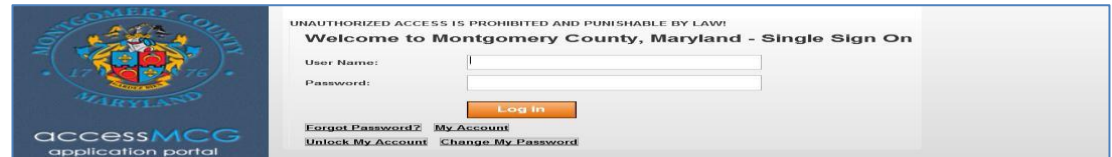




Print an Appraisal Submitted by a Direct Report for final approval

Step-by-Step Instructions

- Step 1 Open an [Internet Browser](#).
- Step 2 Navigate to portal.montgomerycountymd.gov.
- Step 3 Sign In to [accessMCG](#).



- Step 4 Click the [Employee Self-Service](#) option.

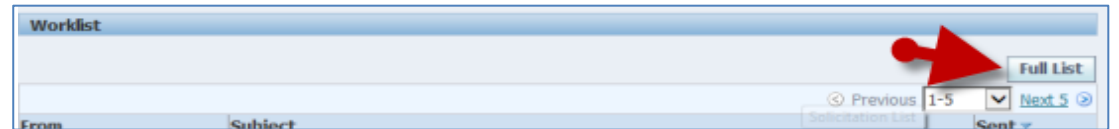


- Step 5 Click the blue [Go to Employee Self-Service](#) button.

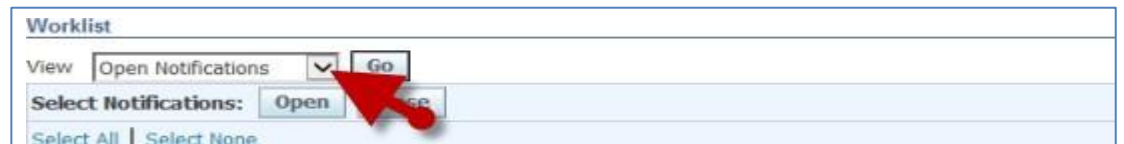


- Step 6 Your *Oracle eBusiness Homepage* opens.

- Step 7 Click the [Full List](#) button located in the Worklist section.

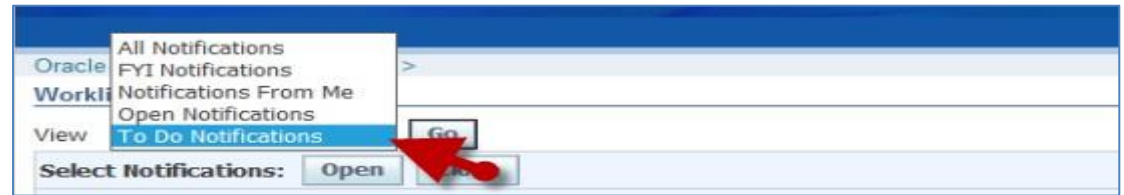


- Step 8 Click the [Drop-down Arrow](#) of the View field.



Quick Start: Print an Appraisal Submitted by a Direct Report

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])...'

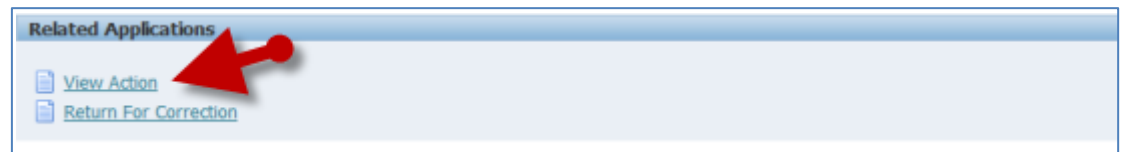
Example: 'Appraisal of Doe, John (proposed by Smith, Sam) as of 2023-Jan-01'



Step 12 The **Appraisal** opens.

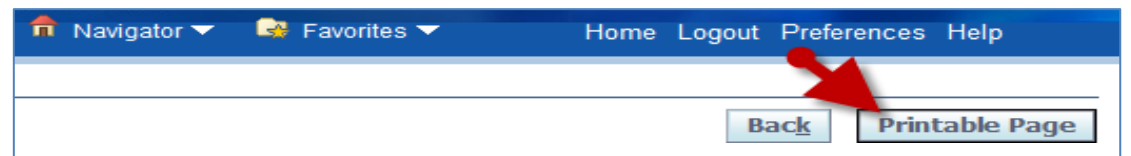
Step 13 Scroll down to the **Related Applications** section toward the bottom of the page.

Step 14 Click the **View Action** link to open the Appraisal Review page.



Step 15 Click the **Printable Page** button.

Once clicked a copy of the same page will open with all the sections expanded.



Quick Start: Print an Appraisal Submitted by a Direct Report

Step 16 Click **File**, then **Print...** from your browser's menu bar.

Step 17 Select the desired **Printer**.

Step 18 Click the **Print** button.

NOTE: The printable page does not contain action buttons or links. Close the printable page, and then you will be able to click the 'Back' button to return to the main appraisal page.

End of Procedure.