

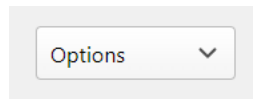
Employee: Download a Performance Review Attachment

The following steps guide an employee through the steps required to download an attachment from their performance review. There are two ways to access attachments, either in your open review task or from the performance review page.

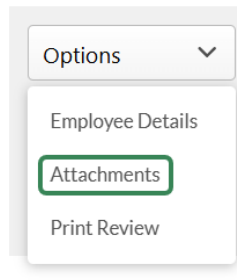
Option 1: Download an Attachment Within the Task

This information applies to employees who are currently in their EPRS action item and have not exited out of their performance review. If you have exited out, please refer to option 2 below.

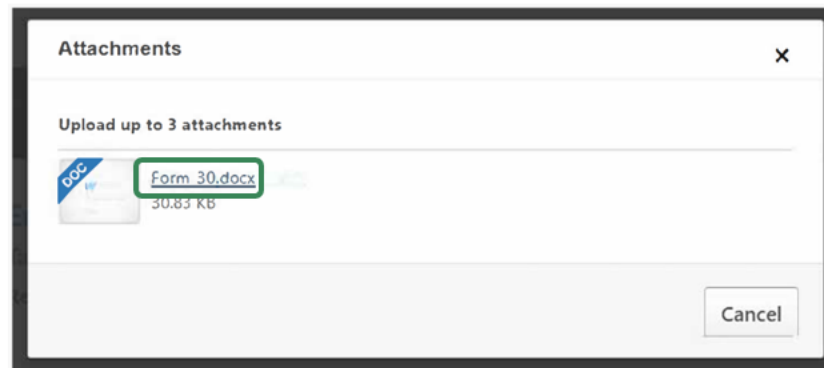
STEP 1. While in the task, click the **Options** button in the top right corner of the screen.



STEP 2. Select the **Attachments** button.



STEP 3. The attachments pop-up screen will open. Select the file(s) of interest from the list. This will save the selected file(s) automatically to your downloads folder.



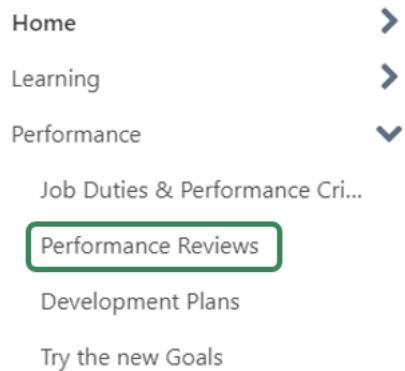
STEP 4. To locate the attachment(s), access your file folder and select the downloads folder.

Option 2: Download an Attachment Outside the Active Task

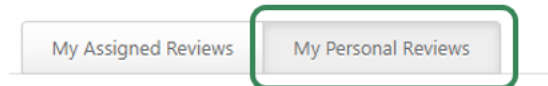
If you did not download your attachment(s) while in your open EPRS action item, you can still do so by following the steps below.

STEP 1. Sign in to your **MyPath** account at **mass.csod.com** (Login is your employee ID).

STEP 2. From the homepage, click the navigation menu in the top right corner of the screen. Click **Performance** dropdown menu and then select **Performance Reviews**.



STEP 3. To access a performance review, select the **My Personal Reviews** tab.



STEP 4. From the list of performance reviews, locate the review with the attachment(s) of interest. Click the **Attachment** button to access your attachments.

My Assigned Reviews

My Personal Reviews

Review	Review Period	Start Date	Completion Date	Task Status	Rating	Attachments
FY25 EPRS	7/1/2024 - 6/30/2025	10/29/2024	N/A	Not Started	----	
FY25 EPRS Planning	7/1/2024 - 6/30/2025	10/29/2024	N/A	In Progress	----	

(2 Results)

STEP 5. The open attachment pop-up screen will open. Select the file(s) of interest from the list. This will save the selected file(s) automatically to your downloads folder.



STEP 6. To locate the attachment(s), access your file folder and select the downloads folder.