

Accessing Performance Documents

1. Performance Documents are accessible through MyUW portal at <https://my.wisconsin.edu/>
NOTE: The Portal can be accessed from anywhere as long as you have Internet service, including your Smart Phone or Tablet.

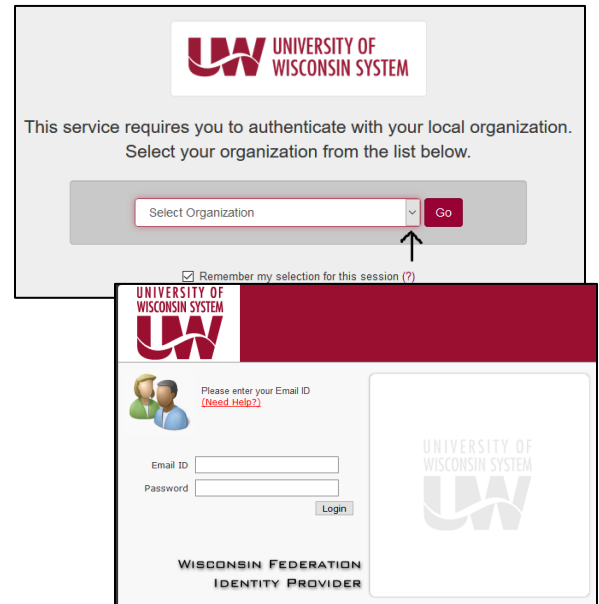
2. Select your institution from the Organization drop down list.

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.

- **Manage** icon is for managers to see a list of documents of their direct reports
- **Employee** icon takes employees to their personal documents

