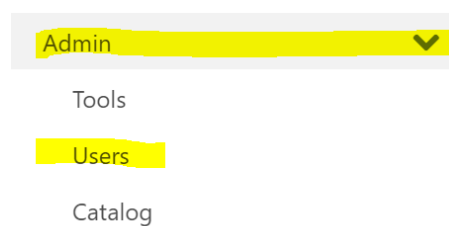


How to View an Employee's Action Items Without Proxying

The following steps guide an Agency Coordinator in viewing their agency's employees' custom hire date, ACES eligibility, and more in MassPerform without needing proxy access or HRCMS access.

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

STEP 2. From the homepage, locate the **Show Navigation Menu** button in the top right corner of the screen. Expand the **Admin** button and click the **User** button from the expanded list.



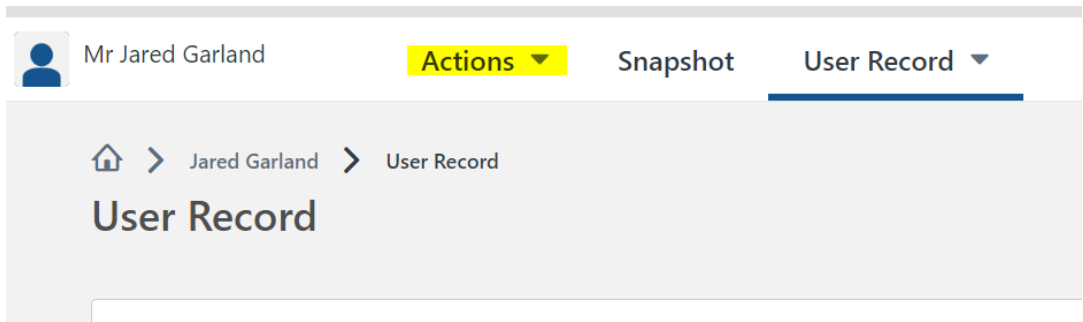
STEP 3. Next, you'll be brought to the **Users** screen where you can input any information to find the person in question such as first name, last name, employee ID, and so on and so forth. Tip: employee ID is best to yield only one search result. Click the **Search** button when you've entered your search criteria.

A screenshot of the 'Users' search form. It contains several input fields: 'garland' in the first field, 'jared' in the second, 'User ID' in the third, 'User Name' in the fourth, and 'Email' in the fifth. There are also dropdown menus for 'City', 'State', 'Zip', 'Country', 'Manager', 'Approver', 'Active', and 'Select OU Criteria'. A yellow 'Search' button is located at the bottom right.

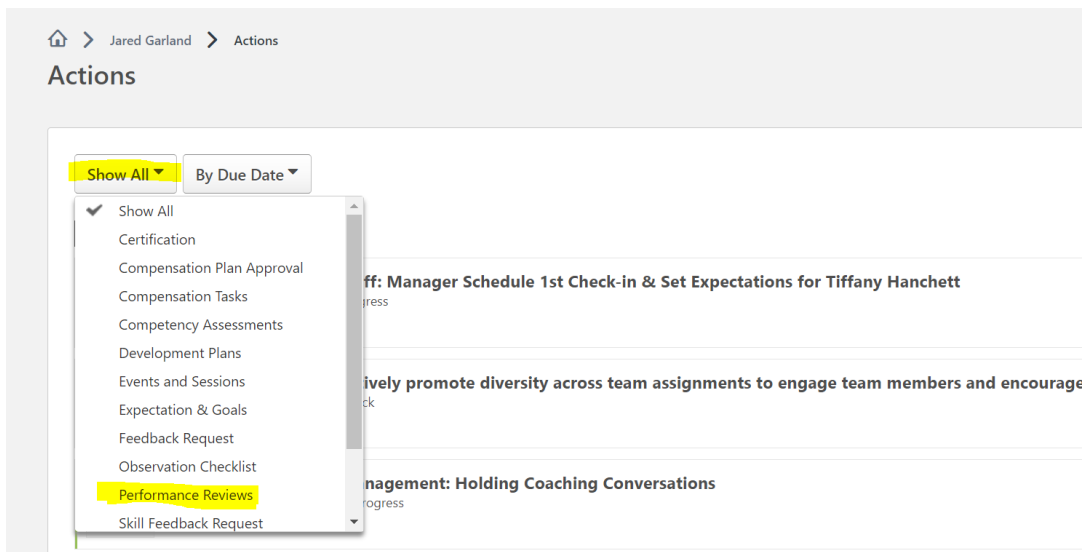
STEP 4. A search results table will appear below the **Search** button. On the left under the **User** column heading, click the name of the person you are searching for. Their **User Record** page will appear.



STEP 5. At the top of the page, locate the navigation region and select **Actions**. Use the up/down arrow to select the **Actions** item within the submenu.



STEP 6. Now that the **Actions** are displayed, it's best practice to filter by **Performance Reviews**. Click the **Show All** drop-down menu and select the **Performance Reviews** button. This ensures a cleaner view to focus solely on current or past-due MassPerform action items.



STEP 7. After selecting **Performance Reviews**, any outstanding MassPerform action items will be displayed.

