This job guide focuses on **giving badges out to any staff member**.

Access Performance Management by using your Texas State Net ID and password to logon to this site:  
[www.hr.txstate.edu/performance-management/login.html](http://www.hr.txstate.edu/performance-management/login.html)

1. Enter name to search for the person that will receive the badge. Once you see their name appear, click on their name. This will take you to the person’s profile.

![Search for person](image1)

2. Click on “Give a badge.”  

![Give a badge](image2)
3. Select badge, enter text and click “Submit.” The person and their supervisor will receive an email notification.

This ends the job guide on how to give a badge. For more training guides go to the Performance Management website at: http://www.hr.txstate.edu/performance-management.html

For additional assistance please contact performancemgmt@txstate.edu or 512.245.2557. This information is available in alternate format upon request from the Office of Disability Services.