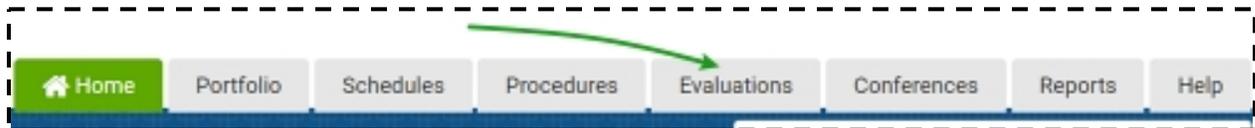


1. **Log into MedHub** using your AD username and password by clicking on the Green “**Sign on Using Active Directory**” button at <https://ucsd.medhub.com/>



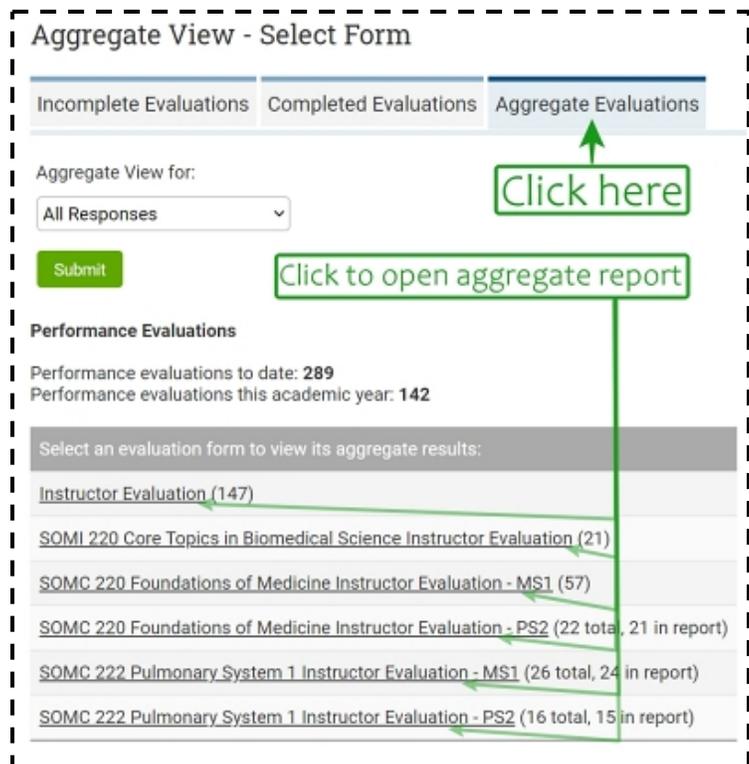
2. Look for the **Evaluations tab** (far right above blue bar)



3. **Click on the Evaluations tab**, it should turn **green**



4. Click on **Aggregate Evaluations** tab on the left side of the screen
5. Click on an evaluation (underlined) below the **Performance Evaluations** heading to view the Aggregate Report
6. To print the report, use your **web browser’s Print** options
7. When finished with MedHub log off using the **Log Off** link in the top right before closing your web browser



Email [MedHub-Support@health.ucsd.edu](mailto:MedHub-Support@health.ucsd.edu) for assistance or questions.