Accessing Performance Forms via To Do List

1. Log in to SuccessFactors via MyRecords or at the following URL: https://appserve.musc.edu/successfactors/
2. In the To Do box, click a task to view multiple forms.
3. Click an employee's name to open the form for that employee.
4. Click the View Details link to open your Performance Inbox.

Access Performance Forms from the Drop-Down Menu

1. Access Different sections of the system using the drop-down menu at the top right of your screen.
2. Access Goals, Performance, Company Info (Org Chart), Employee Files, and Reports from this drop-down menu.
3. This is your primary navigation within the system.
4. Return to your home page quickly using the House icon.

Access the Proxy Now or Logout function

1. The Proxy Now and Logout features are now located on the drop-down menu under the username at the top of the window.