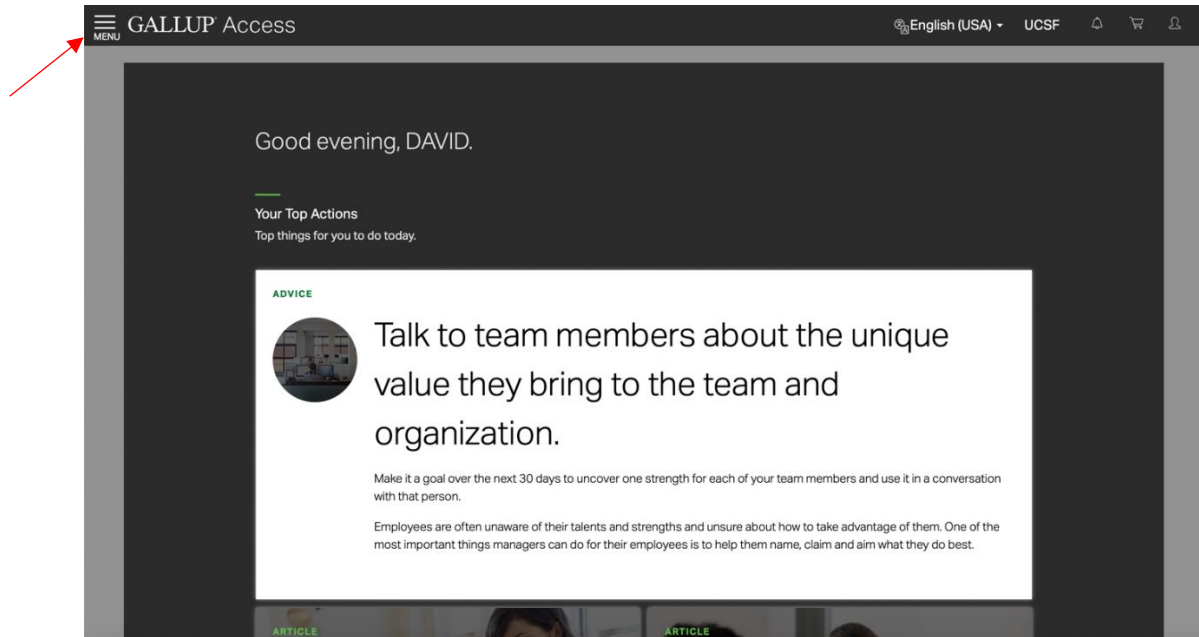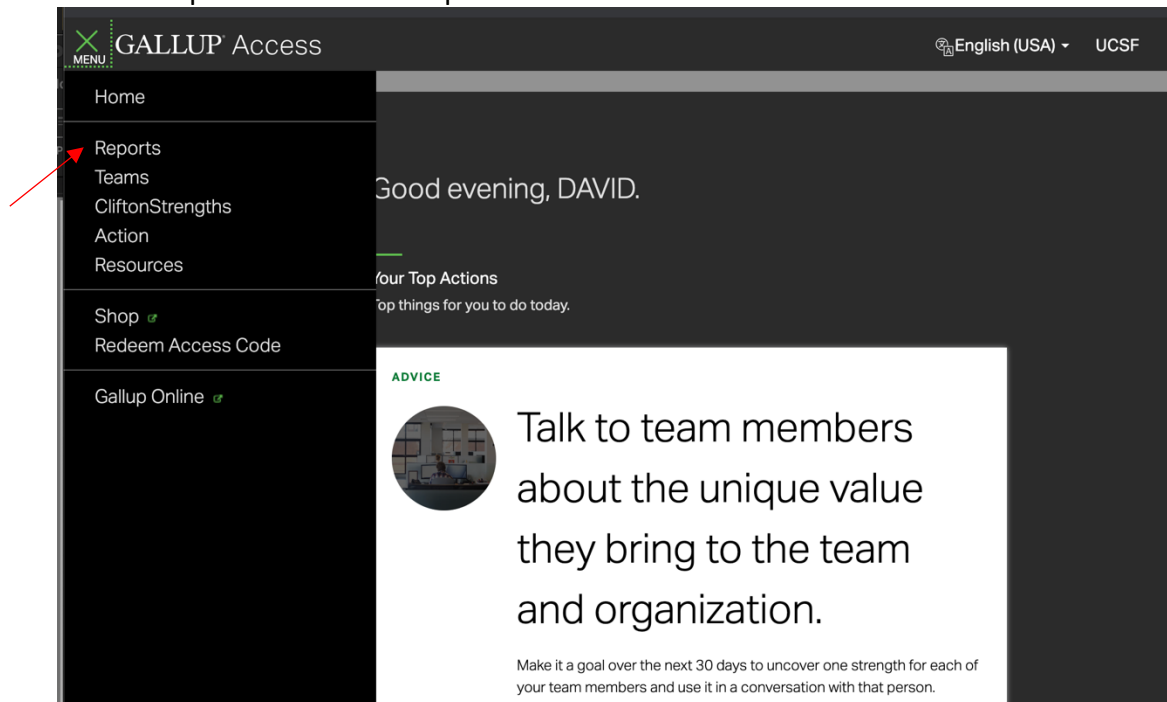# Where and How to Find your Team's Belonging Index

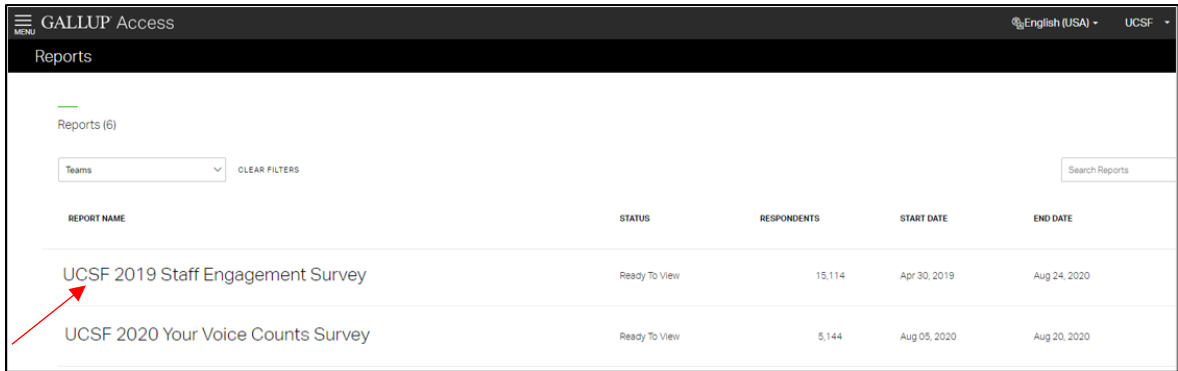1. Navigate to UCSF.My.Gallup.com and Sign In using your regular UCSF MyAccess login and password.
2. You'll arrive at your personalized home page. Click the "MENU" icon in the upper left corner.
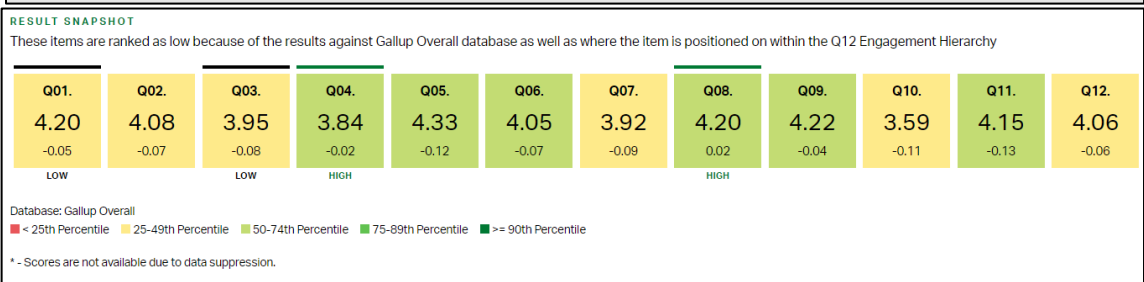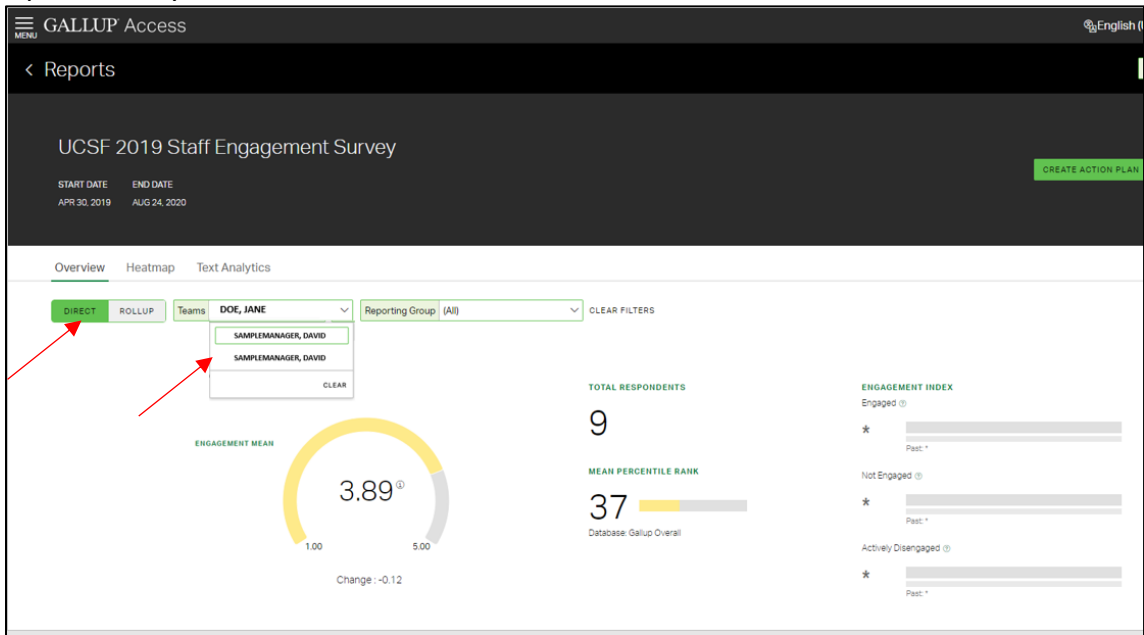

3. Select "Reports" from the dropdown menu.

4. Select "UCSF 2019 Staff Engagement Survey"

5. Select the reporting level you want to see (e.g., "Direct" report vs. your entire "Rollup") and Enter your name or the name of the leader's report you want to see if it isn't populated. Note: The names of the leaders in your hierarchy automatically populate alphabetically.

6. Scroll down and select the "Indices" tab. The first Index is Patient Experience.
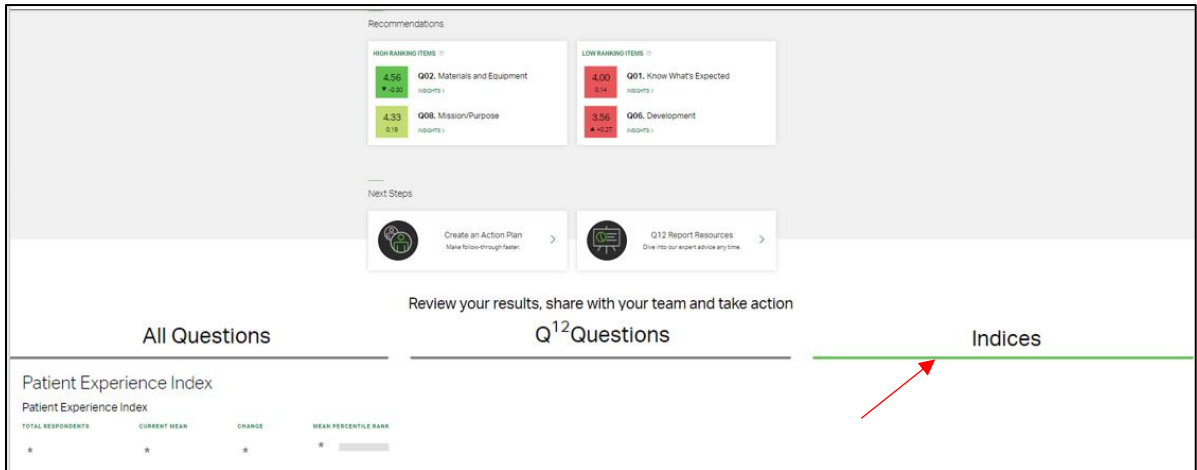
7. Keep scrolling. After you pass the Accountability Index, you will find our unique UCSF questions and indices (Roadmap, Advocacy and Unconscious Bias). These partially comprise the Belonging Index. Lastly, you will find your team's overall Belonging Index Mean (inclusive of the four Q12 questions).