connected to the Nation's network. Multi-factor authentication will be required for non-CNO devices not connected to a CNO wifi network.
3. Create your profile and answer the key questions to activate your account.

If You Did Not Receive an Activation Email

(Check your junk/spam folder. If you are unable to locate an activation email, continue to follow the steps below)

1. Navigate to <https://choctawnation.achievers.com>

2. Enter your Choctaw Nation associate login credentials to continue. Username and password will be the same information you use to login to Hoshonti.
3. **Note:** Single Sign On (SSO) is available for company devices connected to the Nation's network. Multi-factor authentication will be required for non-CNO devices not connected to a CNO wifi network.
4. Create your profile and answer the key questions to activate your account.

To Access Achievers via Mobile Device

1. Open the app store on your device.
2. Search for the **Achievers** app.
3. Install the app.
4. Open the app.
5. Enter the first part of the program's URL – <https://choctawnation.achievers.com>.
6. *If you have not already activated your account*, enter your Choctaw Nation associate login credentials to continue. Username will be your Kronos number @choctawnation.com. Example: 12345@choctawnation.com Password will be your Hoshonti or SSO password. Create your profile and answer the key questions to activate your account. **Note:** Multi-factor authentication will be required for non-CNO devices not connected to a CNO wifi network.



Profile

Your **Profile** shows other associates who you are and summarizes your success in the program. We encourage you to personalize your profile by adding a profile picture and other personal details.

Accessing your account

Account Settings: Edit your profile, profile picture, security settings, notifications, and privacy settings.

Newsfeed

The **Newsfeed** is the live stream of activity where you can interact with your colleagues and celebrate their success. You can reinforce a recognition by liking it or commenting on it.

The Power of Recognition

We all want to feel valued and appreciated for the work we do. When we receive recognition, it helps us know how we're contributing to our team and the organization's success. Giving recognition is a powerful way of acknowledging and appreciating behaviors, efforts, or results. It also fills us with gratitude as we reflect on the people and experiences that contribute to our happiness at work.

Recognition is most effective when it is **regular, immediate, specific, and encouraging**.

Giving recognition

Follow these steps when recognizing your colleagues:

1. Enter who you want to recognize.
2. Explain why you're recognizing them.
3. Select an image, a GIF or a video.
4. Select the recognition type and CNO core value(s) that align(s) with your recognition.
5. Preview and then post the recognition to the Newsfeed.

Other features

Check out other features available in the program:

My Team allows you to see the recognition activity for your team.

Awards enable you to nominate associates for awards.

Name pronunciation allows you to record how to pronounce your name and link to it on your profile for others to listen to.

For People Leaders - Celebration cards enable you to celebrate associates' service anniversaries, birthdays, or other events with digital cards. Prior to the celebration date, add a special message with an image, GIF, or a video. Invite others to sign a card, so the card is filled with thoughtful messages. Sign a card today!

Help

Check if the answer to your question can be found in the **Support Center** (only available on desktop).

For issues with username or password or Multi-Factor Authentication (MFA) contact CNO Help Desk, 580-642-4357, or helpdesk@choctawnation.com

If you need further support, contact the program administrator (achieversadmin@choctawnation.com)

Once logged in, please visit the About and Best Practices tabs.

As per HR 202 Associate Behavior and Conduct Policy, all associates will be expected to interact courteously, professionally and tactfully with others. Please refer to the full policy via PolicyTech, or contact your HR team.