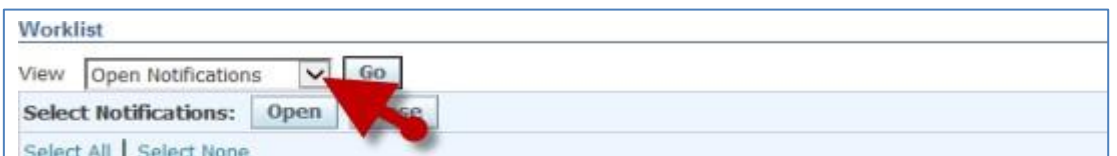
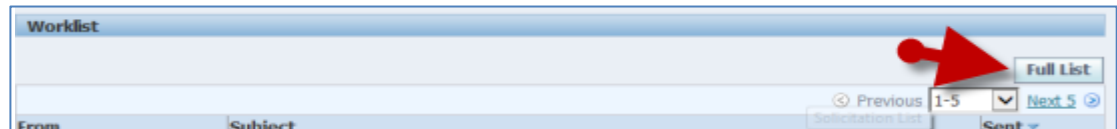
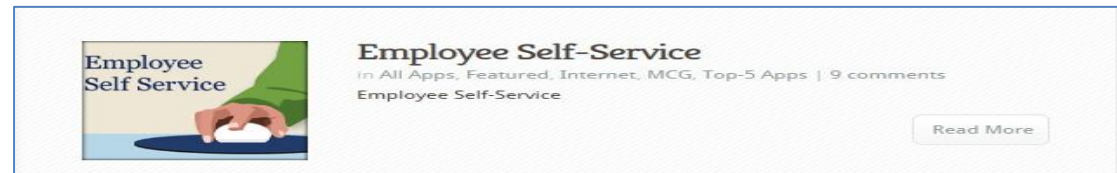




# Request More Information for an Appraisal Submitted by a Direct Report

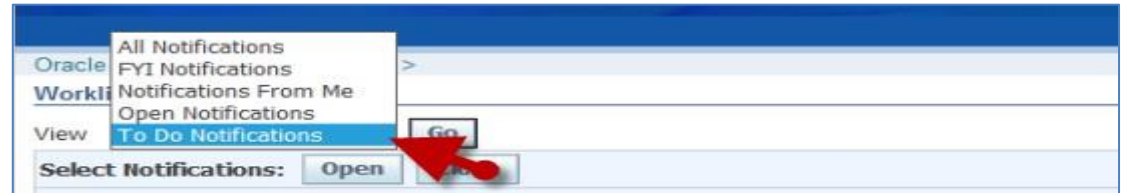
## Step-by-Step Instructions

- 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 [Full List](#) button located in the Worklist section.
- Step 8** Click the [Drop-down Arrow](#) of the View field.



## Quick Start: Request More Information for 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.



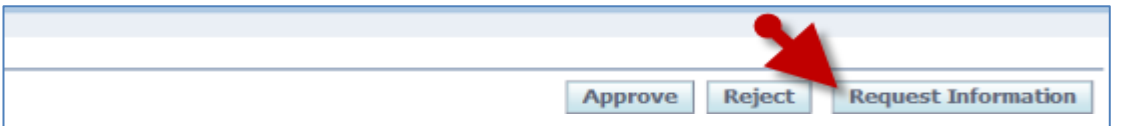
**Step 11** Click a notification [Subject](#) that indicates the 'Appraisal for [Appraisee name] (proposed by [Main Appraiser name])...'

Example: 'Appraisal for Doe, John (proposed by Supervisor, Sam) as of 2015-Jan-01'

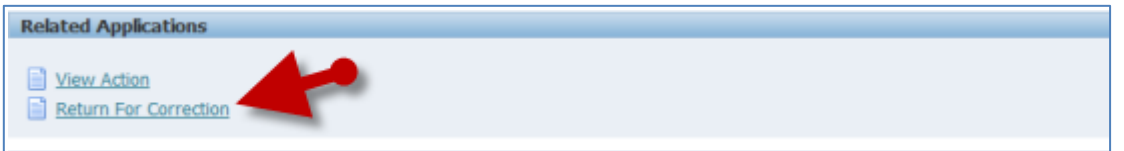


**Step 12** The **Appraisal** opens.

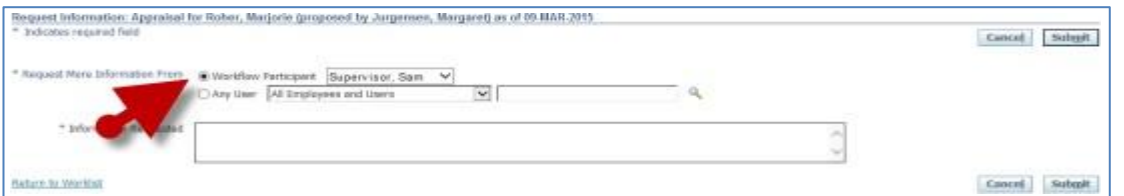
**Step 13** Click the [Request Information](#) button.



**Step 14** Click the [Return for Correction](#) link to open the Return for Correction page.



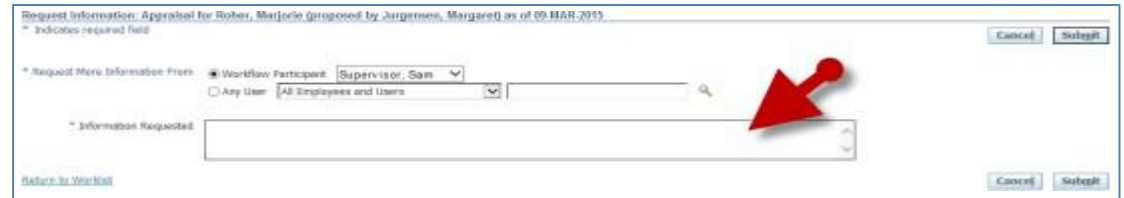
**Step 15** The **Radio Button** for the Main Appraiser is already selected by default.



## Quick Start: Request More Information for an Appraisal Submitted by a Direct Report

**Step 16** Enter your **Inquiry** into the Information *Request* text box.

**IMPORTANT:** The request is sent only to the Main Appraiser (supervisor).



Request Information: Appraisal for Robert, Marjorie (proposed by Jurgensen, Margaret) as of 09-MAR-2013  
\* Indicates required field

\* Request More Information From:  Workflow Participant: Supervisor, Sam  
 Any User: All Employees and Users

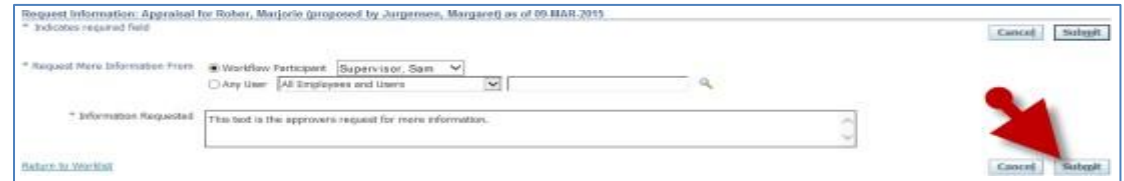
\* Information Requested: [Empty text box]

Return to Workflow

Cancel Submit

**Step 17** Click the **Submit** button. Once clicked, a confirmation message will display.

**Step 18** Your request has been sent to the Main Appraiser (supervisor).



Request Information: Appraisal for Robert, Marjorie (proposed by Jurgensen, Margaret) as of 09-MAR-2013  
\* Indicates required field

\* Request More Information From:  Workflow Participant: Supervisor, Sam  
 Any User: All Employees and Users

\* Information Requested: This text is the appraiser request for more information.

Return to Workflow

Cancel Submit

**End of Procedure.**