



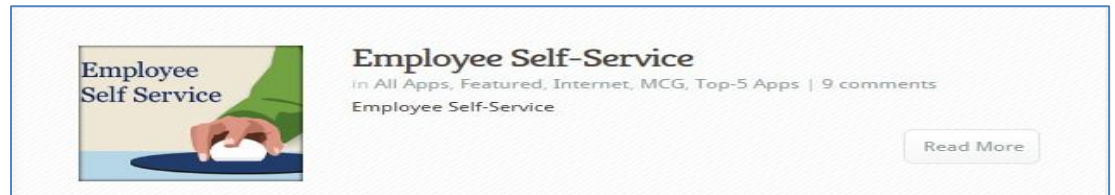
# Print Your Own Appraisal

## 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.

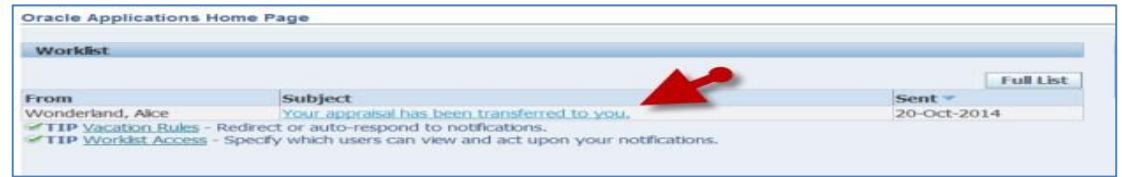
- Step 7 Locate the most recent **Worklist Notification** that has one of the subject lines at right.

**'Your appraisal has been transferred to you'**  
*The appraisal was sent to you by your supervisor.*

**'Your appraisal has been completed. Please review and provide feedback'**  
*The appraisal was routed to you automatically because it has received final approval and is pending your final overall feedback (optional) and for you to finalize it.*

## Quick Start: Print Your Own Appraisal

**Step 8** Click the **Subject** of the Worklist Notification.



**Step 9** The **Worklist Notification** opens.

**NOTE:** The notification may contain a message from your supervisor in the 'Main Appraiser Comments' section.



**Step 10** Click the **Update Action** link, located at the bottom left corner of the notification in the 'Related Applications' Section



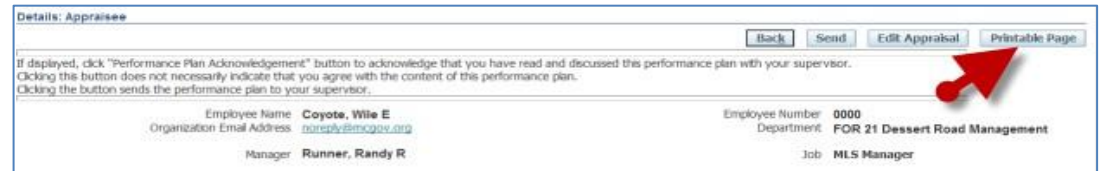
### IMPORTANT

- The 'OK' button does not open the appraisal.
- The 'OK' button only closes the notification.

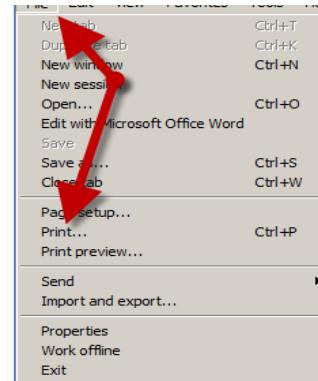


## Quick Start: Print Your Own Appraisal

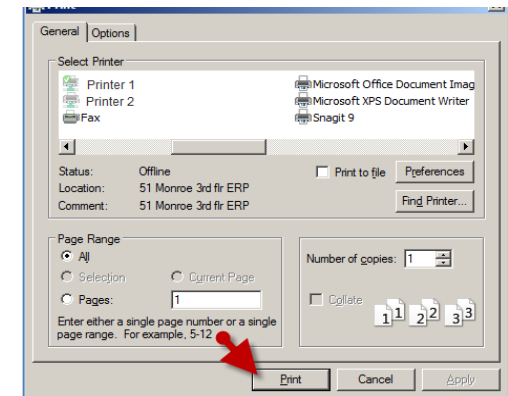
- Step 11** Your *appraisal* opens.
- Step 12** Click the **Printable Page** button to open a printer-friendly version of your appraisal.
- Step 13** You may now use the usual **File/Print** menu option (see right) of your Internet Explorer Browser to print your appraisal as you would print from any other application.



A) Click the **File** menu, then the **Print...** option.



B) Select a **Printer**, and then click the **Print** button.



**End of Procedure.**