

NeoGov PERFORM Quick Reference Sheet

Step 1: Log into Email

You can access your email by first signing into the computer using your County userID. Then use either Outlook or webmail.goracine.org, via a browser, to access your email.

Webmail will not allow you to change a password if it has expired. You must sign into the computer to update your logon password.

If you have trouble with your County userID and or password, please call IS at (262) 636-3777.

Step 2: Account Activation

Open the NEOGOV activation email and follow the link to activate your account. If you do not have the activation email or the link is expired, please email April.Dyess@goRacine.org.

Step 3: Create Account

User Name: Your email @goRacine.org

Password: Create a password. Your password must be at least 8 characters in length and contain upper and lower case letters, numbers and symbols.

Example: Ridgewood@1


Step 4: My Dashboard

When you log into the system, all tasks will be waiting for you under “My Tasks”.

Hint: If your dashboard is EMPTY, you do NOT have any tasks or it is NOT your turn to take action yet.

1. Click “**Approve Performance Evaluation for**” and use the scroll bar to review the ratings.
2. Add comments to the comment box if desired, NOT REQUIRED.
3. You must “**Approve**” or “**Deny**” the form before you hit the “**Submit**” button.
 - a. **Approve**- will sign form and complete process.
 - b. **Deny**- will send form back to supervisor for review.

Submit

 Approve

 Deny