# OPMS - Formal Observation

## Employee Help Guide: Reviewing and Responding to the Classroom Teacher Observation

**Note:** Steps 1-4 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.

![ERP Portal](image.png)

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

![Login Screen](image.png)

### Step 3:
Click on Employee Self Service and then click Employee Performance Management.

![Employee Self Service](image.png)

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Step 4: Click on the Performance Management link.

Step 5: Click on the green arrow icon next to the Formal Observation you wish to review and respond to.

**Note: There are two required Formal Observation Reports and one Optional Observation Report. Be sure to select the conference form that corresponds with your formal observation.

Note: The systems will update each school year.

Step 6: Click on the Details button in order to open your form.
Note: To Review your comments and ratings, click Show All Details. Review your Formal Observation.

Step 7: Enter your comments in the text box.

Step 8: Click the Share with Main Observer button.

Step 9: You can add a message to your main appraiser. Then, click the Submit button.
Note:
The confirmation message indicates that you have successfully returned the observation form back to your main appraiser.

✓ You have successfully reviewed and returned the Formal Observation task.
✓ This task will **not** be considered complete ("closed") until the main appraiser reviews your comments and closes out the task.