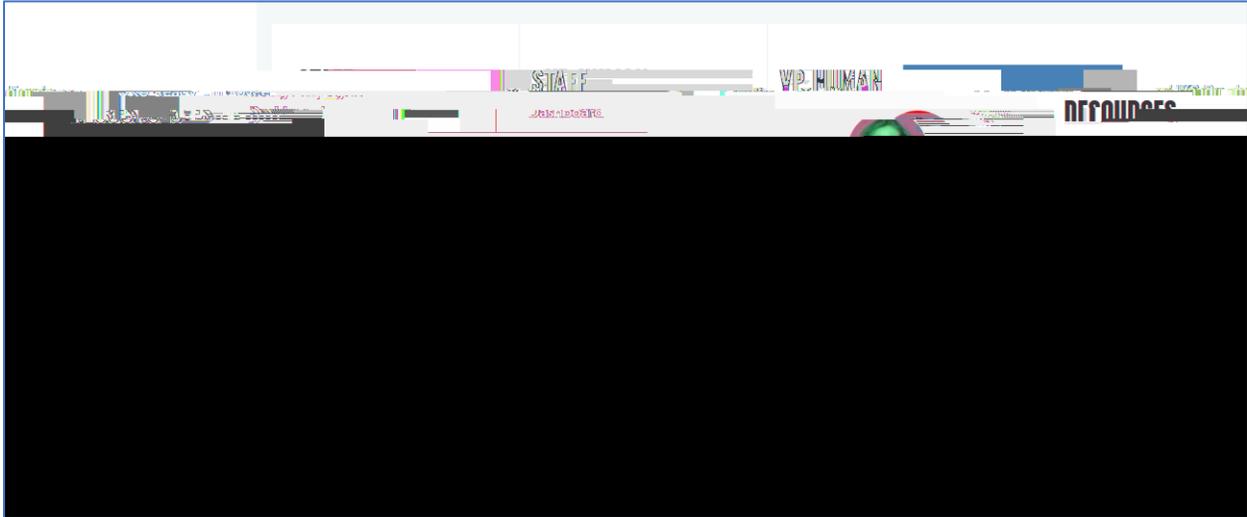
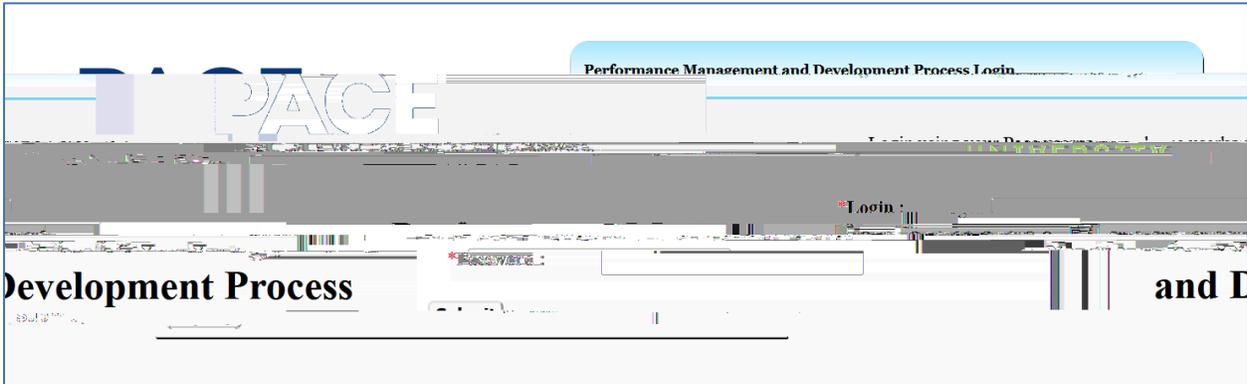


Access the PMDP System through the Pace's Staff Portal

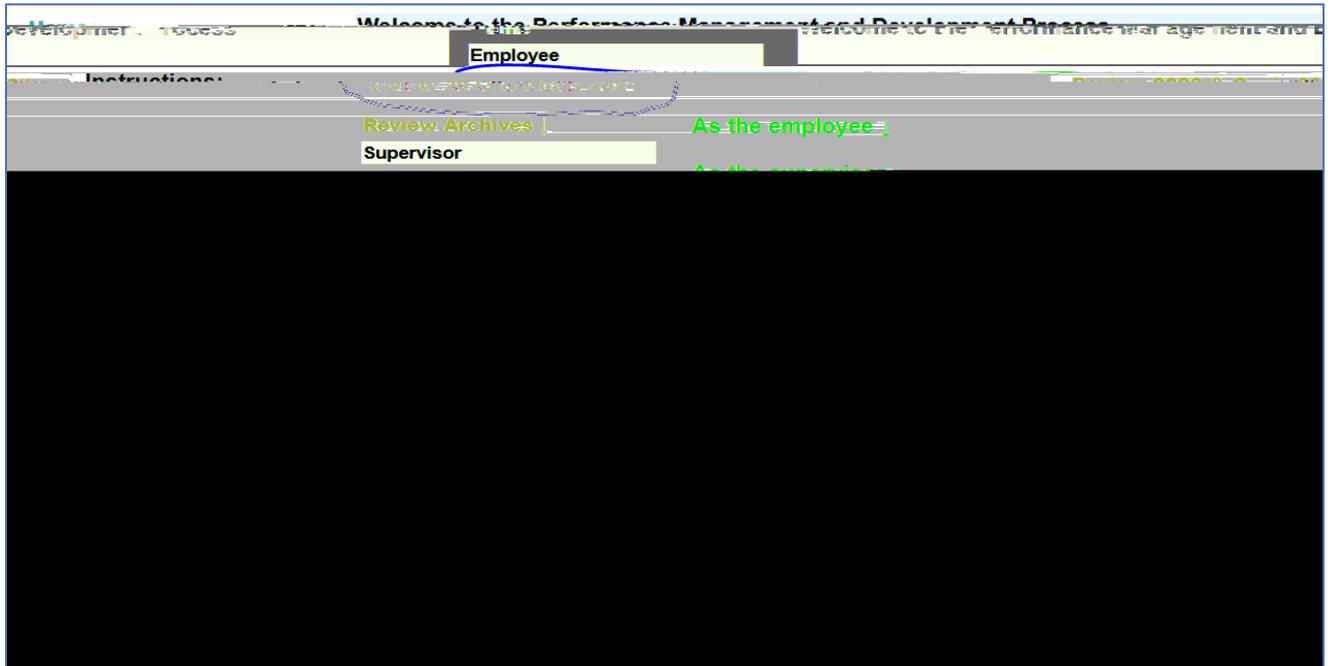


Enter your Pace username and password



Click on the

link from the menu.



Click on the

Remember to save any changes by clicking on the [] button.

To notify your supervisor of any changes to your FY2024 goals, please click on the [] button. Your supervisor will receive an email that your goals have been updated.

Click on [] tab to provide confirmation of the mid-year performance feedback discussion with your supervisor.

Click the [] button and [] .

You will receive a confirmation email once the confirmation of the mid-year performance conversation has been submitted to Human Resources.

Mid-Year Check-In Submitted to HR

Start your reply all with: [Thank you for your confirmation.](#) [Great, thanks for letting me know!](#) [Thank you!](#) [Feedback](#)

Dear Susan Donahue,

Human Resources has received your mid-year performance check-in confirmation.

Thank you,

Human Resources

Pace University