Accessing Performance Management Documents

From the Portal

1. Performance Management documents are accessible through the MyUW portal at https://my.wisconsin.edu/
   NOTE: The Portal can be accessed from anywhere with Internet service, including your Smartphone or Tablet.

2. Select your institution from the Organization drop down list.
   NOTE: You can check the box to Remember my selection to make access easier in the future.

3. Click Go.

4. Enter your UW Institutional ID username and password

5. Click Login.

6. Click on the icon on the Performance Management tile.
   - Employee icon takes employees to their personal documents
   - Manager icon is for managers to see a list of documents of their direct reports

Within Human Resource System (HRS)

If you are already in the system (entering or approving time, updating personal information, etc.), performance management documents can be accessed without navigating back to the portal.

1. Click the home icon in the upper right corner of the page.

2. Click the Performance tile.

For Managers Access to Team Documents:

1. Change the Self Service drop down, in the top middle of the page, to Manager Self Service.

2. Click Team Performance.