LOGGING IN

1. Log into PioneerWeb
2. Under the Employee Tab, in the My Resources box, open Performance Management folder and select Performance System Login
3. Enter your DU credentials (firstname.lastname@du.edu and password) which will bring you to the home screen where you can see your performance management tasks.

CANCEL PRE-POPULATED GOAL

1. Click on “Job Goals and Objectives: Job Knowledge and Performance” in the “Your Action Items” dashboard.
2. Open the carrot drop down menu in the top right corner, select “Cancel”.
3. Select “Yes”, and then “Done”.

Universal Profile is a collection of your personal information.

What are your goals?

VIEW YOUR PROFILE

VIEW GOALS
4. Click on the logo in the top left corner to go back to the home screen.

5. Verify that it does not appear in “Your Action Items” dashboard.

UN-CANCEL PRE-POPULATED GOAL

1. On the Homepage, click on “View Goals”.

2. Check the “Display Cancelled” checkbox.

3. Open the carrot drop down menu in the top right corner of the item with Status: Cancelled, select “Edit”.

4. Click

5. Click on the logo in the top left corner to go back to the home screen.

6. Verify that it appears in “Your Action Items” dashboard.

QUESTIONS? Reach out to performance@du.edu