

1. How do I access the my Performance Appraisal Form?

The Performance Appraisal Form is located in the Learning Management System (LMS). To access it, you will log in to the LMS using the same username and password that you use for your SJCG eLearning.

1) From work:

There is an LMS Icon located on your Novell dashboard



2) From home:

On the internet, go to www.sjcg.net. At the bottom of the page, click the Employee Portal link.



When the employee portal is displayed, click on the LMS option.



Or by visiting https://sjcg.dualcode.com/

2. How do I log into the LMS to view or complete my Performance Appraisal Form?

Once you have accessed the LMS main page, you need to log in. Click Log In at the top right of the screen.





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 Log In
 Register

 Username
 If you are not a St. Joseph's Care Group employee, you will need to register in order to ain full access to the system. You must have a valid email address to register.

 Remember username
 If you are not a St. Joseph's Care Group employee, you will need to register in order to ain full access to the system. You must have a valid email address to register.

 Forgeten your username or password?
 Register

 Cookies must be enabled in your browser
 If you are not a St. Joseph's Care Group employee, you will need to register in order to ain full access to the system. You must have a valid email address to register.

Your user name and password are the same as your Novell and GroupWise e-Mail accounts. Your LMS password is automatically updated whenever you make a change to Novell or GroupWise login.

3. I have forgotten my password. What do I do?

When the Log in page is displayed, enter your username and password.

As a current employee, your password is the same as your Novell and GroupWise e-mail passwords. After 5 failed login attempts your account will be locked. You must wait 30 minutes before you may attempt to log in again using the password connected to Novell. If you cannot remember your Novell password, please contact the IT Help Desk at (807)684-6411 or help@tbh.net.

4. How do I see my Performance Appraisal Form?

In order to see the Performance Appraisal Form that is assigned to you, go to the Appraisals menu on the LMS and select My Appraisals.



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35 Algoma St. N, Thunder Bay, ON, P7B 5G7 (807) 343-2431 • sjcg@tbh.net • www.sjcg.net Find Us On Facebook On the My appraisals screen, you will see the form that is assigned to you and its status.

| Course Catalogue > | Appraisals • | My Progress | My Courses ► | My Team ▶ | Calendar | Contact Us | FAQ | | ۶ |
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| Form | | | | | | State | | 1 | ctions |
| Performance Appraisal Form | - Non-Regulated Em | nployees - 2019/20 | | | | Awaiting emp | loyee completion | 1 | 6 🗆 |

Actions

5. How do I view or complete my Performance Appraisal Form?

Click the Fill out appraisal button under the Actions column.

Your Performance Appraisal Form will be displayed.

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| Review Date: | | | | | |
| Evaluator Name: | | | | | |
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For detailed instructions to complete your Performance Appraisal Form, please see the <u>Guide to Completing</u> <u>Performance Appraisal Form</u> (click the link to access the document).

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