Instructions for ordering StrengthsFinder codes – Existing Customer (you previously set up a BUID and ordered codes)

Please note that these instructions pertain to students, staff, and faculty on the Twin Cities campus only.

1. Go to http://shop.gallup.com and click on the “log-in” link in the upper left corner of the screen. Enter the username and password (this should be the username and password created when you set up administrative access to the BUID). You should be brought to a screen that says “My Dashboard”.

2. Click on the “Strengths” tab in the navigation menu. You will see a screen that looks like the one to the left. Click on “Add to Cart” under “StrengthsQuest Access Code”. You should see a screen that looks like the one on the next page.
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3. Indicate the number of codes you want to order in the “Qty” box. “Click Update Shopping Cart” so your total price gets updated and then click the “Proceed to Checkout” button. You will be brought to a screen that looks like the one below.
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4. Click on the “Re-Order” option. Enter your existing BUID Name and BUID Number.*.
5. Click on “Submit”
6. You will be taken to a checkout screen. You will be asked for your billing address etc. After providing a billing address you will be asked to provide payment information. It may take 24-48 hours (Mon-Fri) to receive your codes.

*If you don’t know or have forgotten your BUID information, please contact strengths@umn.edu.

If you have any questions. You may contact the Gallup Store at gallup_store@gallup.com or +1-800-426-0725.