

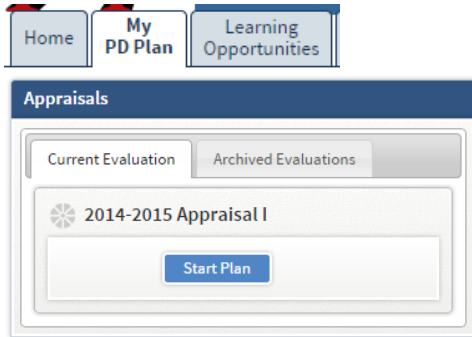


Starting Your Appraisal and Adding Your Administrator

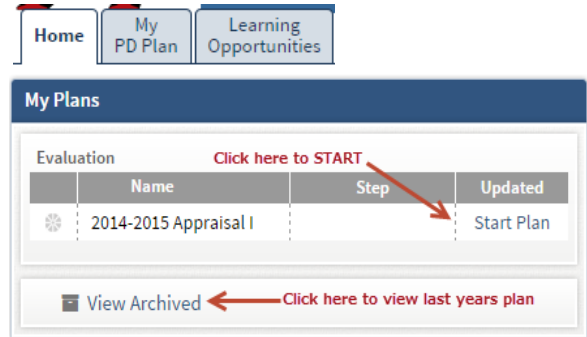
This document explains how to start and add your administrator(s) to your appraisal.

Starting Your Plan

Teachers can access and **start** their appraisal either from: **My PD Plan** TAB located on the home page or



My Plans channel on home page.

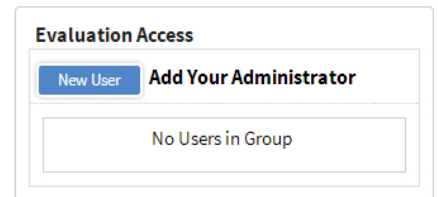


Dynamic Setting of Evaluator

ACIS will dynamically add your administrator to your plan according to location. For example, if you teach at Eastside High School, ACIS will dynamically set all EHS administrators to your plan.

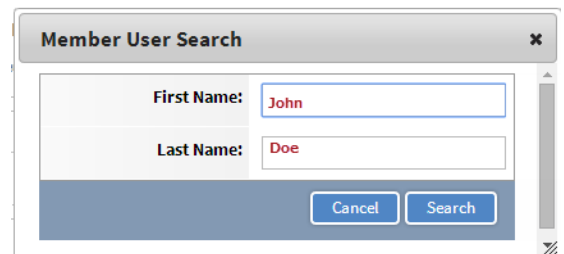
What if my plan is missing an administrator who should be added to my plan?

Once you sign into your Appraisal, select **New User** which will activate a search window.



Enter the name of your administrator and select **Search**.

Note: When searching, entering the entire first and last name is not required. You can limit your search query only using the first three letters of the first and/or last name.



Check the box to the left of the name and select **Add Selected Users**.



DO NOT USE INTERNET EXPLORER. Firefox and Google Chrome are the choice browsers. Using INTERNET EXPLORER will result in functionality problems. Email ACIS@gm.sbac.edu for support.

