

Acknowledge Evaluations in GHR

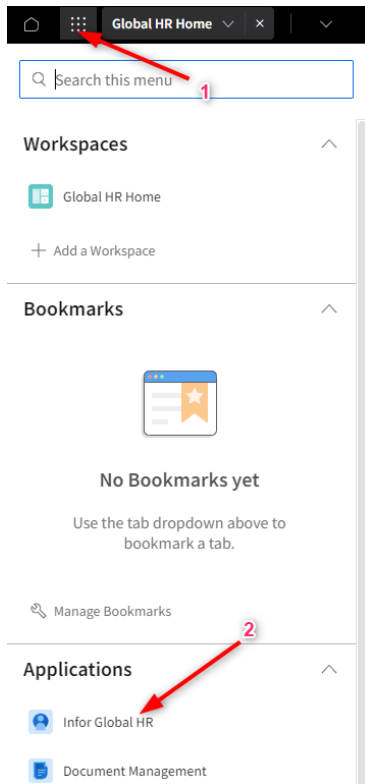
Log into GHR at this address:

https://mingle-portal.inforcloudsuite.com/v2/COUNTYOFRANOKE_PRD/?Identity=RCPS Azure SSO

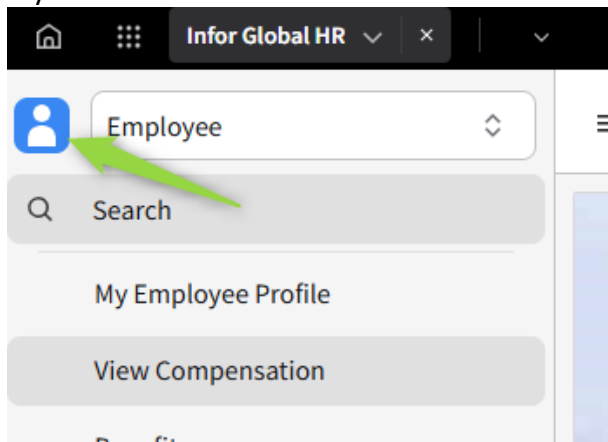
You will be prompted to sign in using your RCPS email credentials through the single sign-on (SSO) system.

Once logged into your Global HR account, follow these steps to access your Global HR Homepage:

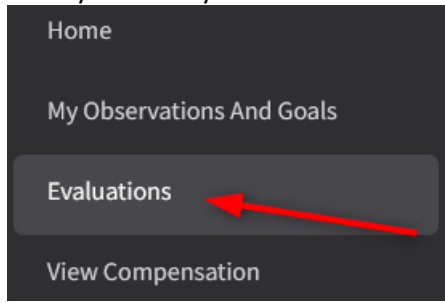
- 1) Click the grid icon in the upper left corner.
- 2) Select the Infor Global HR icon.



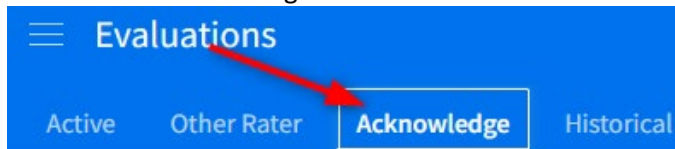
If you do not see the Home Screen Dashboard (pictured below), click on the silhouette



Once you are in you will need to click on Evaluations on the left menu.



Click on the Acknowledge tab.



To view your Evaluation select the Evaluation and click View Evaluation at the top.

Acknowledge

☒	Evaluation
☒	

 View Evaluation

A pdf of the Evaluation will pop up in another tab of your browser (you may have to allow the pop ups). You can view, print, or save the pdf. Once you have reviewed the Evaluation, you need to Acknowledge the Evaluation. When you Acknowledge the Evaluation you will have the opportunity to enter comments as well as attach documentation if desired. To Acknowledge your Evaluation, go back to the GHR tab in your browser, select the Evaluation, and click Acknowledge at the top.

Acknowledge

☒	Evaluation
☒	

 Acknowledge

You can type any comments you would like and attach a document if needed and click Submit.

RCPS Employee Acknowledge implicit action form

Prm Acknowledgment Comments

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Attachments

File

Cancel

Submit

Once Acknowledged, you can find the Evaluation on the Historical tab.