



## Progress Review Stage: Reporting Manager (Navigating the ACES Online Application)

The job aid is designed to provide instructions for completing the Progress Review Phase of the Commonwealth Performance Review cycle:

### Technical Tips

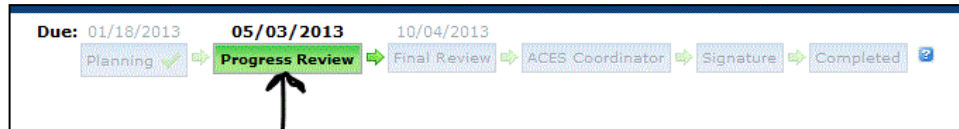
- **Bookmark ACES Online:** Make sure to bookmark this page for quick access on your next visit. In Internet Explorer, click on **Add to Favorites** in the Menu bar, and then click on the **Add** button.
- **Save your form frequently:** The ACES online session will time-out after 30 minutes of inactivity. Since text entry is not registered by the system as activity, be sure to save your work by clicking on the Save icon in the upper right corner of the form every 10 minutes. Clicking **OK** on "Message from webpage" dialog box will re-start the 30-minute clock for timeout purposes, but will not save your work on the form.
- **Forgot Your Password?:** If you forget your password, navigate to the [ACES Login](#) page click on "**Forgot Your Password?**" link, enter your Employee ID and click on "**Email Me**". The system will reset your password to a system-generated password. Upon logging in, you will be required to choose a new password by first entering your system generated password, and then entering your new password twice.
- **Did Not Receive Email or Your Account is Locked?:** Notify your [Agency ACES Coordinator](#) if you do not receive your login information. If you've tried logging in five times with the wrong password, your account gets locked. Your [Agency ACES Coordinator](#) can unlock your account.
- **Screen Resolution:** 1024x768 is the recommended screen resolution to maximize the amount of the form that will display on the screen while minimizing scrolling.
- **Form Editing.** Since the form is in both the inbox of the reporting manager and appraising manager at the same time, only one person can be editing the form at a given time. You will receive an error message if you try to edit a form while it is being edited by the other manager.

### Step Actions to Update the ACES Online Performance Evaluation Form

1. Log into [ACES](#) Online: Type your Employee ID in the Username field.
2. Type your current password in the Password field.
3. Click on the **Login** button, or press the Enter key. The ACES welcome page opens.
4. Click on the **My Forms** tab.



5. Find your ACES form. Click on the link to access your form.
6. The route map at the top of your form will be highlighted in green to indicate the current stage of your ACES form. If the **Planning** box is highlighted in green, ask your appraising manager to move the form to **progress review phase** by clicking on the **"DONE"** button.



7. Review the **PROGRESS REVIEW INSTRUCTIONS** section for steps to complete this phase. Enter optional comments in the **Progress Review Comments by Reporting Manager** field for each **Manager Objective**.
8. Review and update Milestones, if needed.
9. Click on hyperlink in left margin, **Progress Review Overall Rating and Comments**
10. Enter optional comments in the **Progress Review Overall Rating and Comments** section.

11. Click on **Spell Check** icon at top of form to complete a spell check of the entire form.
12. Click on **Save** icon at top of form to save the entire form.