OPMS: Changing the Main Appraiser
For Supervisors

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 Manager Self Service and then click Performance Management.

Step 4:
Click on the green arrow icon next to the task.

Notes:
In this example, it is the 1st Formal Observation task. The systems will update each school year.
Step 5: 
**Appraisals in Progress** lists all of the open evaluations in your queue, by employee name.

Click on the *yellow pencil icon* in order to open the evaluation for that employee.

**Note:**
You can check the status of all open evaluations:
- **Planned** – You have not touched the evaluation.
- **Transferred to employee** – You have completed the form and sent it to the employee.
- **Ongoing with Main Appraiser** – The employee has reviewed the evaluation and sent it back to you.

Step 6:
Select the “Others” waiver from the drop-down list.
Step 7: Click on the Continue button.

Step 8: Click on the Save button.

Step 9: You now see the Change Main Observer button. Click on the Change Main Observer button.

Step 10: Click on the magnifying glass to open the search function for the qualified observer you are sending the evaluation task to.

Step 11: Type in the last name and first of the qualified observer you are searching for. Click Go.
<table>
<thead>
<tr>
<th><strong>Step 12:</strong></th>
<th>Click on the <strong>Quick Select</strong> icon next to the qualified observer's name.</th>
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<tbody>
<tr>
<td><strong>Step 13:</strong></td>
<td>Make sure the correct name has populated as Main Appraiser. Then, <strong>click Apply</strong></td>
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<tr>
<td><strong>Step 14:</strong></td>
<td>Review the confirmation message and <strong>click Yes</strong> if you want to transfer the evaluation task to the Main Appraiser you have identified.</td>
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</tbody>
</table>

**Note:**
You will no longer be able to make changes to this task.

**Note:**
The confirmation message indicates that you have successfully changed the Main Appraiser for this task for this employee. The employee will no longer appear in your queue.

✓ You have successfully changed the Main Appraiser for this task for this employee. Please email HumanCapital@bcps.co.md.us if you have transferred a task in error.