

# INTRODUCING: UMBC On-Line Staff Recognition Form

## NEW...

The Human Resources Department, Personnel Review Committee and the Office of Information Technology have developed a resource through MyUMBC for staff to self report various achievements and accomplishments.

Achievements include but are not limited to:

- *Academic degree*
- *Elected to a government office*
- *Community service*
- *Awards, presentations, publications, etc.*

## How Do I Report My Information?

- Log into your MyUMBC account.
- Click on the “Personal” tab.
- Click on the “Report your Achievement” link located on the right side of the page.
- Choose the appropriate option and fill in the appropriate fields. Please note: Multiple achievements must be submitted individually.
- Review your information and click on the “Submit” button.
- Review your Summary Page and print for your records.
- Upon submission, your information will be e-mailed to Human Resources for reporting purposes.

We hope this process will assist the University in recognizing the myriad of accomplishments achieved by our staff.

Please visit <https://my.umbc.edu> and record your achievements.