

McREL Site Directions for Log-In, Password Change and Viewing Pending Documents

Login:

- Visit https://ats1.searchsoft.net/ats/emp_login?COMPANY_ID=OA000948, link is available on school websites
- Username is entire Medford Township email address: username@medford.k12.nj.us
- Password has been emailed to you from SearchSoft

Medford Township Public Schools Employer User

User Login

Username
Password

LOGIN

[having trouble logging in?](#)

To change password:

- Click "Account Information"
- Change Password



A screenshot of the McREL Evaluation System user interface. At the top, there are two dropdown menus: "Evaluation" and "Account Information". The "Account Information" dropdown is open, showing options: "Change Username", "Change Password", "Account Information", and "McREL User Guide". Below the dropdowns, the text "Welcome to the McREL Evaluation System" is visible, along with "Release Notes May 21, 2015" and a bullet point about Oklahoma Balanced Leadership Evaluation users.

- Enter a personal and secure password that contains at least 8 characters
- Type password a second time to confirm and click "change password"

Change Password

Enter the new password and confirm by retyping it.

Note: The password must be at least 8 characters long.

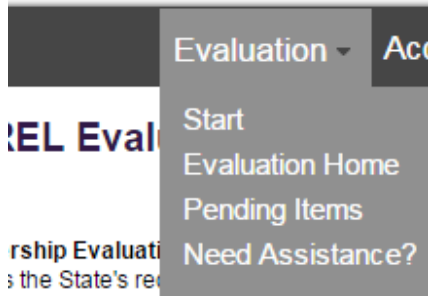
*Password
Passwords are case sensitive (Help)

Password Strength

*Confirm Password
Passwords are case sensitive

To complete Self Assessment

- Click Evaluation, then Evaluation Home



- Click the blue link for the current year Self Assessment

*School Year
2015-2016

Self Assessment

[2015-2016 Self Assessment - \(08/28/15\)](#)

- When the self assessment is complete, click both "Yes" radials, then click Save and Next

Finished

*I have completed my self assessment: Completed on date
 Yes No

My evaluator may view my self assessment:
 Yes No

You must click the "Save and Next" button in order for your changes to be saved.

To view pending documents

- Click "Evaluation" and then "Pending Documents"



For Assistance, click "Need Assistance?" in the drop-down menu shown above.