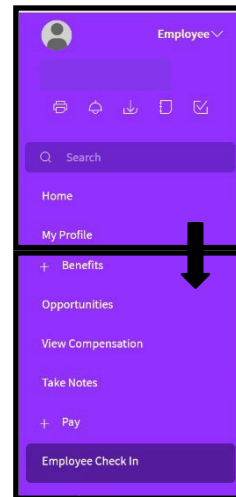


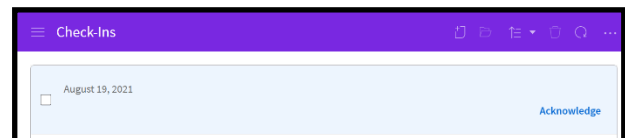
How to Acknowledge a CPC Check-in in Employee Space

1. Navigate to [Employee Space](#) and follow on-screen login instructions.

2. Scroll down the employee menu.
a. Click: Employee check-in

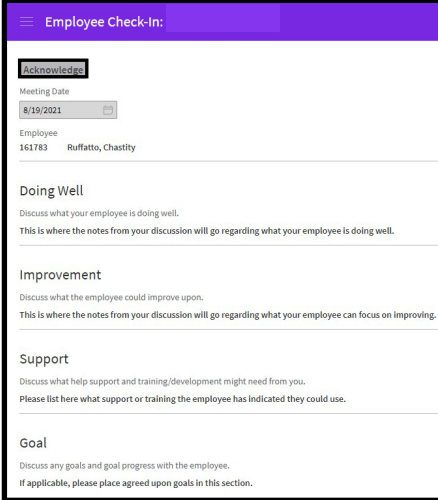


3. Double click: The colored box



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4. Your employee check-in information will be displayed.
 - a. Review the information.
 - b. See your manager with any concerns or questions about check-in content.
 - c. Click: Acknowledge after reviewing.



The screenshot shows the 'Employee Check-In' interface. At the top, there is a purple header with a hamburger menu icon and the text 'Employee Check-In:'. Below the header, there is a section titled 'Acknowledged' with a black border. Underneath, the 'Meeting Date' is displayed as '8/19/2021' with a dropdown arrow. The 'Employee' information is listed as '161783 Ruffatto, Chastity'. The form is divided into three main sections: 'Doing Well', 'Improvement', and 'Support'. Each section has a brief instruction and a line for notes. The 'Goal' section is at the bottom with a similar instruction. The 'Acknowledged' button is highlighted with a black box.

5. After clicking on Acknowledge you will see confirmation of completion in the top right corner.

