Viewing Imported Documents

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 Performance** tab

6. Select the **Documents** sub tab
7. To view a document, click on the name of the document

8. There is also the option of printing or exporting the document(s) to Excel by clicking on the corresponding button.