

LOGGING-ON TO PERFORM

Log-On Entry Fields

When the “Log-on to PERforM” button (or other means) is used to access the PERforM system, the User is usually first taken to the following screen.



The first entry field is “**User name**” and is comprised of the User’s domain followed by a backslash and then their userid. The entry format is domain\userid.

Based upon the User’s agency and/or division, the domain will *typically* be one of the options listed below. However, there are some exceptions.

ADS

Agriculture
Corrections
Economic Development
Revenue
Higher Education
Insurance
Labor & Industrial Relations
Natural Resources
Professional Registration

BDS

Elementary & Secondary Education
School for the Blind
School for the Deaf
Vocational Rehabilitation
Office of Administration
Public Safety

CDS

Health & Senior Services
Mental Health
Social Services

Jackpot

Lottery

MOPSC

Public Service Commission

The userid, in many instances, is the first 5 letters of the User’s last name and the first letter of their first name.

To verify “**User name**,” normally the User can refer to “Logon Information” which is displayed on their work computer by pressing the Alt, Ctrl, and Delete keys simultaneously.


The second entry field is “**Password**” and generally is the same password the User enters to log-on to their work computer.

Registration

To uniquely identify all PERforM users, the first time a User logs on to the PERforM system, he/she is required to register. Users will not have to repeat this process unless their “**User name**” or the agency they work for changes.

To register, the User provides:

- Their last name
- The last four digits of their Social Security Number; and
- Their agency




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The first time you log onto PERforM you must register. You also need to register again any time you change the agency you work for or your network id. To register, please enter your **last name**, the **last four digits of your social security number** and your **agency** below:

Logged in as:	OADOMAINBrookS
Last Name:	<input type="text"/>
Last four digits of SSN:	<input type="text"/>
Agency:	<input type="text" value="CORRECTIONS-OPERATING"/>

If the system cannot uniquely identify the User with these three (3) pieces of data, the system will ask for their date of birth.



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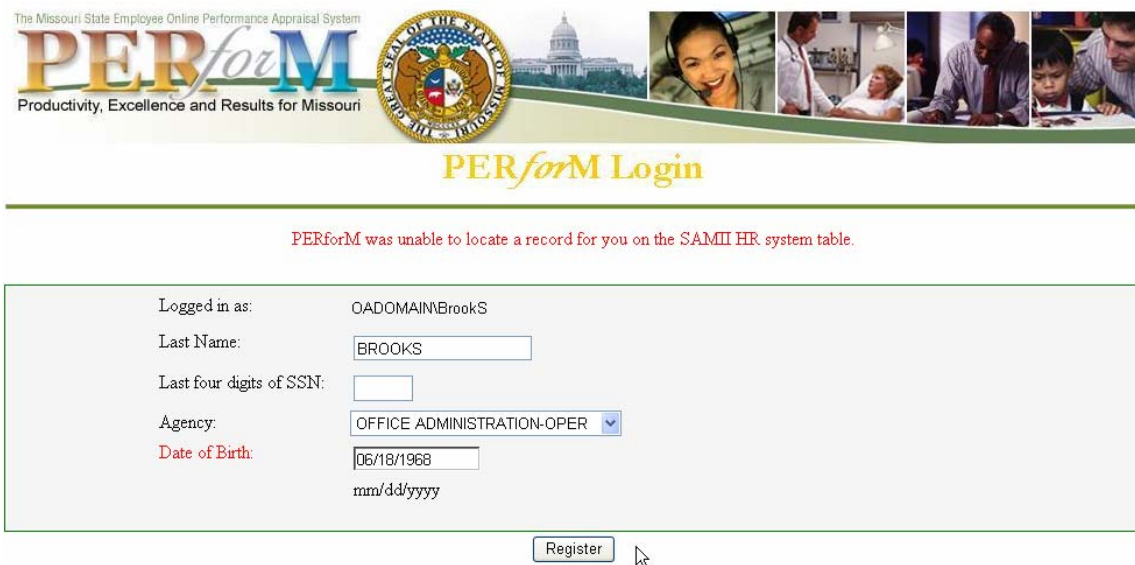
PERforM was unable to uniquely identify you. Please provide your **Date of Birth** using mm/dd/yyyy format. ◀

Logged in as:	OADOMAINBrookS
Last Name:	<input type="text" value="BROOKS"/>
Last four digits of SSN:	<input type="text" value="...."/>
Agency:	<input type="text" value="OFFICE ADMINISTRATION-OPER"/>
Date of Birth:	<input type="text" value="06/18/1968"/> mm/dd/yyyy

Once the Rater has successfully logged on to PERforM, they are able to access their Home Page.



If the system cannot uniquely identify the User, he/she must contact his/her agency Human Resources (HR) Office for assistance.



HR can verify that the data entered in the SAM II-HR system for the User is correct.

If for any reason HR cannot help the User, a representative of that office will contact the System Administrator (in the Office of Administration, Division of Personnel) for assistance.