BASIC NAVIGATION FUNCTIONS

Talent management is the process of monitoring performance, defining career paths, and developing our associates to reach their career goals. Annual evaluations, talent assessments and individual development plans are tools Academy uses for effective talent management. SuccessFactors allows you to access, update, and track documents and action items related to these talent management activities.

Logging in to SuccessFactors:

There are two ways to access SuccessFactors; from a web browser or The Spot.

From a web browser:

1. Open a web browser.
2. Enter eval.academy.com into the address line.

**NOTE:** Do not use www in the address line.
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From The Spot:

1. Log in to The Spot and click the Talent Management link, located under the Hot Spots section.

2. Click Log-in to SuccessFactors.
To access SuccessFactors, you must first log in.

1. For **Username**, enter your associate number.
2. For **Password**, if you are a previous user, enter your password. New users will enter their associate number as an initial password.

**NOTE:** Both your **Username** and **Password** are case sensitive.

3. Click the **Log in** button.
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Home Screen Overview:

The Home screen serves as a dashboard to display basic information and a way to easily navigate throughout the system. It contains the following features:

1. Home Menu
2. Tiles
3. Help & Tutorials link
4. Profile Options

NOTE: Do not use your internet browser’s back button to return to a previous screen. Instead, use only the system’s menus, tiles, and links to navigate.
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Home Menu:

The Home Menu serves as a tool to navigate to each general section of the system. It contains the following options.

- **Goals**: allows you to add or update goals.
- **Performance**: allows you to create performance forms and view the status of all forms.
- **Development**: allows you to access Career Development Plans.
- **Career Pathing**: allows you to access both the Org Chart and Performance Potential Matrix (9 Box).
- **Company Info**: allows you to access both the Org Chart and Directory.
- **My Associate File**: allows you to access Profiles, Scorecards, and Compensation Statements.
- **Reports**: allows you to access the Performance Potential Matrix (9 Box).
To navigate to a different section from the *Home* screen:

1. Click the **Home** dropdown menu.
2. Select any of the available options from the dropdown list.
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Tiles:
The *Home* screen contains tiles to provide a high level overview of SuccessFactors activities and allows you to quickly view and access the features you use most.

1. **To do**: lists all of your action items, upcoming activities, and completed tasks in a single place.
2. **Links**: lets you add shortcuts to screens and forms you use often.
3. **My Goals**: shows you the latest updates to your goals, or your top goals if none have been updated.
4. **My Info**: gives you easy access to view and update your profile details.
5. **Welcome**: displays messages and useful links from your HR team.
6. **My Team**: displays information about everyone on your team, so you can easily check or follow up on team action items.

**NOTE**: The *My Team* tile will only be available to associates with direct reports.

7. **Tile browser**: lets you add or remove tiles.
Customization:
You can customize your Home screen by adding, removing, rearranging, and resizing tiles.

To add or remove tiles:

1. Click the Add/remove tiles link on the Tile Browser tile.
2. Select the tile you would like to remove or add.

3. Click the Add to Home or Remove button.

4. Click the Close Window button to return to the Home screen.
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To rearrange tiles:

1. Hover your mouse over the top section of the tile until your cursor changes from an arrow to the move symbol.
2. Drag and drop the tile to the desired location.
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To resize tiles:

1. Hover your mouse over the top right corner of the tile until the Shrink Tile or Expand Tile icon appears.
2. Click the Shrink Tile or Expand tile icon.

**NOTE:** The My Goals, Welcome, and Tile Browser tiles are not resizable.
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Help & Tutorials link:

The *Help & Tutorials* link takes you to the *Help & Tutorials* window, where you can access training guides with step-by-step directions on how to perform tasks within the system.
Card Icons:
As you navigate away from the Home page, you will encounter Card icons. These icons will appear next to names of associates and allow you to access more information about that particular associate directly rather than navigating to this information using the Home dropdown menu.

To view basic information, click the Card icon next to the desired associate’s name.

The information for that associate will appear in a pop-up window.
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To access more detailed information:

1. Click the Take Action dropdown menu.

2. Select any of the available options from the dropdown list.
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Profile Options:
You can use the Options window at any time to change your password.

To change your password:
1. Click the Profile Options dropdown menu.
2. Select Options from the dropdown list.
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3. Enter your current password in the Current Password field.
4. Enter your new password in the New Password and Repeat New Password fields.
5. Click the Set Password button.

Once your password has been changed, a confirmation message will be displayed.
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Logging Out:

1. Click the Profile Options dropdown menu.

2. Select the Logout option from the dropdown list.
You will then be directed to the login page where you will receive a message confirming a successful logout.