Submit Form (allow for pop-up window)

Most UM applications, including those within connectU, require the most recent versions of popular browsers, and pop-up windows must be allowed.

Firefox and Chrome are the recommended and supported browsers.

Read More. (Right click over "Read More" link and select "Open in New Tab").

Scan the Form

Click “Next” to perform a Spell Check & Perform Legal Scan.

Or uncheck the boxes to disable the scan.
Troubleshooting – “Nothing happened when I submitted the form – ‘Send to Supervisor’ ”

If you do not see the pop-up box, hover over your browser icon and select the pop-up window.

Click “OK” to close the Spell Check window
Click “Close” to close “Legal Scan Finished” window.

Questions? Email hr@olemiss.edu
Email Notification Comments

The employee may include a personal note that will be added to the email notification that the supervisor will receive. This is optional. The additional comment is not required.

An email with standard information and instructions will be sent to the supervisor once the employee clicks “Send to Supervisor” a second time.

Don’t forget to click “Send to Supervisor” again.

Questions? Email hr@olemiss.edu
En Route Folder

The forms are always available to reference in your “My Forms” section. Select “Performance” from the drop down menu, next to the “Home” icon.

Go Home

To return to the “Home” page, select the home icon at the top of the page.

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