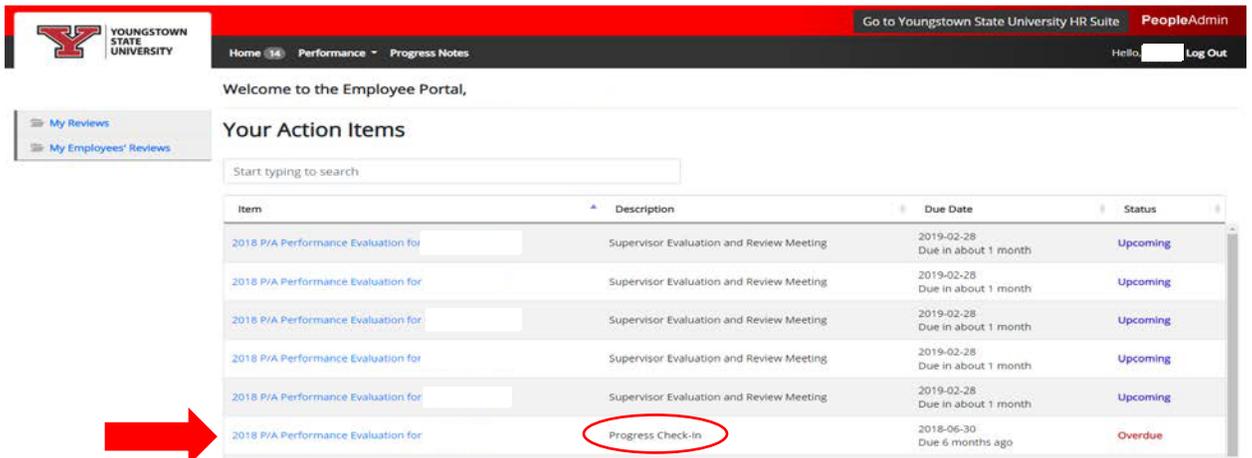


Supervisor Completes Progress Check-In

- 1) Log into the PeopleAdmin [Performance Management Portal](#) utilizing your YSU Portal credentials.



- 2) Click on the desired Action Item.



- 3) Review the information presented, click Complete.

