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.

2. Click on “Give a badge.”
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.