**OPMS – Quick start Guide**

Teacher Help Guide: How to Access Completed Evaluations

**Note:** Steps 1-3 outline how to access OPMS from a City Schools computer and using the City Schools network.

**Step 1:**
Click **ERP Production** to access the OPMS portal.

**Step 2:**
Type your username and password into the text boxes. Click the **Login** button.

**Step 3:**
Click on **Employee Self Service** and then click **Employee Performance Management**.
Step 4: At the top of the Dashboard page, click Task.

Step 5: Scroll down to the bottom on the page to see all of your completed evaluation tasks.

You can search for a specific task by entering information in the search criteria boxes.

The systems will update each school year.

Step 6: Click Details to see your evaluation.
Now you will see your completed evaluation. Scroll down to see your evaluation ratings and comments.

**Step 7:** Click **Show All Details** to see the comments and ratings.

Now you can review your completed evaluation form.
Step 8: Click **Printable Page** to print a copy of your evaluation.

Step 9: When the printable page box pops appears, **right click** on the box and select **print**.

- You have successfully accessed your completed evaluation form. Please email Human.Capital@bcps.k12.md.us if you are unable to access after following these steps.