

Welcome to the Insights Family!



We are excited that you have joined us! Here's how to get started...

Login to Insights

For first time set up, click [here](#) to create your password.*

Please note that this link will expire in 1 month

For ongoing access to Insights, log into <https://insightsapp.net>

Link My Calendar

Link with Insights to manage 1:1's directly in your calendar.

- Click 'My Account' under your name on the top tool bar.
- Click 'Link My Calendar'.
- Select your calendar service from the pop up.
- Follow prompts to add your calendar service.
- When finished linking your calendar, you will then be taken back to Insights.

Create Responsibilities

Responsibilities are the high-level, key functions of your job. Ask yourself – “what does the organization need me to do?” or “what was I hired to do?”

- Click the 'My Responsibilities' tab on the ME page.
- Click 'Add a Responsibility' at the bottom of the page.
- Describe the new Responsibility.
- When finished, submit them to your manager for approval.

Create Goals

Goals are what you want to accomplish and how that work supports the company's initiatives.

- Click the 'My Goals' tab on the ME page.
- Click 'Add a Goal' at the bottom of the ME page.
- Complete the template to create a new goal.
- When finished, submit them to your manager for approval.

Schedule a 1:1

Set up a meeting with your manager or direct report.

- Click the 'Schedule' button on the ME or MY TEAM page.

- Select the date, time and location. A meeting notice will be sent to you and your manager.
- You will receive an email prior to your 1:1 reminding you to complete your Prep.

Help Center / Questions?

To access training videos, instructional documentation, and upcoming webinars, click the [Help link](#). And, if you have any questions - we're here with answers.

Insights is the only solution that supports everyone's success.

