Importing Documents to Halogen – For Employees

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 My Performance

6. Click on Documents

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.