


Login to the Performance Management Program

Step	Action
1.	Click the Internet Explorer icon. 
2.	Enter the desired information into the URL Address field. Enter " https://lsuhsc.peopleadmin.com/hr ".
3.	Use your LSUHSC Username and Password to login to PeopleAdmin. For training purposes only , enter the desired information into the LSUHSC Username field. Enter " geaux ". 
4.	For training purposes only , enter the desired information into the LSUHSC Password field. Enter " tigers ". 
5.	Click the Log In button. 
6.	The system defaults onto the Homepage . The menu and other options available correspond with your permissions, which will also determine the system defaults for the Homepage .
7.	Module Select is designated by three blue dots (in the upper left corner of the screen). Click on the blue dots to access the Performance Management Program . Click the Module Select button. 
8.	The Performance Management Program (PMP) link displays. Click the portal link, Your Action Items and Progress Notes options will display. Click the Performance Management Program (PMP) button. 

Job Aid

Step	Action
9.	<i>Actions Items</i> requiring attention will be listed in the Your Actions Items section. This example has an action item available: Employee Acknowledges PES Plan.
10.	This completes <i>Login to the Performance Management Program.</i> End of Procedure.