
1st Check-In Job Aid

1. Log into SAP Success Factors home page <https://performancemanager4.successfactors.com/login#/login>
2. On the homepage, select the *ACES Inbox* link or use the drop-down arrow next to **Home** in the upper left corner of the screen and select the 3rd link (*ACES Inbox)*.
3. Once you are in yourinbox, select the **MassPerform FY20 form** with your name in the title.



1. Confirm that your form is at 1st Check-In. The bread-crumb number will indicate your current step.



1. Answer the 3 questions.



1. Select “1st Check-In finished.”



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1. Select “1st Check-In finished” a second time.



**STOP!!**

For now, you are finished with MassPerform. Your next action in the system will take place next June when the **Wrap UP** stage begins. The Wrap-Up stage includes employee’s entering comments about his or her performance; the Manager adding comments and an overall rating. Between now and next June, you will meet informally with you manager to discuss performance in your quarterly check-ins.