Employee’s Quick Steps to Performance Plan Acknowledgement

1. Log in to the ECU PeopleAdmin system at [https://ecu.peopleadmin.com/hr/shibboleth](https://ecu.peopleadmin.com/hr/shibboleth) Sign in using your PirateID and Passphrase.

   Note: If you are logging in by clicking the link provided in an automated PeopleAdmin email, you will have to first click “SSO Authentication” to access single sign-on.

2. Click the **three dots (...)** in the upper left-hand corner.

3. Select **East Carolina University Employee Portal** located under other tools.
4. Once in the employee portal you will see the **Your Action Items** screen as seen below. Start the process by selecting Performance Program Plan to be acknowledged.

![Your Action Items](image)

5. Review the performance management plan thoroughly and when you are ready to acknowledge the plan, select the **Actions** button.

![Actions button](image)

6. The Actions button will open a drop-down menu allowing you to either Acknowledge the plan or to Print the plan. When you select the **Acknowledge** drop-down choice, the action will be acknowledged and moved to the next step in approval workflow.

![Acknowledge button](image)