

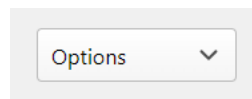
Supervisor & Reviewer: Download a Performance Review Attachment

The following steps guide a *supervisor* or *reviewer* through the steps required to download an attachment from an employee's performance review. There are two ways to access attachments, either in the open review task or from the performance review page.

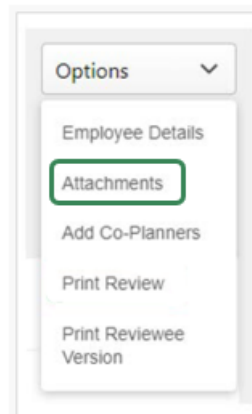
Option 1: Download an Attachment within the Task

This information applies to supervisors and reviewers 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.

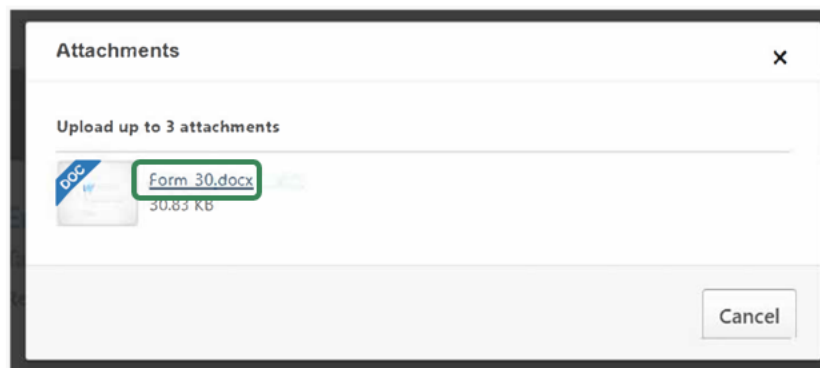
STEP 1. While in the task, click the **Options** button in the top right corner of the screen.



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.



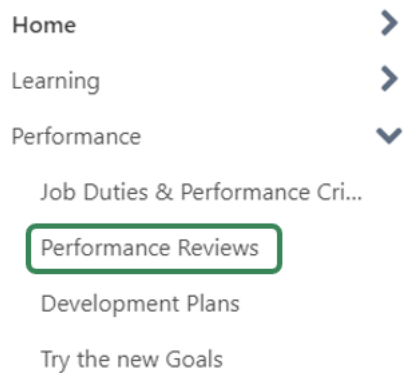
STEP 4. To locate the attachment(s), access your file folder and select the downloads folder.

Option 2: Download an Attachment Outside of the Task

If you did not download attachment(s) while in the employee's open EPRS, 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).

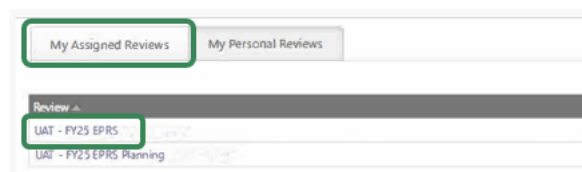
STEP 2. From the homepage, click the navigation menu in the top right corner of the screen. Click **Performance** dropdown menu and then select **Performance Reviews**.



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



STEP 4. Select the review you are looking for from the list that appears below.

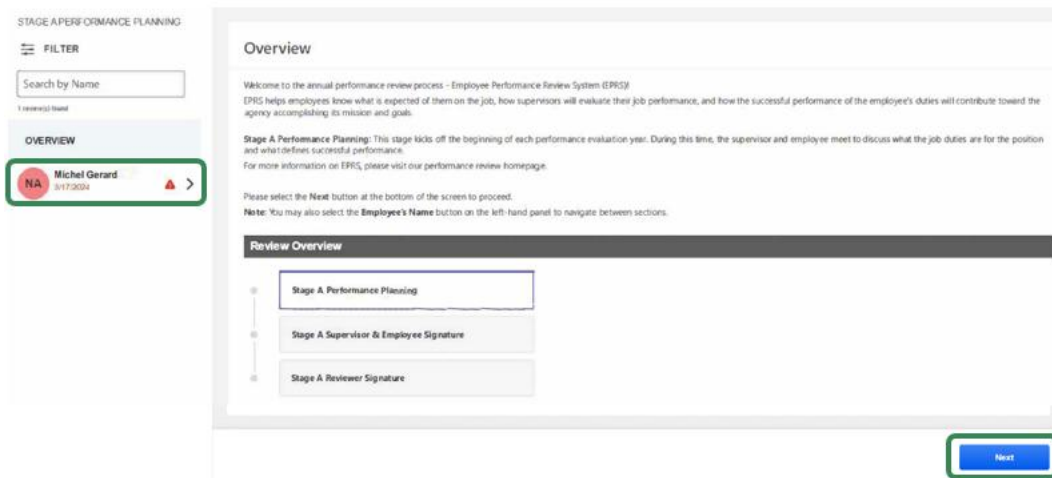


Note: If you are not seeing the performance review you are seeking, try filtering the results by title and/or status.

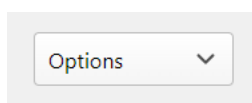
Title:

Status: ☐ Not Started ☐ In Progress ☐ Completed ☐ Incomplete ☐ Expired

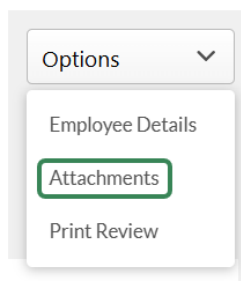
STEP 5. You'll be brought to the **Overview** page. Please select either the **Employee Name** or the **Next** button to proceed.



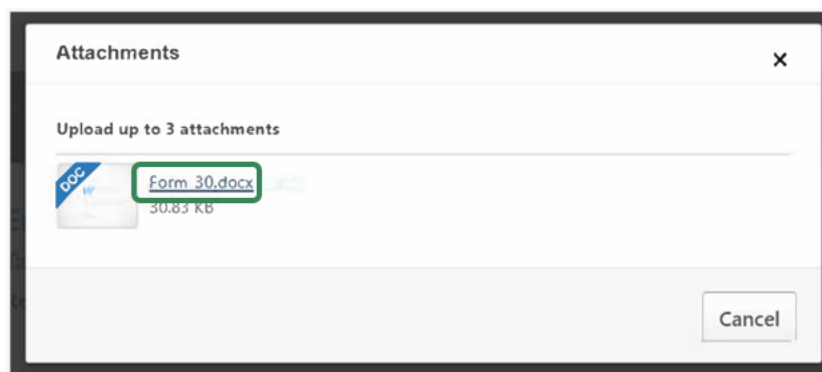
STEP 6. While in the task, click the **Options** button in the top right corner of the screen.



STEP 7. Select the **Attachments** button.



STEP 8. 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 9. To locate the attachment(s), access your file folder and select the downloads folder.