MyPath MassPerform

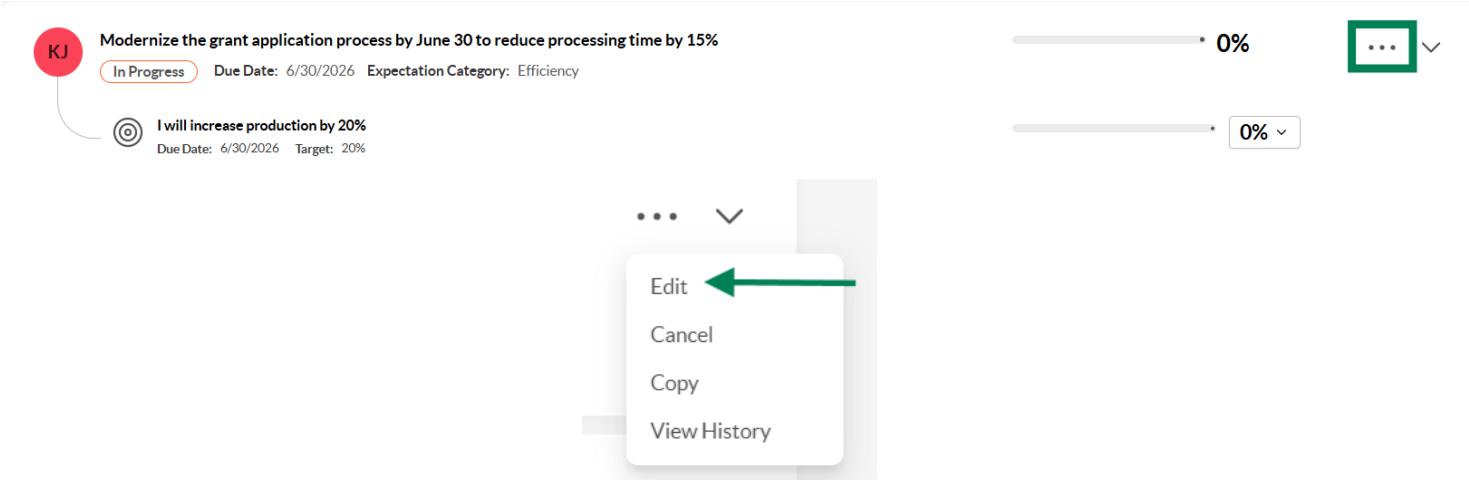
Employee: Update or Cancel Existing Goals

MassPerform encourages adding and updating goals as business priorities change throughout the year. The following steps will guide you through the process of updating or canceling ***existing*** goals. For detailed video instructions, please watch the 1-minute video demonstration here.

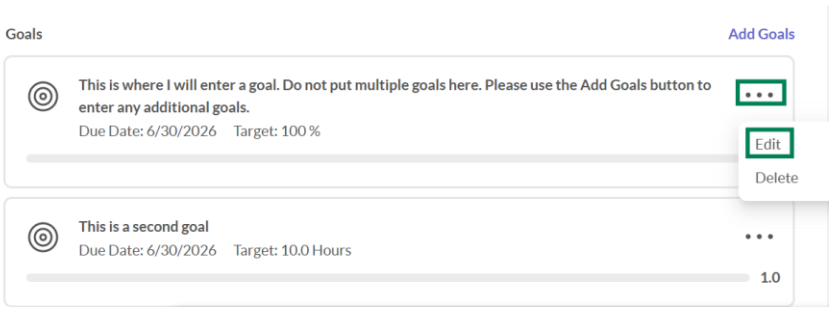
STEP 1. Sign in to your **MyPath** account at **mass.csod.com**. (Login is your employee ID)

STEP 2. On the homepage, click the **Expectations & Goals** box on the right side of the screen.

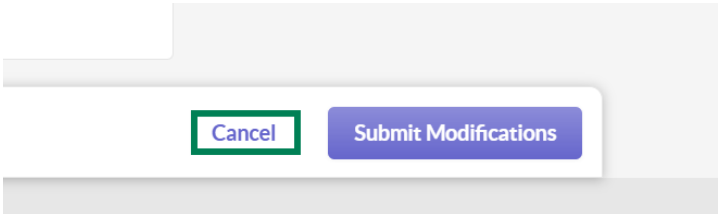
STEP 3. From the **My Expectation & Goals** screen, click the **Ellipses icon** ••• next to the corresponding expectation and select **Edit**.



STEP 4. The **Edit Expectations & Goals** screen will open for that expectation. Scroll down to your goal(s), and select the **Ellipses icon** ••• next to the corresponding expectation and select the **Edit** button if modifying the goal, or select the **Delete** button if you wish you cancel the goal.

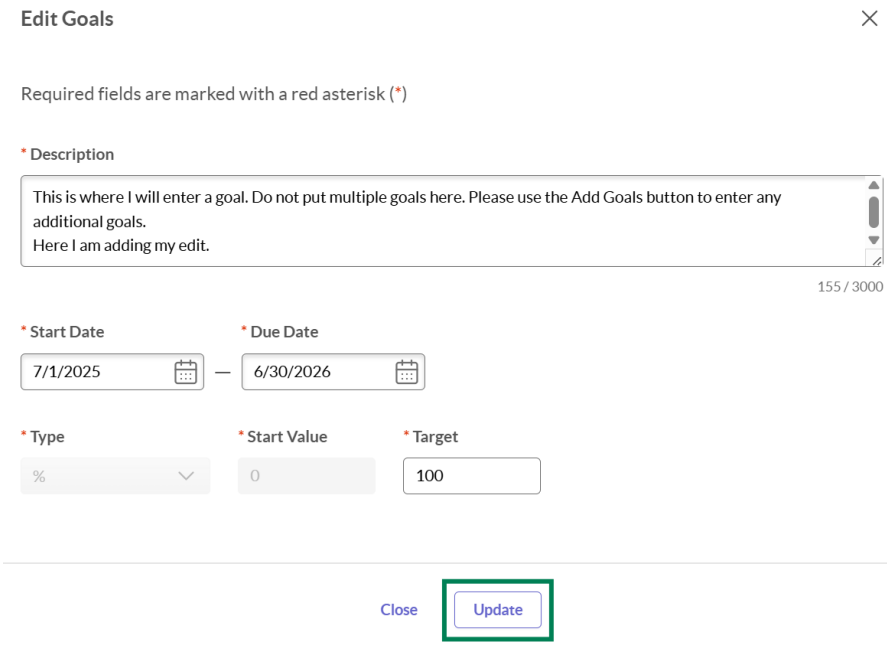
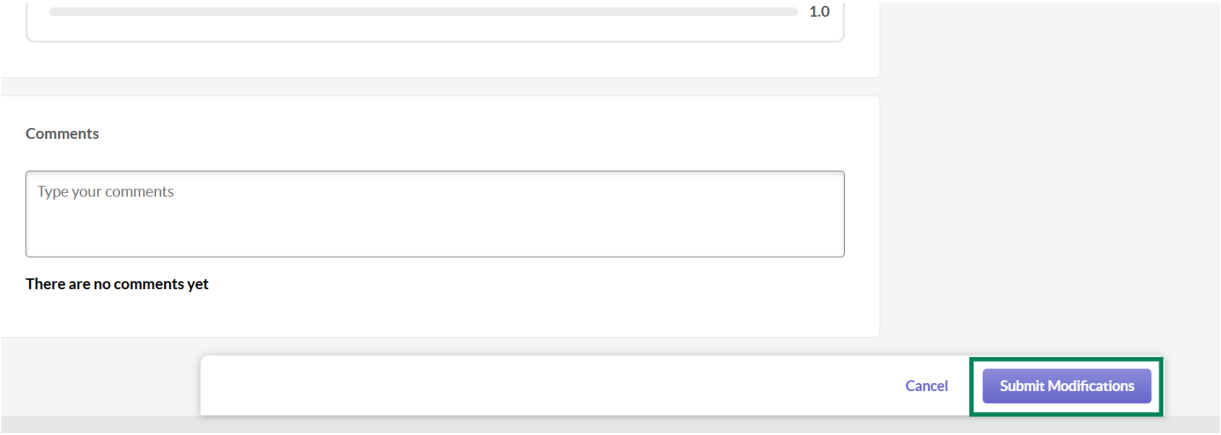


Note: *If you select* ***Delete,*** *the goal will automatically be deleted. There is no double confirmation; however, if you accidentally deleted it, click the* ***Cancel*** *button at the bottom of the screen and it will not save the changes you made.*



STEP 5. On the **Edit Goals** pop-up window, make your edits to the Description, Start or Due Dates, or Target, and then click the **Update** button.

Note: *The* ***Type*** *and* ***Start Value*** *are not editable fields. If you wish to edit these two fields, you will need to cancel the existing goal and then add a new goal. Step 4 details how to cancel (i.e., delete) a goal. This job aid outlines how to enter a new goal.*



STEP 6. On the **Edit Expectations & Goals** screen, click the **Submit Modifications** button.