

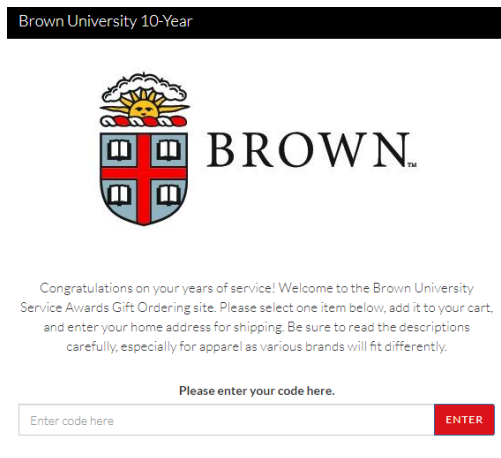


## Ordering Your Service Award Gift

**Important Dates and Deadlines:** Gift ordering opens September 15 and closes November 1, 2022.

### Step 1:

Click on the gift ordering website link that was emailed to you. You will be brought to this screen:



### Step 2:

Enter your 6-digit Workday ID. (You can find your Workday ID by clicking on your profile in Workday.)



### Step 3:

The gift site will open for you to review the available gift options for your service year. Select one gift, entering a size if it is clothing.

Click “Add to Cart.”

*NOTE: You will only be able to select one gift. If you change your mind, you need to remove what is in your cart and then add the new item.*

### Step 4:

Click “Checkout.”

### Step 5:

Enter your mailing address, email and phone number.

### Step 6:

Click “Submit Order.” Wait for your gift to arrive!

Email [talentdevelopment@brown.edu](mailto:talentdevelopment@brown.edu) with any questions.

