



## Navigate to Direct Report Appraisals Using Manager Access

### Step-by-Step Instructions

- Step 1 Open an [Internet Browser](#).
- Step 2 Navigate to [portal.montgomerycountymd.gov](http://portal.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.

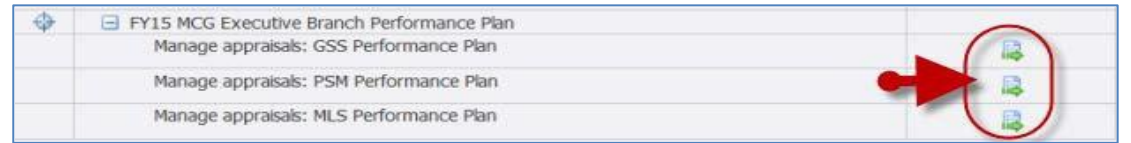


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**Step 8** Click the **Performance Management** link that now displays at right.



**Step 9** Click the **Go to Task** icon to the right of the desired Performance Plan group for the correct fiscal year.



**Step 10** The **Appraisals in Progress** section is the first section 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 **open** an appraisal, click the '**Appraise**' pencil icon next to the desired appraisal.



End of Procedure.