1. Log into UR Talent Web.

2. From the Navigation Menu in the top righthand corner of the screen, select UR Engaged, then Check-Ins.

3. Select the Create New Check-In button. If this is your first time scheduling a Check-In, select the Get Started button.

4. To add a participant to the Check-In:
   a. Type the first or last name of employee into the Find an employee. Click the radio button next to their name or
   b. Click the radio button next to the name of the employee under Suggested Participants.

5. Click Continue.

6. Highlight the radio button next to the Check-In template you wish to use.

7. Review your selections. If correct, select Continue. If you need to make any changes, select Previous.

8. Select the calendar icon to choose the date of the check-in.

9. The Check-In template will populate.
   a. If the Check-In is scheduled for a future date, select the Check-Ins Menu icon to return to the Check-Ins homepage.