Go to Resources & Quick Links for Faculty & Staff | NEOMED
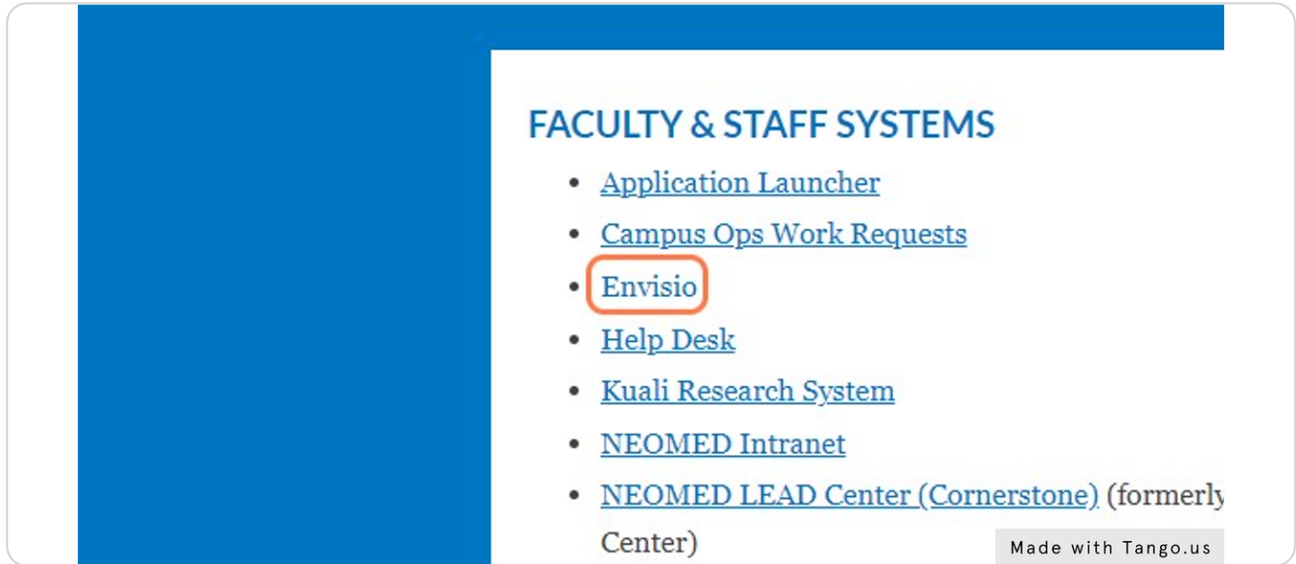
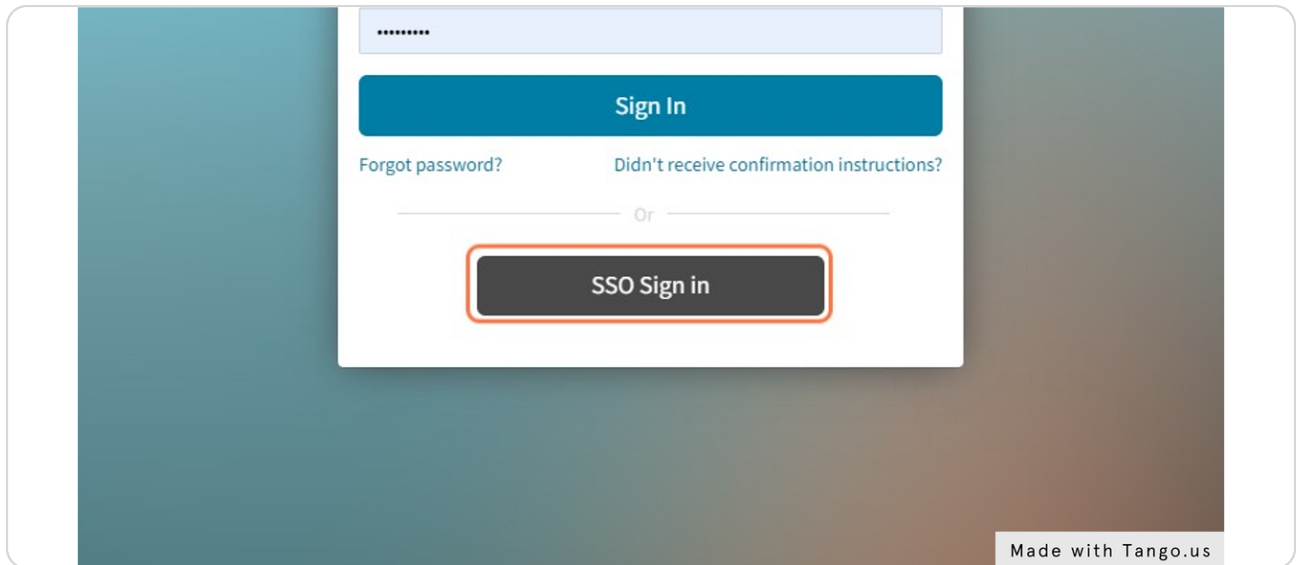## Click on Envisio

Click on SSO Sign in
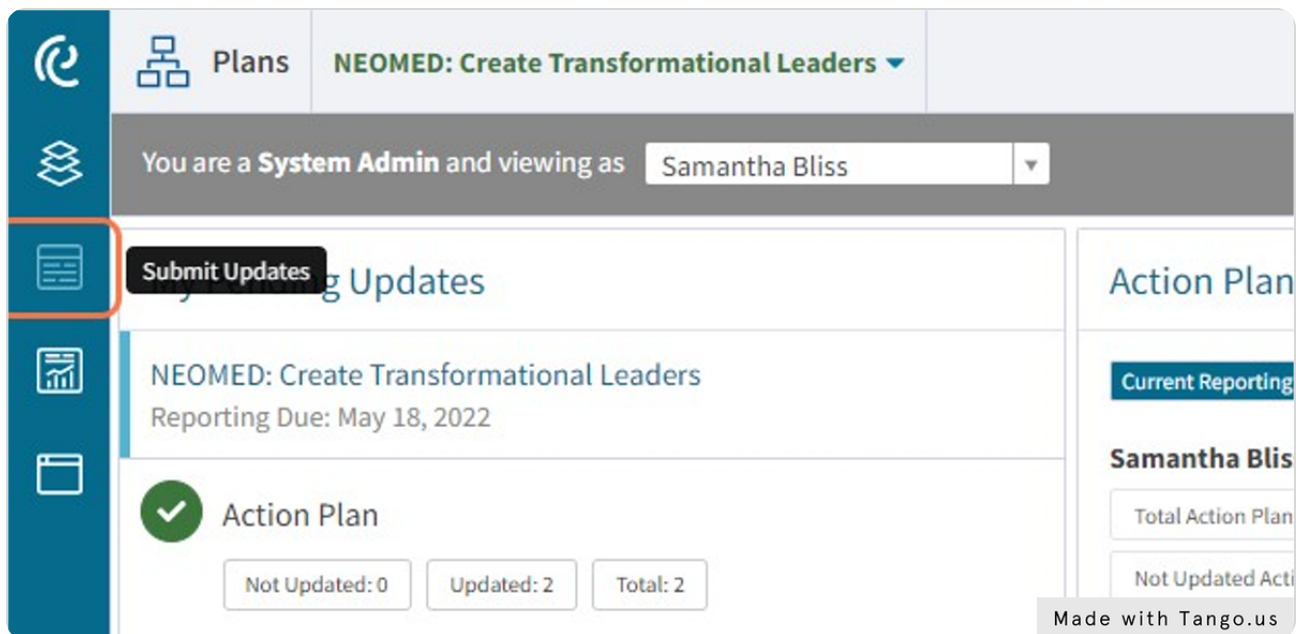
Click on the Submit Updates icon
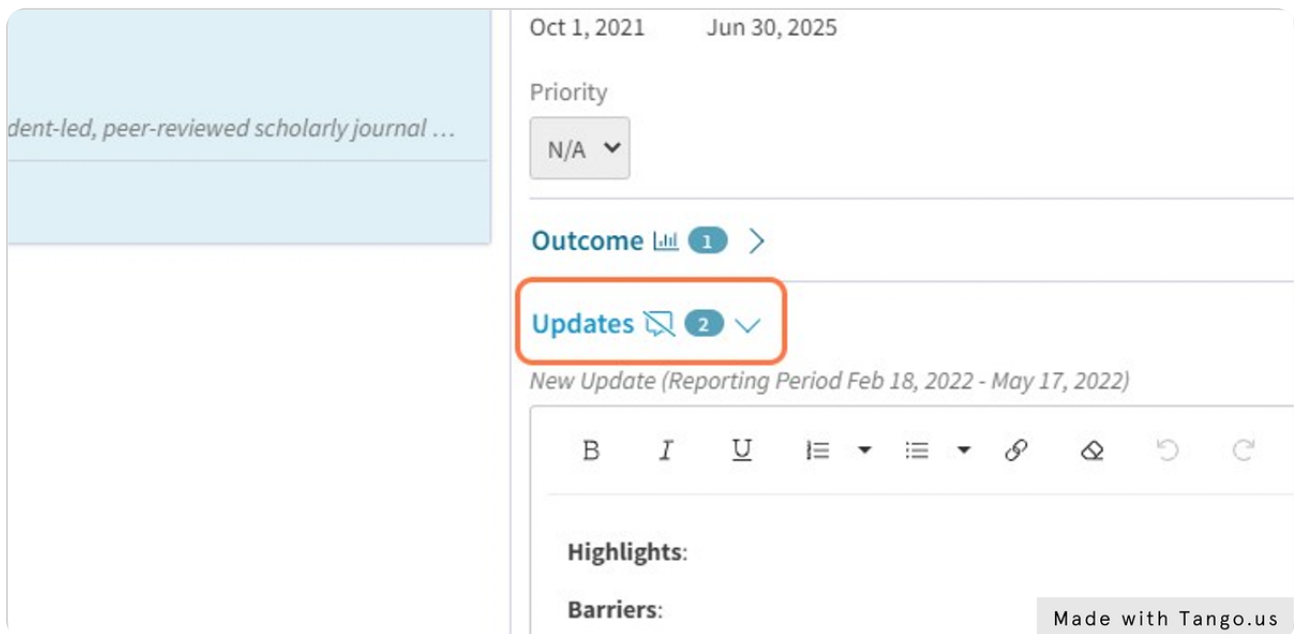
Click on your assigned action plan
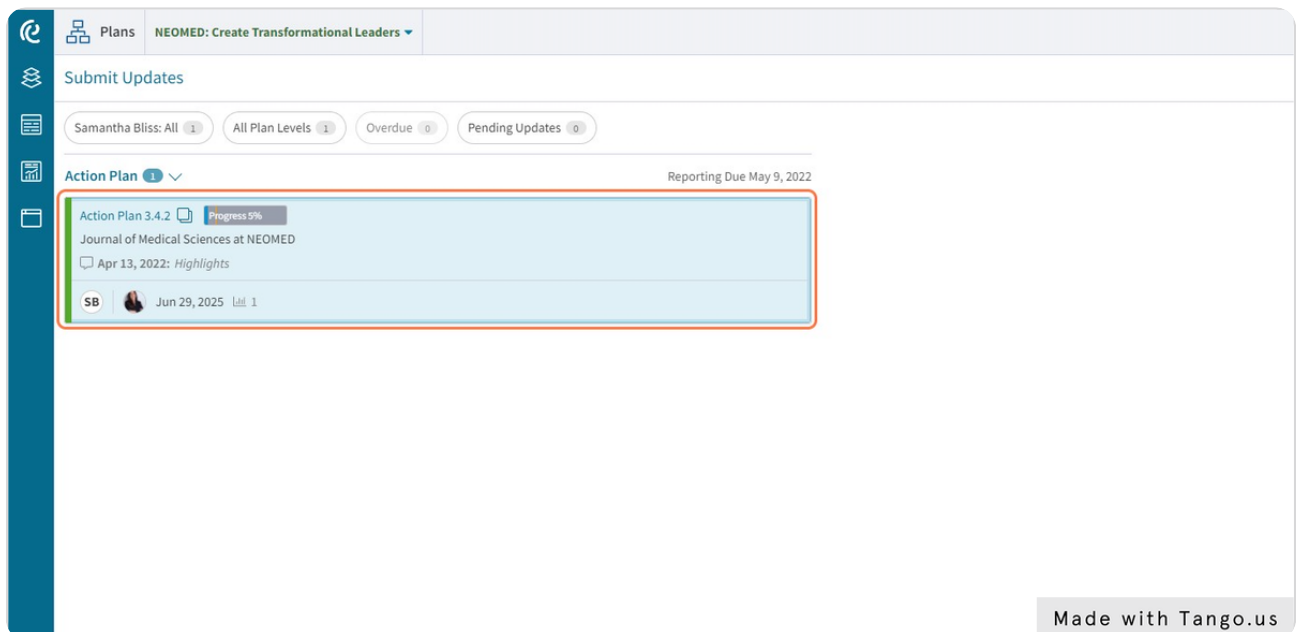
Click on Updates
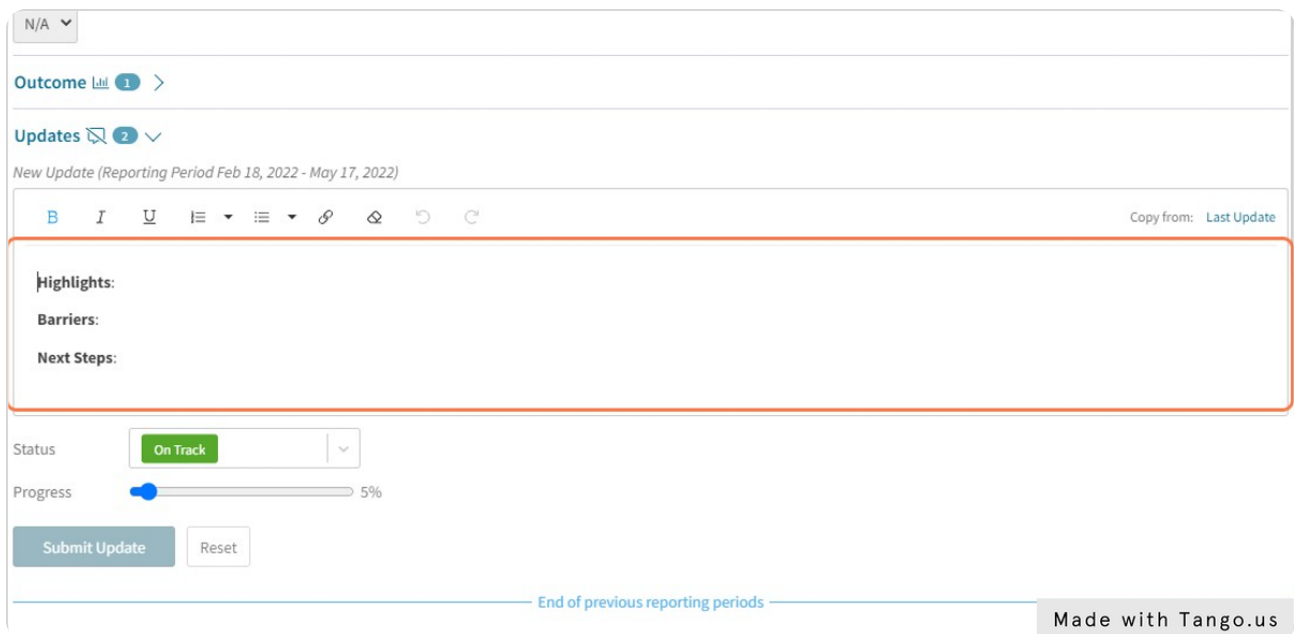
Enter your update in the box. Be sure to include highlights, barriers and next steps
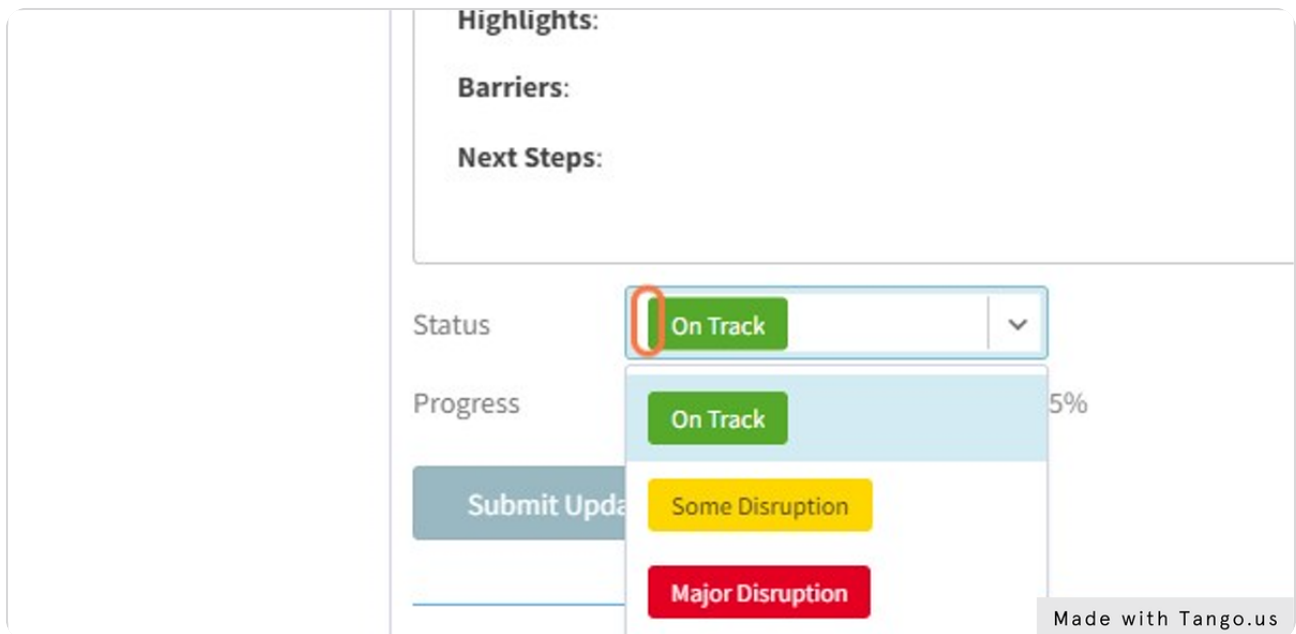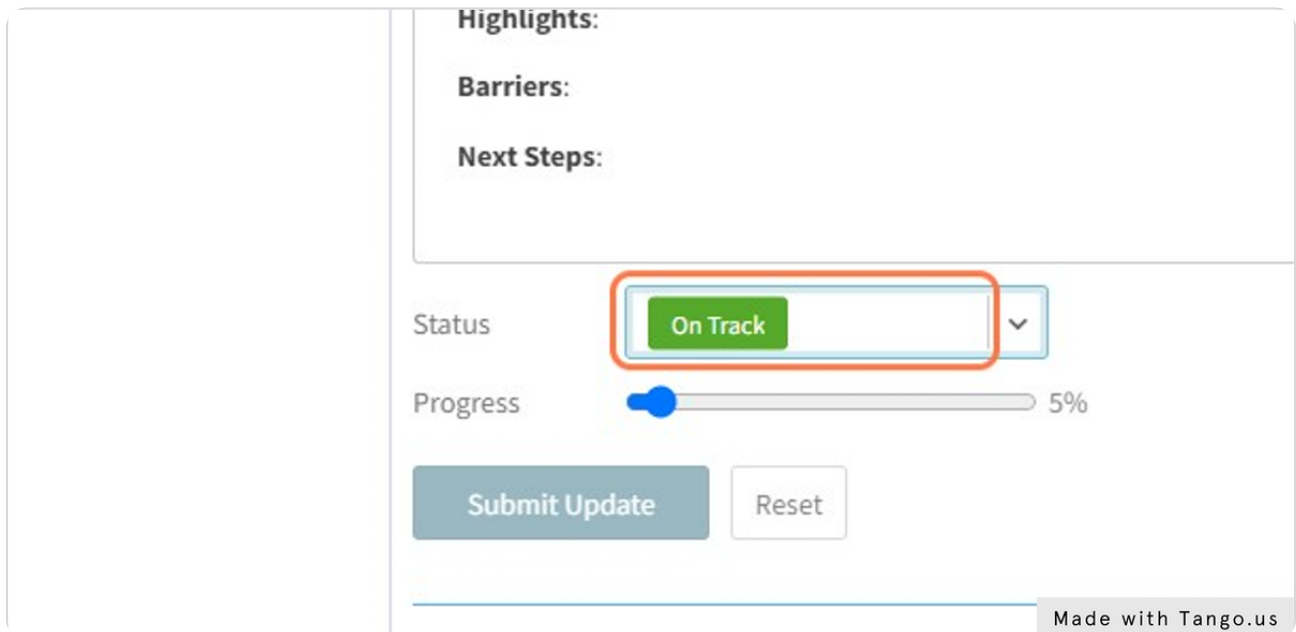
Click on Status…

Click on status and choose the appropriate option from the drop down menu

Adjust your progress using the progress bar

Click on Submit Update

If you need to edit or delete your update, click on the appropriate icons