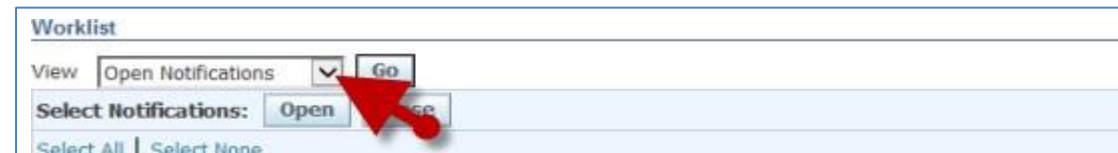# Office of *Human* Resources

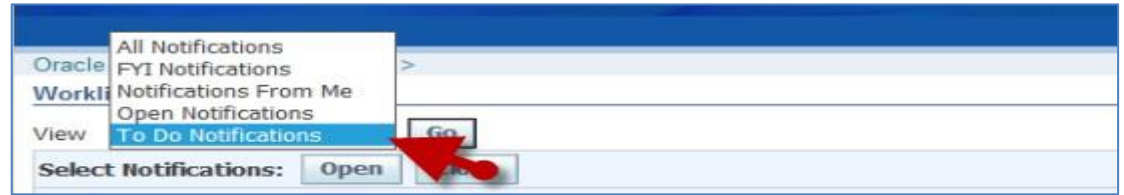## Review Main Appraiser Response to Your Information Request

Step 1   Open an **Internet Browser**.

Step 2   Navigate to **eportal.montgomerycountymd.gov**.

Step 3   Sign In to **accessMCG**.

UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!

Welcome to Montgomery County, Maryland - Single Sign On

User Name:

Password:

Log In

Forgot Password?   My Account
Unlock My Account   Change My Password

accessMCG
application portal

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 **Full List** button located in the Worklist section.

Worklist

Full List

Previous 1-5 Next 5

From   Subject   Sent

Step 8   Click the **Drop-down Arrow** of the View field.

Worklist

View Open Notifications Go

Select Notifications: Open

Select All | Select None
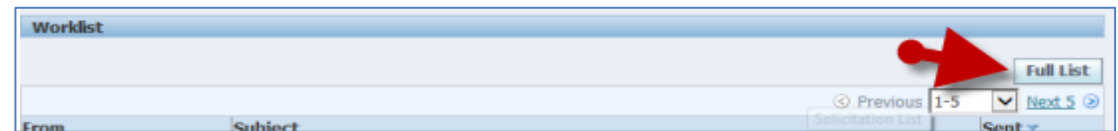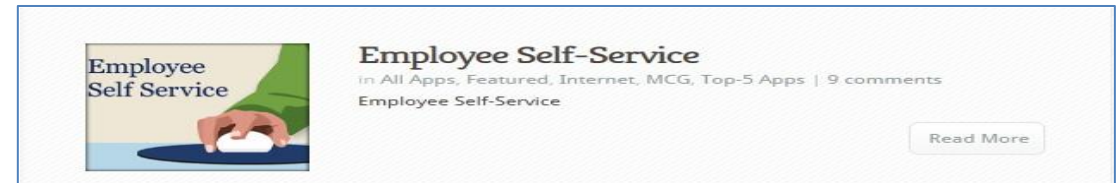
Review Main Appraiser Response to Your Information Request

Step 9	Select **To Do Notifications**.	
Step 10	Click the **Go** button. Once clicked, all notifications waiting for your response will display.	
Step 11	Click a **Subject** that indicates the *'Appraisal of [Appraisee name] (proposed by [Main Appraiser name])…'* Example: 'Appraisal of Doe, John (proposed by Smith, Sam) as of 2015-Jan-01'	
Step 12	The *Appraisal* opens.	
Step 13	Scroll down to the **Action History** section toward the bottom of the page.	
Step 14	Review the **Notes** field to the right of the Main Appraiser's name where the Action field indicates 'ANSWER'.	

End of Procedure.