This job aid is for Performance Excellence Administrators, and describes how to change a review owner in myHR Learn. When reviews are initially assigned/launched, the review owner reflects the “performance reports to “ manager from myHR. When the myHR manager data changes, the review owner is not automatically updated. This requires a manual step.

**Directions for changing the review owner**

1. Open the staff member’s review from the Admin panel.

2. Find Review Owner on right sidebar, and click blue button to the right that says CHANGE.

3. A pop-up will appear to select a new review owner. Enter in the name (or preferably, netID) of the correct review owner/current manager. Wait will the system searches, and then select the correct person from the drop down and click NEXT.

4. A second pop-up with appear with two radio button choices. Please select the first one “Keep existing comments and/or ratings made by the previous Review Owner” and select DONE.

5. Close the review window.

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Ready to login? [learn.northwestern.edu](http://learn.northwestern.edu)  Access additional tools and resources: [perform.northwestern.edu](http://perform.northwestern.edu)

**Help:** For policy and process questions, contact your unit’s HR Administrator. For technical support: 847-491-4357 (1-HELP) or [consultant@northwestern.edu](mailto:consultant@northwestern.edu)