

# **Halogen eAppraisal**

## **(Performance Appraisal/Evaluation Software)**

### **Access**

All Employees and Evaluating Supervisor /Managers involved in the performance appraisal/evaluation process require an Ames Laboratory network logon and password.

#### **On-Site**

##### **Employee and/or Evaluating Supervisor/Manager**

- 1 Connect to sportal2.
  - For additional assistance, see ‘How do I connect to sportal2?’ located at the end of this document.
- 2 Link to the Halogen site with Internet Explorer:
  - <https://halogen1.ameslab.gov/Halogen/welcome.jsp>
  - For additional assistance, see ‘How do I connect to Halogen once I’m on sportal2?’ located at the end of this document.

##### **Moderate Workstation**

- 1 Link to the Halogen site with Internet Explorer:
  - <https://halogen1.ameslab.gov/Halogen/welcome.jsp>
  - For additional assistance, see ‘How do I connect to Halogen once I’m on sportal2?’ located at the end of this document.

#### **Off-Site**

##### **Employee and/or Evaluating Supervisor/Manager**

- 1 VPN to vpn0.external.ameslab.gov.
  - For additional assistance, see ‘How do I request a VPN account?’ located at the end of this document.
- 2 Connect to sportal2.
  - For additional assistance, see ‘How do I connect to sportal2?’ located at the end of this document.
- 3 Link to the Halogen site with Internet Explorer
  - <https://halogen1.ameslab.gov/Halogen/welcome.jsp>
  - For additional assistance, see ‘How do I connect to Halogen once I’m on sportal2?’ located at the end of this document.

## **Moderate Workstation**

- 1 VPN to [vpn0.external.ameslab.gov](https://vpn0.external.ameslab.gov).
  - For additional assistance, see ‘How do I request a VPN account?’ located at the end of this document.
- 2 Use Remote Desktop Protocol (RDP) to access your office workstation remotely.
  - Send email to [cybersec@ameslab.gov](mailto:cybersec@ameslab.gov) to request a firewall exception for your desktop, include the IP address of your system and username.
- 3 Link to the Halogen site with Internet Explorer:
  - <https://halogen1.ameslab.gov/Halogen/welcome.jsp>
  - For additional assistance, see ‘How do I connect to Halogen once I’m on sportal2?’ located at the end of this document.

## **How do I connect to sportal2?**

- Open Remote Desktop Connection.
- In the ‘computer’ field, enter [sportal2.ameslab.gov](https://sportal2.ameslab.gov)
- Click through the questions to a logon box.
- Enter your Ames Lab Network Username and Password and click ok two times.
- The sportal2 server desktop will appear.
- For additional information on creating a connection to sportal2, follow these steps:
  - Use a browser to connect to
    - <https://www.ameslab.gov/operations/>
  - Logon to the Ames Laboratory website.
  - Select Information Systems.
  - Click ‘Frequently Asked Questions’ in the middle of the page.
  - Select ‘Administrative Applications’.
  - Find and select the question ‘How do I connect to sportal2?’
  - Select the appropriate version: Windows or Mac.

## **How do I connect to Halogen once I’m on sportal2?**

- Click on the IE icon marked Halogen (4th or 5th icon on the left).
- If requested, log on using your Ames Lab Network Username and password.

## **How do I request a VPN account?**

- A VPN account is requested by completing a ‘Request for New Account’ form and selecting the ‘Remote Access (VPN)’ option.
- Ames Laboratory forms are available here:  
<https://www.ameslab.gov/operations/documents/forms>
- Logon to the Ames Laboratory website.
- Select Information Systems and click ‘Apply’.
- Locate the ‘New Account Request’ form.
- Complete the form, obtain appropriate signatures, and submit to the IS office at 334 TASF.

## **Who do I contact if I'm having trouble connecting?**

If you continue to have issues connecting to sportal2 or Halogen, contact the IS help desk at 4-8348 or [is@ameslab.gov](mailto:is@ameslab.gov) for assistance.

## **How do I upload a document using sportal2?**

Uploading vita, significant accomplishments, publications, etc. see the following URL:

<http://www.ameslab.gov/operations/is/faq/how-do-i-transfer-file-low-enclave-moderate-enclave>