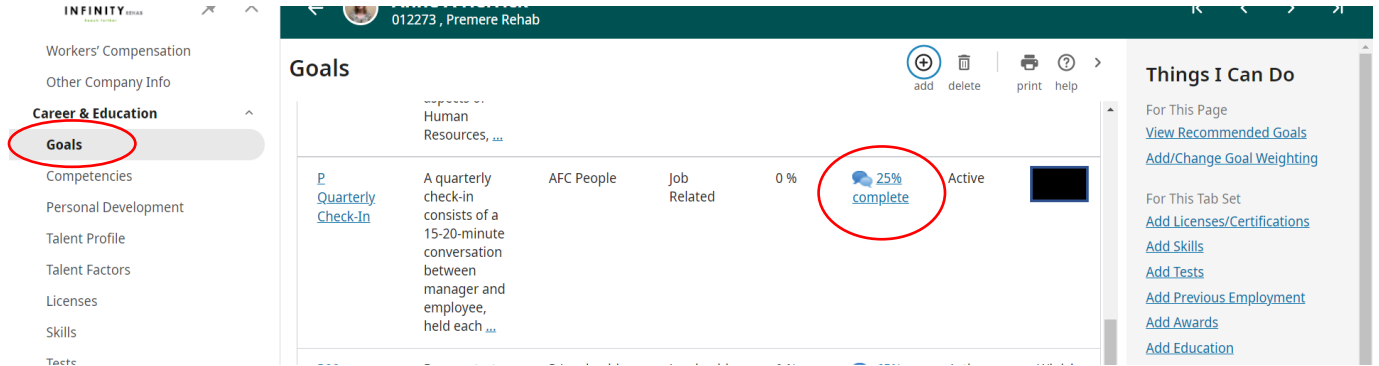
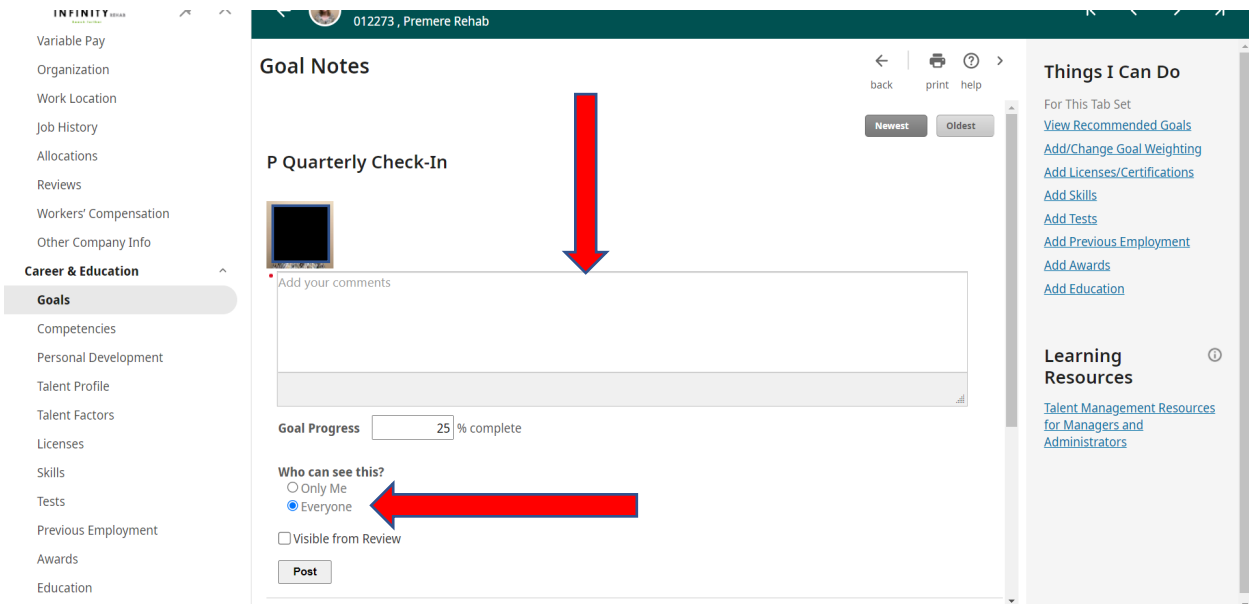


# “How-To”: Posting a journal entry on your goals

1. Go to ‘Myself’ and then select ‘Goals’ under the ‘Career & Education’ heading in the left column. This will take you to view all active goals on the main page of the web browser. Under the ‘Goal Progress’ column, click on “...% complete”.



2. Enter your journal note and select ‘Everyone’ under ‘Who can see this?’ and click the for ‘visible for review’ box. Have no fear! This will not be visible to the whole company... only your supervisor and appropriate corporate managers. Hit ‘Post’ to save the entry.



3. Having trouble? Try switching your browser as UKG does not work on internet Explorer. Please refer questions to HR.