Logging In
To navigate to myPerformance using SuccessFactors, click here: https://my.jh.edu

- Click Login and enter your JHED ID and password.
- Click the HR icon from the left panel of options.
- Select myPerformance.

Navigation
Home Screen Tiles
The myPerformance home screen displays tiles to make navigation simple. JHU and JHHS users may see the tiles in different locations. The number of tiles you have will vary, depending on your role. Tiles may include:

- **To Do**: Lists action items that are due or have been completed
- **JHU**: Links to Quick Reference Guides, FastFacts, and Cycle Information
- **My Team**: Displays information about your direct reports
- **My Info**: Quick links to your profile, goals and performance forms
**Getting Started**

**Home Menu**

The Home drop-down menu contains navigation to the following areas for employees:

- **Home**: A quick way to get back to the homepage.
- **Goals**: Access goal plans to create your goals.
- **Performance Forms**: Access performance forms for your midyear and annual review.
- **Organizational Info**: Visually see organizational charts and search the directory.
- **My Employee File**: View and edit your employee profile.
- **JHU Recruiting**: A link to the external JHU Recruiting system.

Managers have the same navigation options as the employee view, in addition to the following:

- **Reporting**: Run reports across your team and organizational unit.

**Username Menu**

Your username drop-down menu contains navigation to the following areas for employees:

- **Proxy Now**: Allows you to proxy in as another user, if you have been granted access.
- **Logout**: Exit myPerformance.
- **Suggestions**: An evaluation of your user experience that goes to SuccessFactors.
- **Options**: Customize myPerformance screens, notifications, language, settings, proxy, and groups.
- **Personalize Homepage**: Hide or move the order of the tiles on your homepage.
- **Show version information**: Information about SuccessFactors
- **Logout**: Exit myPerformance.