30 March 2023

My Assignments Endorsements Overview

Introduction

This guide provides the procedures for a member to view their Assignment Endorsements and Screening Panel Endorsements in Direct Access (DA).

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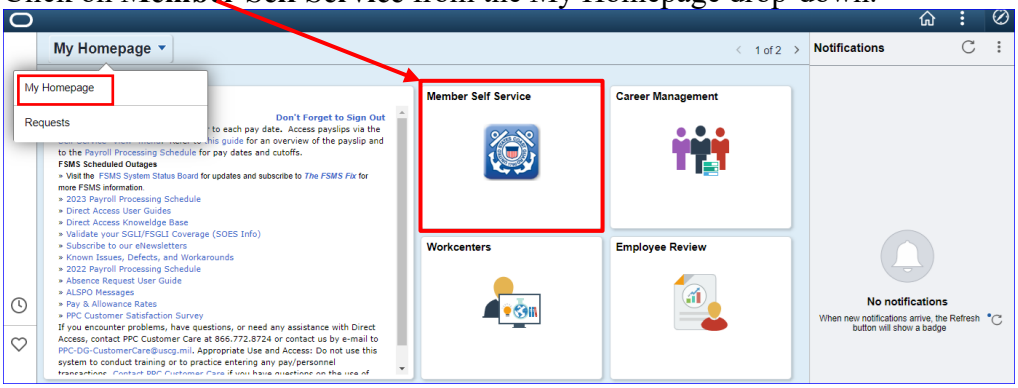
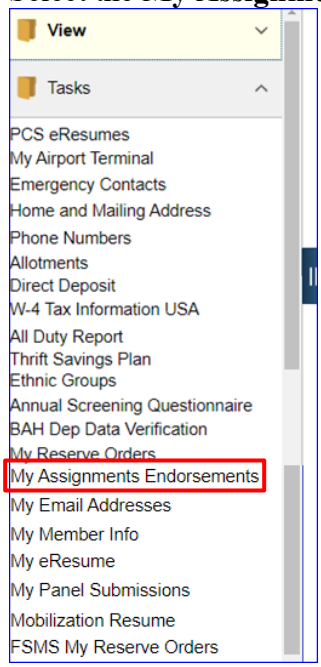
View My Assignment Endorsements

Introduction This section provides the procedures for a member to view their Assignment Endorsements in Direct Access (DA).

Procedures See below.

Step	Action
1	Click on **Member Self Service** from the My Homepage drop-down. 
2	Select the **My Assignments Endorsements** option. 

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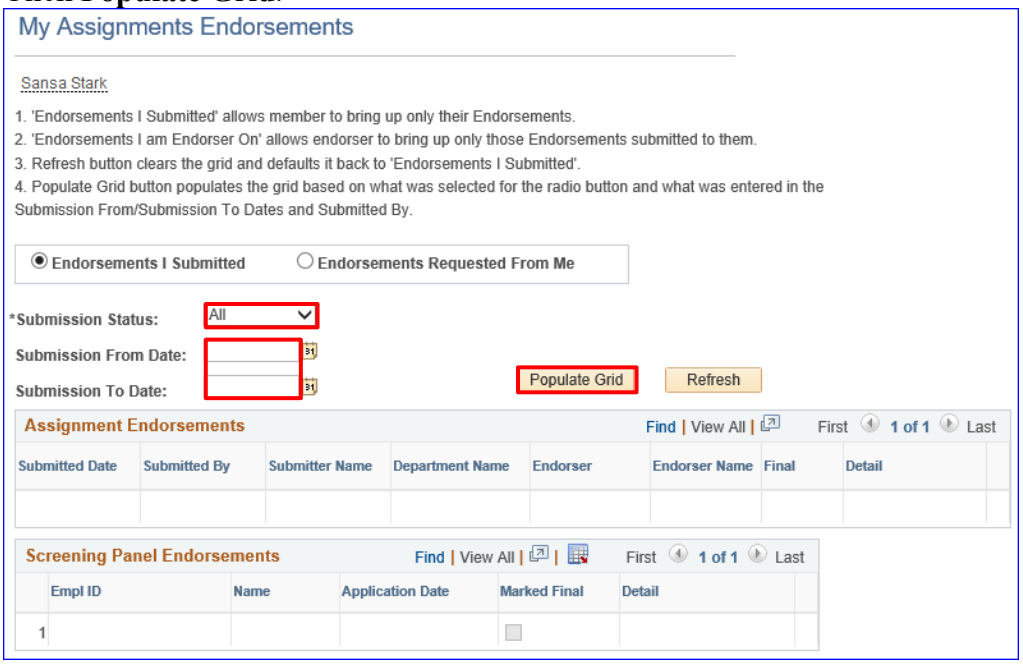
View My Assignment Endorsements, Continued

Procedures, continued

Step	Action
3	The My Assignments Endorsement page will display. Change the **Submission Status** to All to view all submitted endorsements. To narrow down the search, you may include the **Submission From Date** and **Submission To Date** (these may also be left blank). Click **Populate Grid**. 

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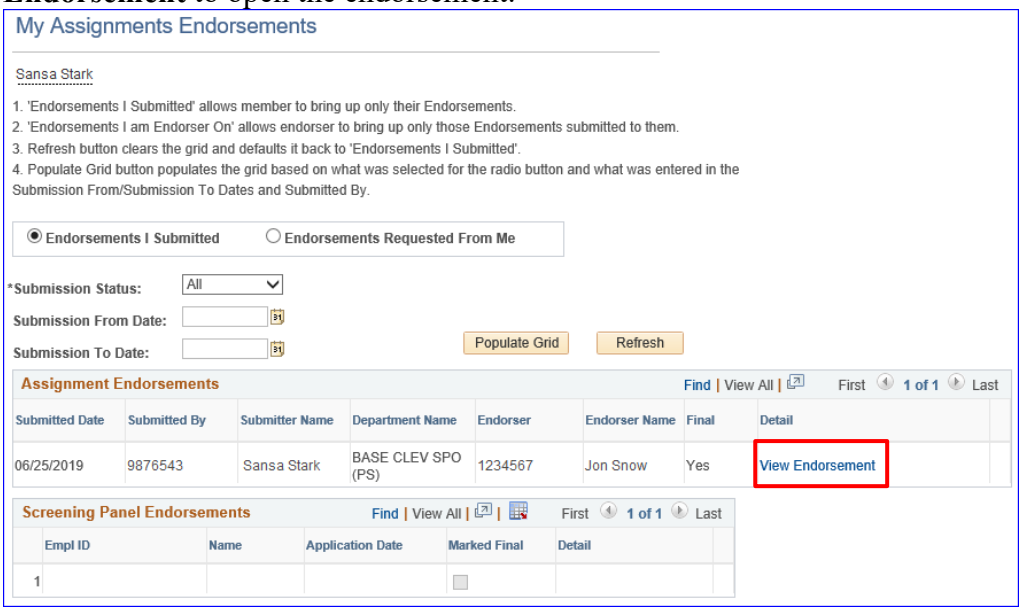
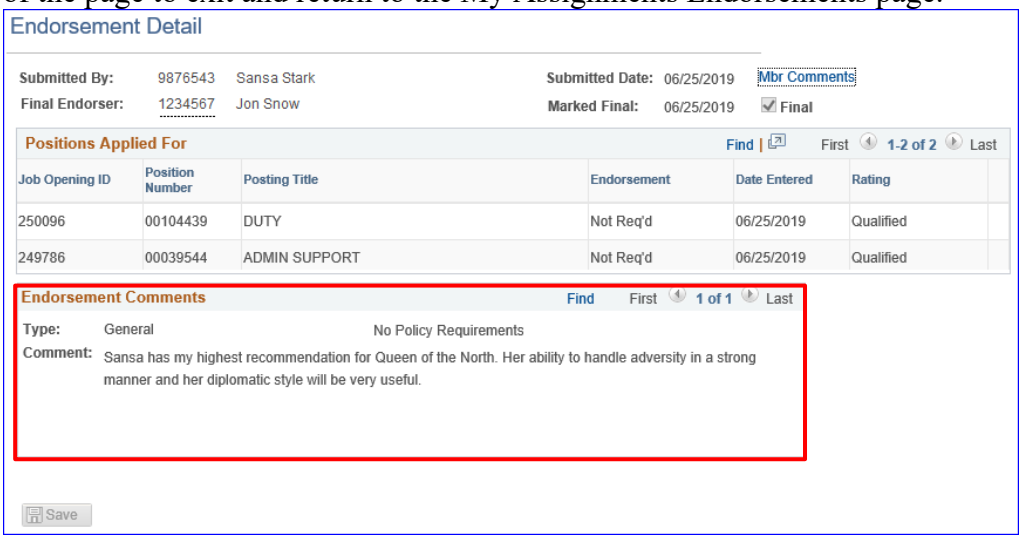
View My Assignment Endorsements, Continued

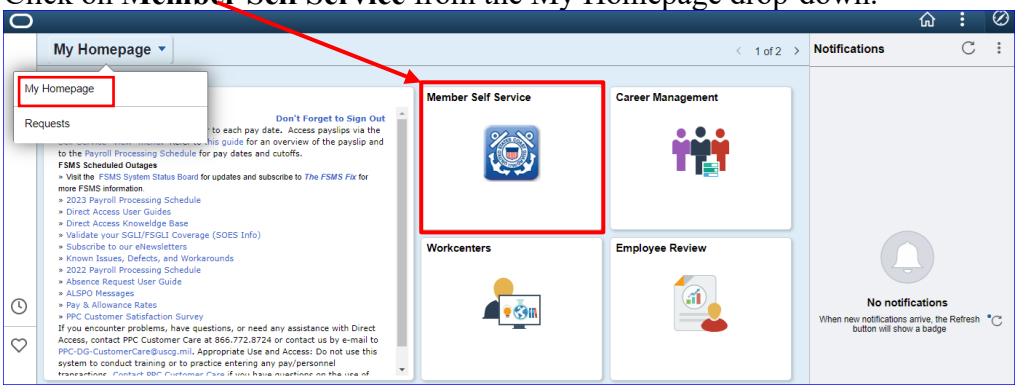
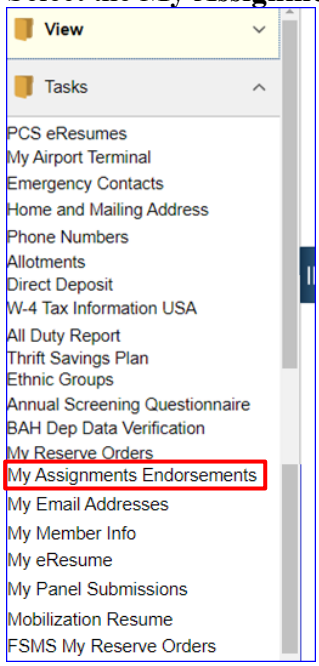
Procedures, continued

Step	Action
4	Any submitted endorsements and their status will display. Click **View Endorsement** to open the endorsement. 
5	The Endorsement Detail page will open up in a new window. **Endorsement Comments** will be found at the bottom of the page. You will need to 'X'out of the page to exit and return to the My Assignments Endorsements page. 

View Screening Panel Endorsements

Introduction This section provides the procedures for a member to view their Screening Panel Endorsements in Direct Access (DA).

Procedures See below.

Step	Action
1	Click on **Member Self Service** from the My Homepage drop-down. 
2	Select the **My Assignments Endorsements** option. 

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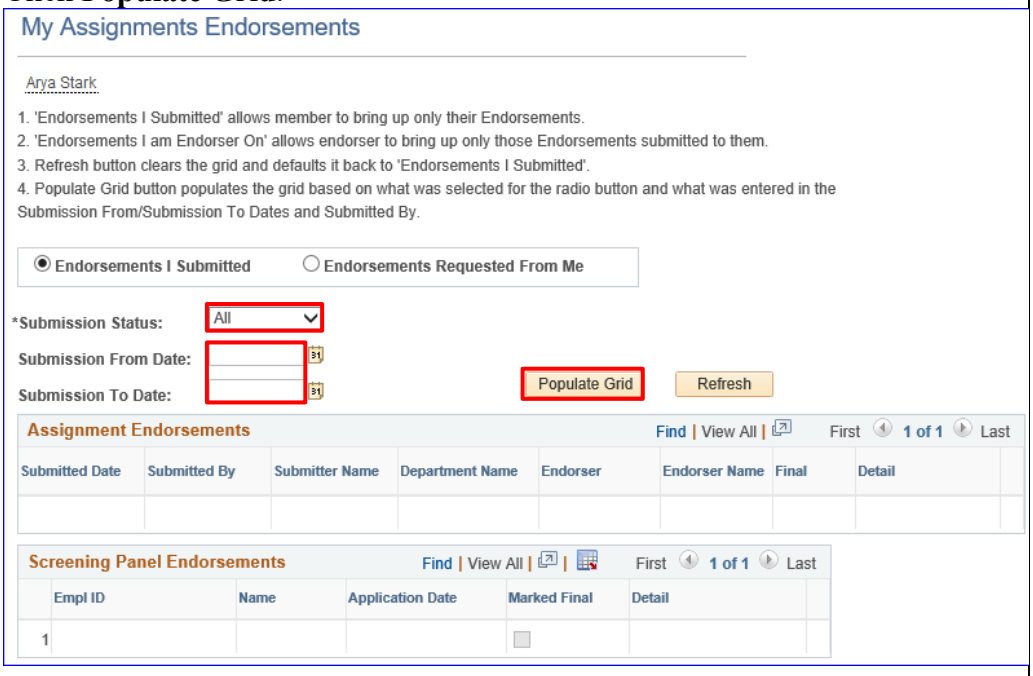
View Screening Panel Endorsements, Continued

Procedures, continued

Step	Action
3	The My Assignments Endorsement page will display. Change the **Submission Status** to All to view all submitted endorsements. To narrow down the search, you may include the **Submission From Date** and **Submission To Date** (these may also be left blank). Click **Populate Grid**. 

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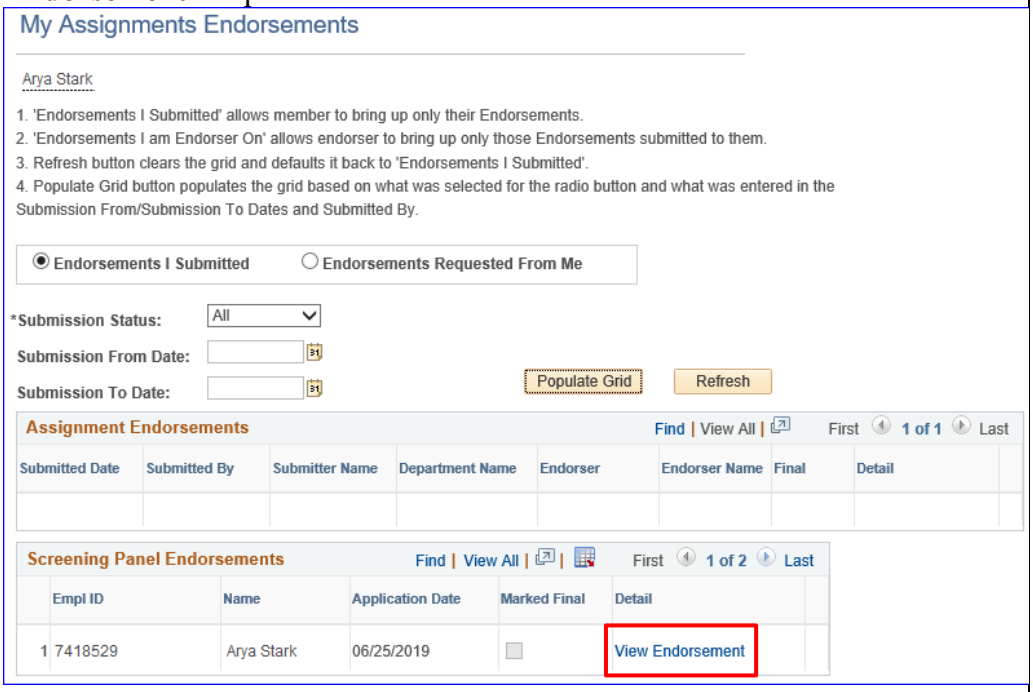
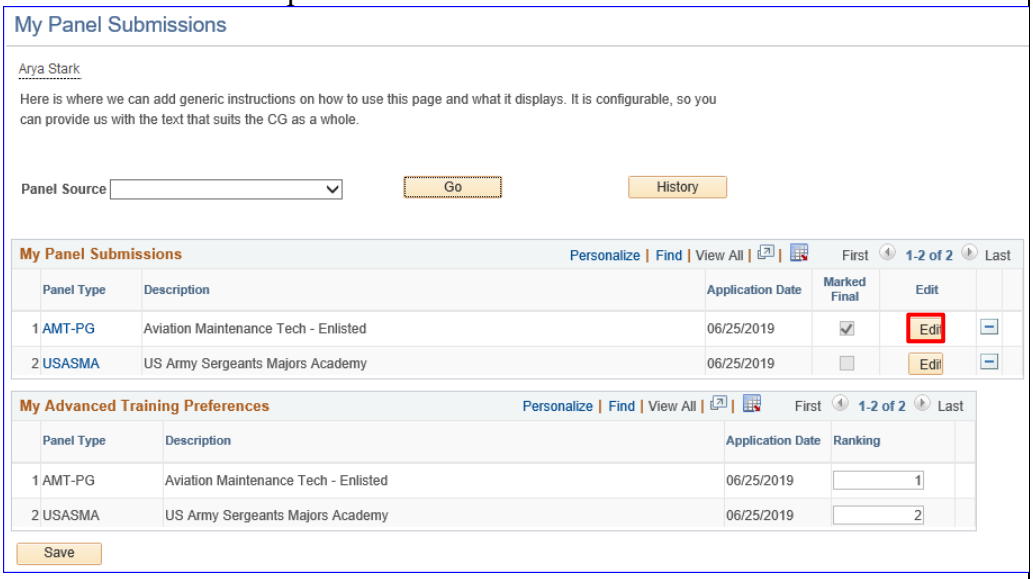
View Screening Panel Endorsements, Continued

Procedures, continued

Step	Action
4	Any submitted endorsements and their status will display. Click **View Endorsement** to open the endorsement.
5	The My Panel Submissions page will open. Click **Edit** to view the endorsement for each panel submission.





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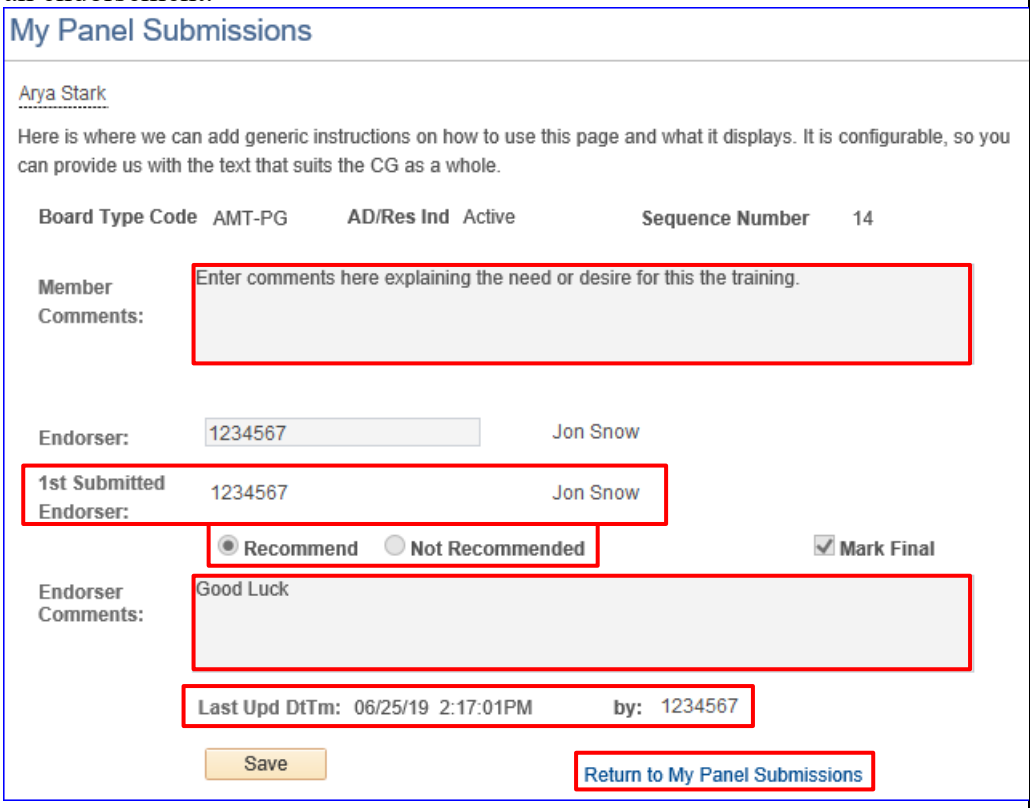
View Screening Panel Endorsements, Continued

Procedures, continued

Step	Action
6	**Member Comments**, **Endorser Comments**, the **Endorser's Emplid**, and whether the member is **Recommended/Not Recommended** for the panel will be displayed here. Click **Return to My Panel Submissions** to exit this page. **Note:** The panel submission may not be **Marked Final** if it does not require an endorsement.