

## Office of Human Resources

## Navigate to Direct Report Appraisals Using Manager Access

Step-by-Step	Instructions	
Step 1	Open an Internet Browser.	
Step 2	Navigate to eportal.montgomerycountymd.gov.	
Step 3	Sign In to accessMCG.	UNAUTHIORIZED ACCESS IS PROHIbitED AND PUNISHABLE DY LAW! Welcome to Montgomery County, Maryland - Single Sign On User Name: Password: Log in Enget Password: Unick My Account Change My Password
Step 4	Click the Employee Self-Service option.	Employee Self Service In All Apps, Featured, Internet, MCG, Top-5 Apps   9 comments Employee Self-Service Read More
Step 5	Click the blue Go to Employee Self-Service button.	Go to Employee Self-Service
Step 6	Your Oracle eBusiness Homepage opens.	
Step 7	Click the MCG HR Manager Access link.	Navigator           MCG Compensation Workbanch for Managers           MCG HB, Becruitment Sindover           MCG HB, Becruitment Badie           MCG HB, Manager Access

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Step 8 Click the Performance Management link that now displays at right.

- Navigator
   Personalize

   MCG Compensation Workbench for Hanagers
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   MCG HR Manager Access
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- Step 9Click the Go to Task icon to the right of the desired<br/>Performance Plan group for the correct fiscal year.



## Step 10The Appraisals in Progress section is the first section<br/>on the page. Use this section to access appraisals as follows:

- If there are more than 5 direct reports in this plan, click the 'Next 5' link to view additional.
- To <u>open</u> an appraisal, click the 'Appraise' pencil icon next to the desired appraisal.

Performance Hanagement App	raisats				
Main Appraiser Participant					
Appraisals As Main Appraiser			Selected Plan Is P/14	HOG Executive Ch. Performe	ince Plan
Select All   Select None	Augustine .	and the second se	No. 1		
Select initiator	Appraisee	Panese with this because	Declaris	Print Appraise	
Supervisor, Sam	Cayate, Wile E	Column and Alexandre			
Supervisor, Sam	Ella, Cindy R	Ungoing with Main Appraiser			

End of Procedure.