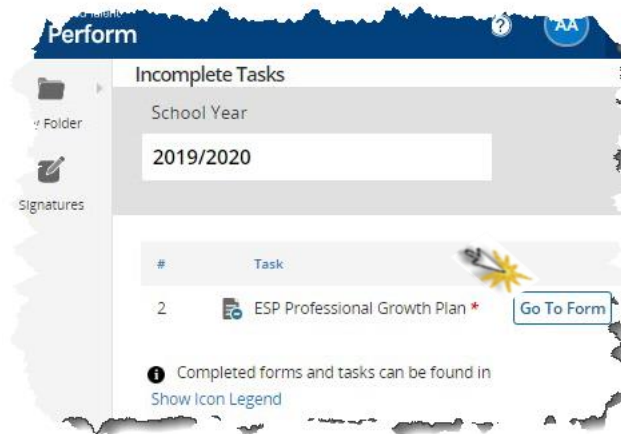


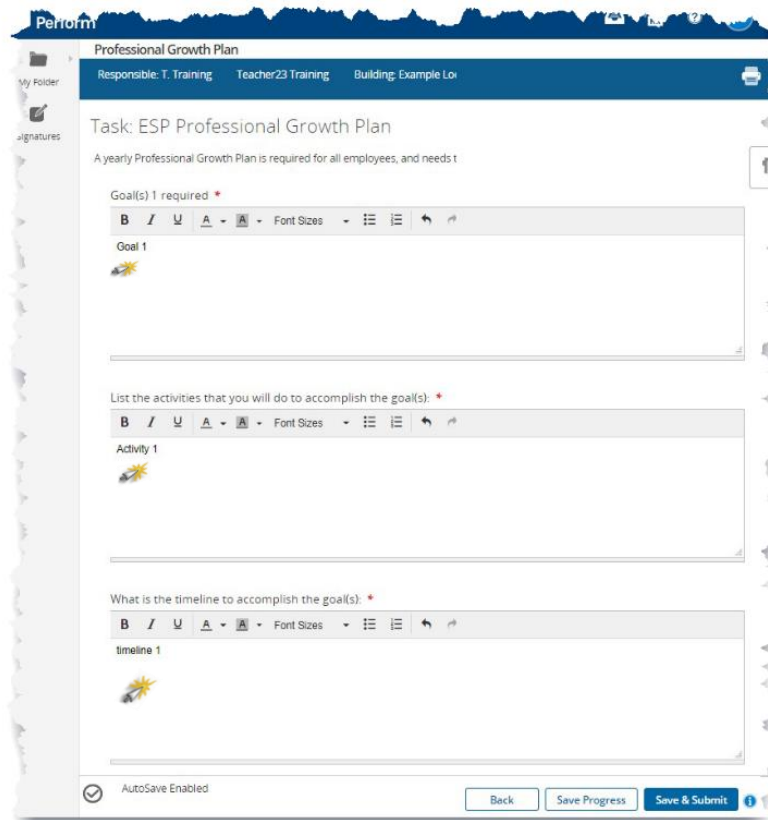


How do I complete my Professional Growth Plan?

1. After logging into Perform it will open directly to your incomplete task page. The ESP Professional Growth Plan will be listed as item #2.
 - Click on **Go to Form** to the right of the item.



2. Click **inside each box** and enter the required information. Each box will accept unlimited text and contains spell check as well as other items that can be found in Microsoft Word.



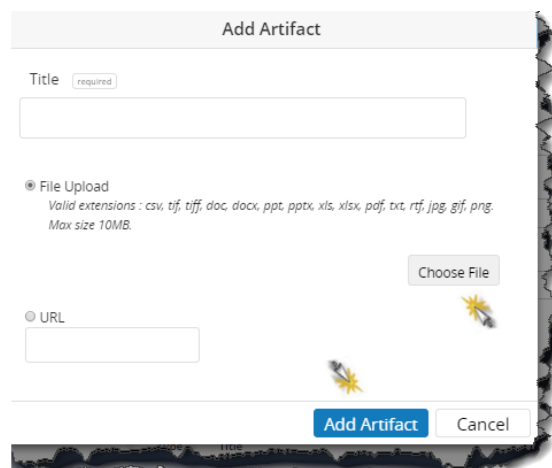


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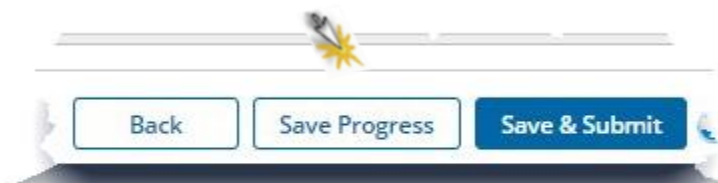
3. If you have any certificates of training or any other documents that you would like uploaded to your Professional Growth Plan, click **Add Artifact**.



4. **Choose file** to locate the file you would like to upload or enter the URL and click **Add Artifact**.



5. If at any time you need to leave your document before you are ready to submit, click **Save Progress**.



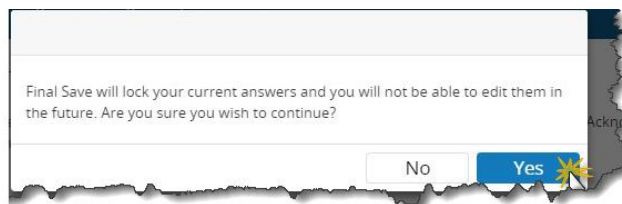


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- When you have completed the form, click **Save & Submit**.



- Click Yes.



- When you have completed these steps, the form will be sent to your supervisor for approval and signature. If the Supervisor would like for you to revise anything within the document, you will receive notice by email to return to the document and review the suggestions made by the supervisor. You then will **Save and Submit** again to submit any changes you may or may not have made. The document will be returned to the Supervisor and following their signature it will come back to you for the *final* approval and signature. The final signature is completed by typing your full name in the signature box and agreeing to the Electronic Signature Statement.

