STEPS TO GET ACCESS TO THE DOCUMENTS AND EVALUATIONS STORED IN HALOGEN

1. Log in your Halogen profile through the Human Resources website
   Website address: https://www.uottawa.ca/human-resources/

2. Click on HALOGEN under the QUICK PICKS column on the right
3. A screen will appear. Insert your email address in the **USERNAME@uOttawa.ca** field.
4. Insert your email password in the **PASSWORD** field.
5. Click on **LOGIN**.
6. The authentification screen will appear. Insert the six digits numbers in the **VERIFICATION CODE** field for those who use a multi-factor authentification token or authentify yourself with your cellular phone if the multi-factor authentificator has been configured on your cellular phone.

7. Click on **SIGN IN**
8. The **HALOGEN** screen will appear
   Click on the **three lines** icon

9. Click on **MY PERFORMANCE**
10. Select **EVALUATIONS** or **DOCUMENTS** according to your needs in the scrolling menu.

You’ll see this screen for the stored evaluations:

Or
Select **DOCUMENTS** according to your needs in the scrolling menu:

You’ll see this screen for the stored documents:
11. Click on the document of your choice
12. Click on PRINT or on the PRINTER’S ICON

13. Select MICROSOFT PRINT TO PDF
14. Click on PRINT
15. **SAVE** your documents in a secure and confidential place such as **ONE DRIVE**

**N.B.:**
For any questions regarding HALOGEN, please contact your HR Representative.