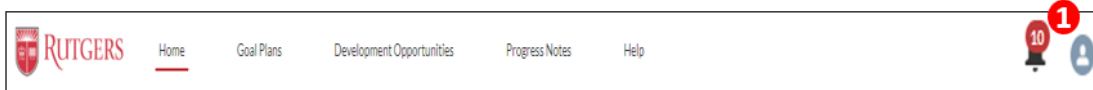




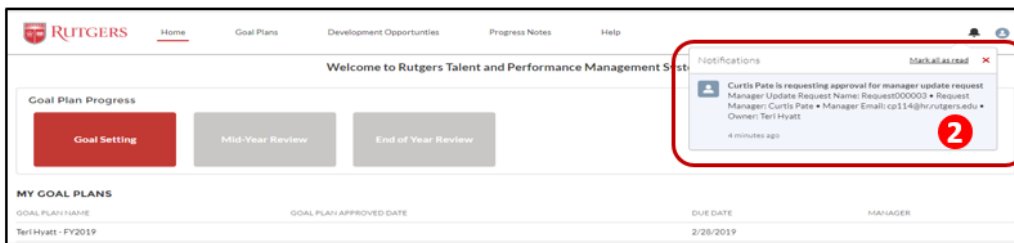
Accepting Your Manager's Request to Add You to Their Team

You will receive an email notification from – Performance Management mailbox. Click the URL provided in the email. The login screen will appear. Enter your NetID and Password.

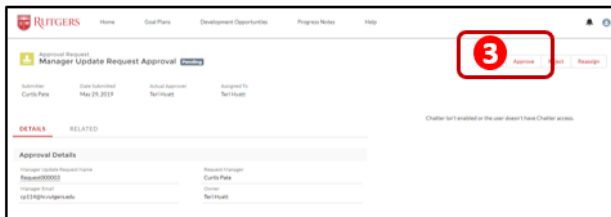
1. From the home page, click the notification bell in the upper right corner.



2. Click on the "manager update request" message.



3. When this page opens, click approve.



4. Click accept. (comments are not required)

