1. Access the eAppraisal login page using only Internet Explorer.
2. Log in using your Cane ID and password (same credentials used to log in to myUM).

3. Click **Continue to Halogen E-Appraisal**.
4. The eAppraisal home page will appear.

5. Click on the **My Employees** tab

6. Click on the Documents number to access the document(s) for that specific employee.
7. Select
   a. Add: to add a new document. Add Title, browse for document, and click Ok.
   b. Delete: to delete an existing document
   c. Options: to filter existing documents by date

8. The document or documents that were imported will now display in the Documents list. To view, click on the document.