Office of *Human* Resources

Print 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**.

Step 4 Click the **Employee Self-Service** option.
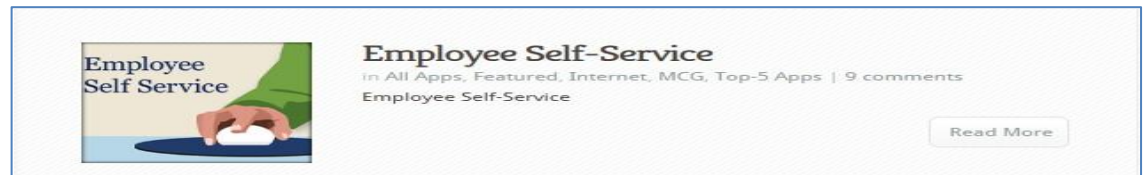
Step 5 Click the blue **Go to Employee Self-Service** button.

Step 6 Your **Oracle eBusiness Homepage** opens.

Step 7 Click the **MCG HR Manager Access** link.

Step 8

Click the **Performance Management** link..

Step 9

Click the **Go to Task** icon to the right of the desired Performance Plan group for the correct fiscal year.
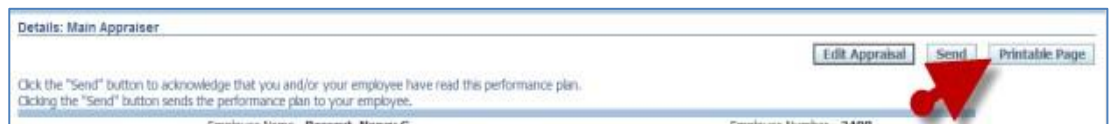

Step 10

Click the **Details** icon of either an incomplete appraisal in the *'Appraisals in Progress'* section at the top of the page or a completed appraisal located in the *'Completed Appraisals'* section at the bottom of the page.

Step 11

The *appraisal* opens.

Step 12

Click the **Printable Page** button located in the upper and lower right of the page.

IMPORTANT: The Printable Page button is also available when editing an appraisal. When done editing, simply click the 'Continue' button to advance to the review page where another Printable Page button is located.

For instructions on alternative methods of printing a direct report appraisal, refer to:

- Print a Direct Report Appraisal Using a Worklist Notification'
- Print a Direct Report Appraisal Using the Report Process'

End of Procedure.