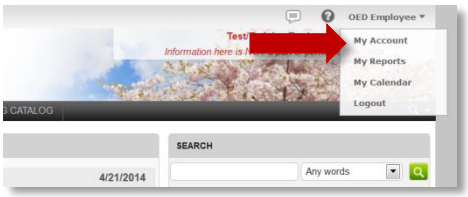
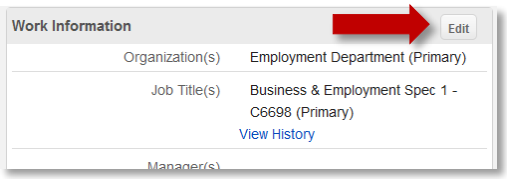
Selecting Your Manager

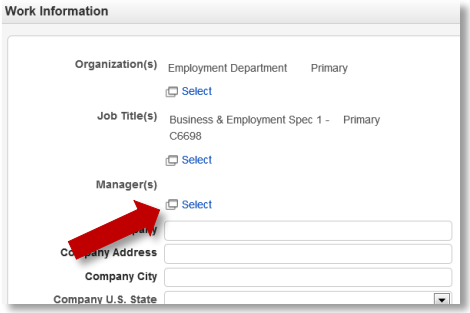
1. Click on ***My Account*** under your name on the top right corner of the screen.

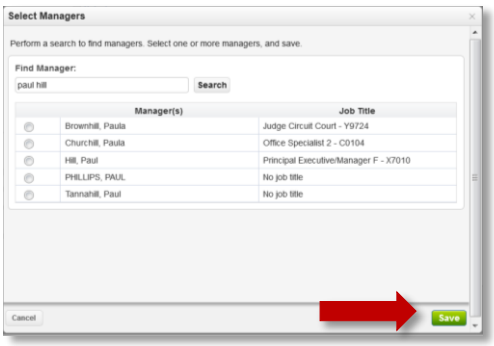


2. On the Work Information panel click on ***Edit***. A new window will open.



3. Check ***Select*** under **Manager(s)**.



4. Type your manager's last name into the search box and click ***Search.***

5. Click the radio button next to your manager's name and click ***Save***.