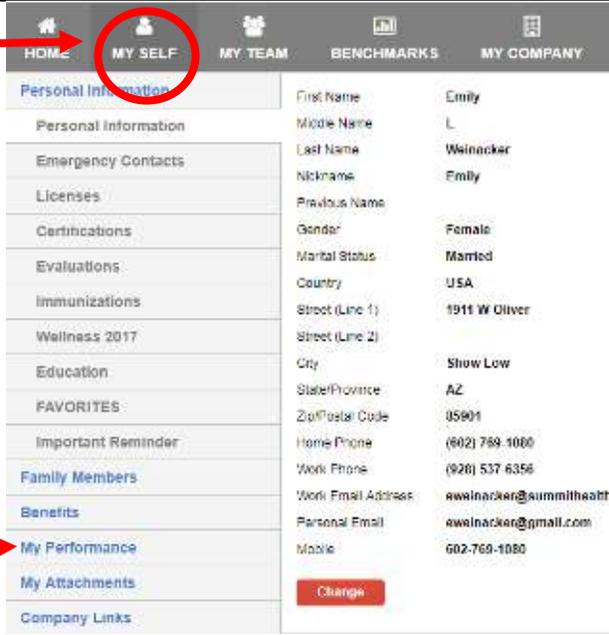
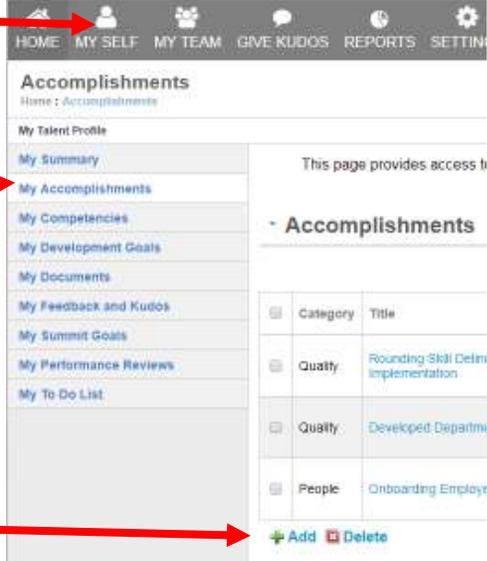
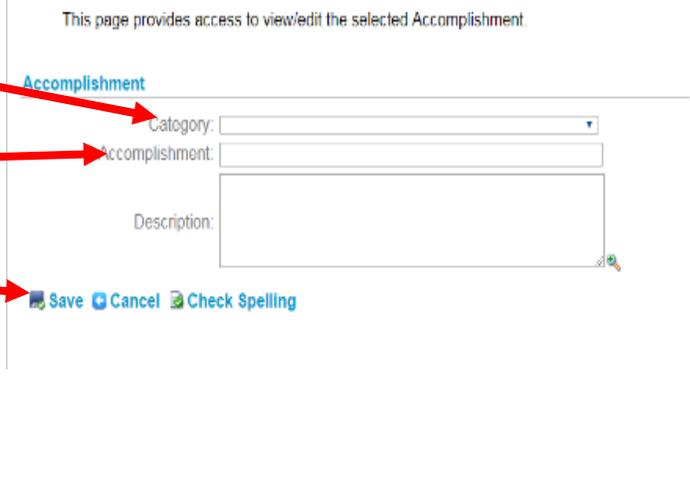


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|---|--|
| Log in to Ascentis Employee Self Service  | <a href="#">Click Here</a> or go to Intranet/Hospital Links/Ascentis                 |
| Don't remember your log in information?   | <a href="#">Click Here</a>   |
| <p>Click on myself</p> <p>Click on My Performance</p>   |    |
| <p>Click on My Self</p> <p>Click on My Accomplishments</p> <p>Click on Add</p>  |   |
| <p>Use pull down menu and select category of accomplishment</p> <p>Enter Accomplishment Short Name</p> <p>Provide Description:<br/>Remember to be as descriptive as possible.</p> <p>Press the save link</p> <p>An email notice of your accomplishment will be sent by the system to your supervisor. The system will store your entry for use during the annual performance review</p> |  |