

Performance Results System (PRS) Hints & Tips

1. Assigning and Editing PRS User Permissions

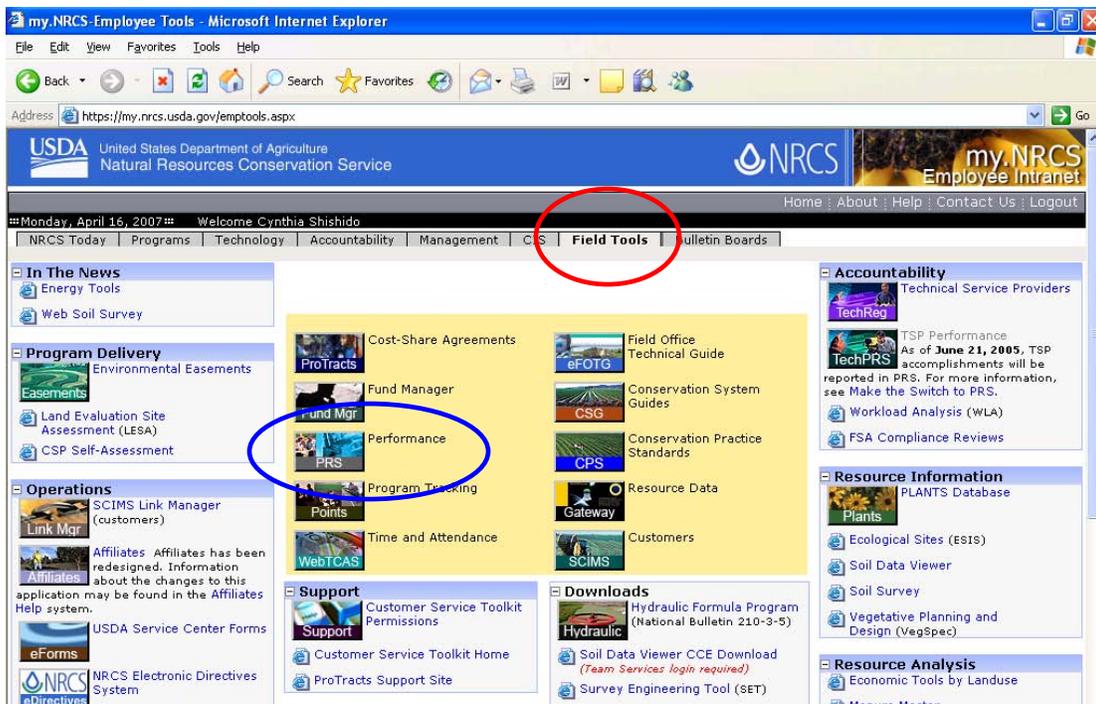
Performance Results Systems (PRS) is used by NRCS employees and partners to record performance. PRS permissions can be self-assigned permitting users to establish and maintain their user profiles.

Below are instructions on how to assign yourself PRS user permissions and setting your browser settings.

I. Assigning PRS User Permissions

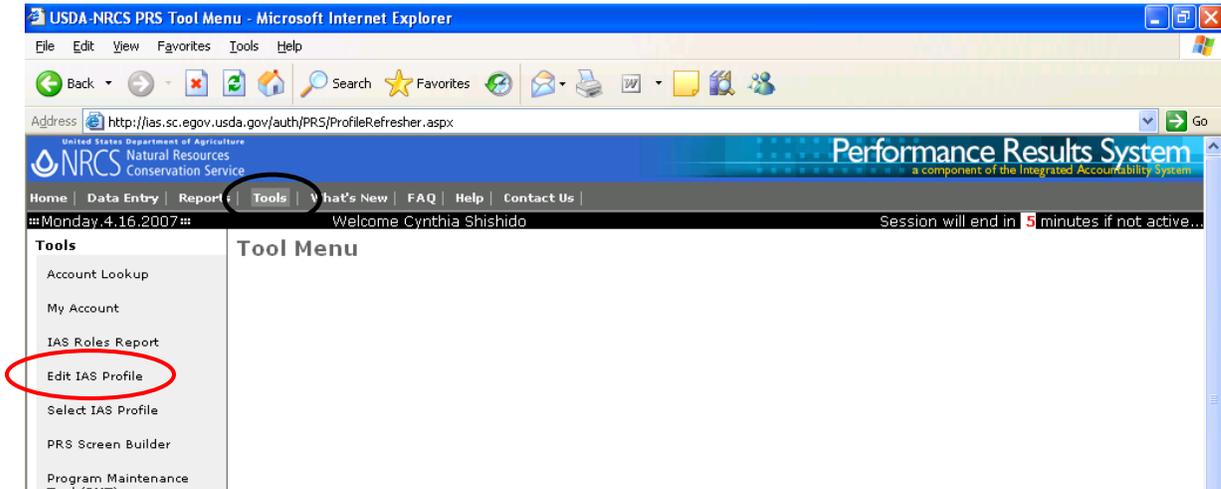
1. At My NRCS, select:

- Field Tools**
- PRS**

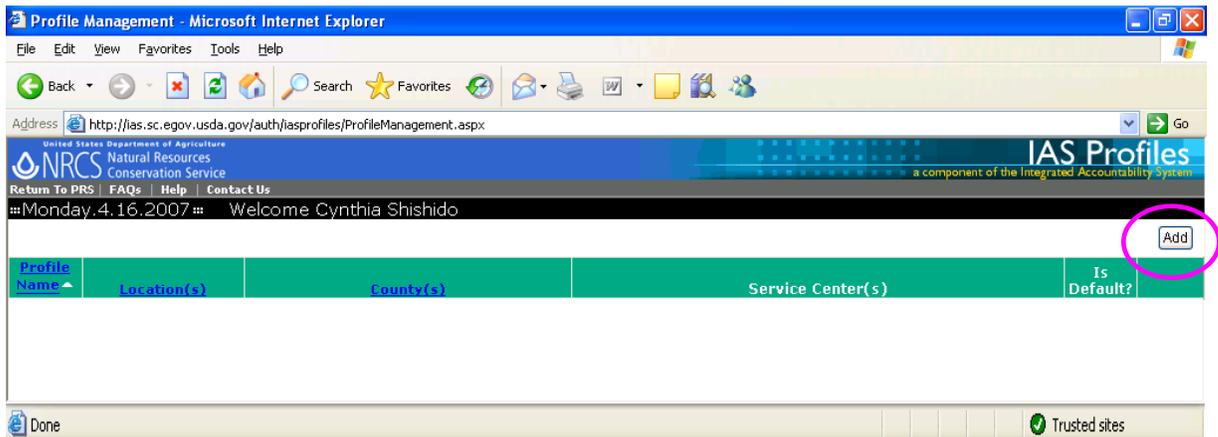


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2. In the **Tools** tab, select **EDIT IAS** Profile

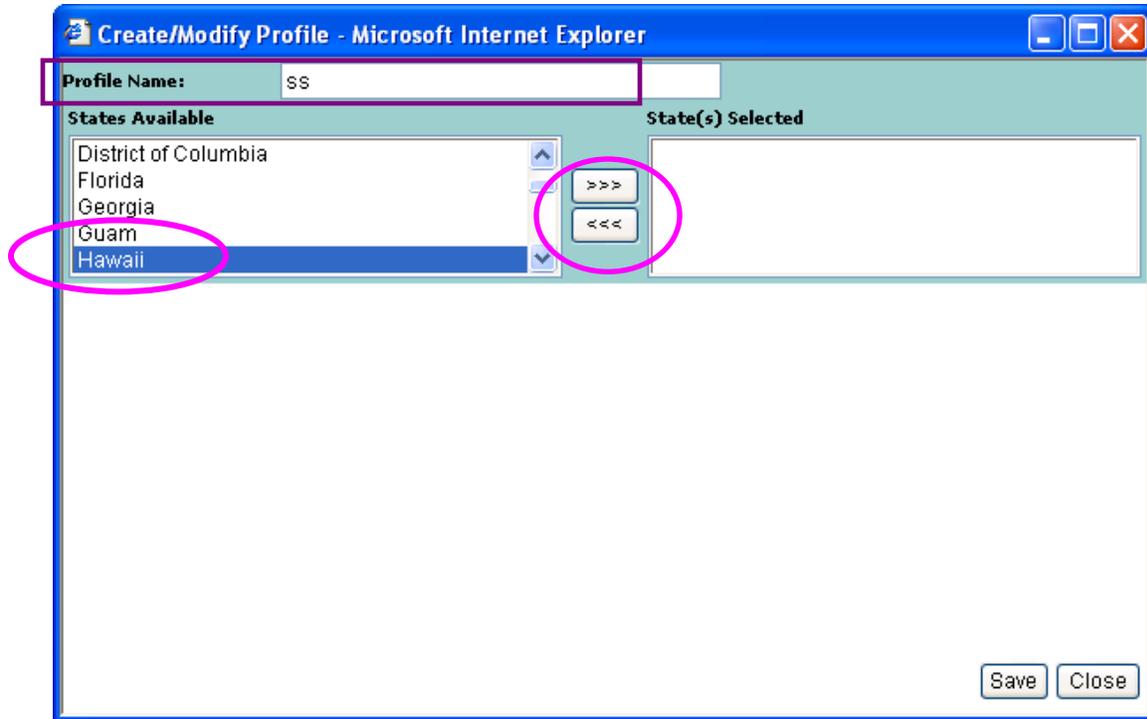


3. Click on **ADD**

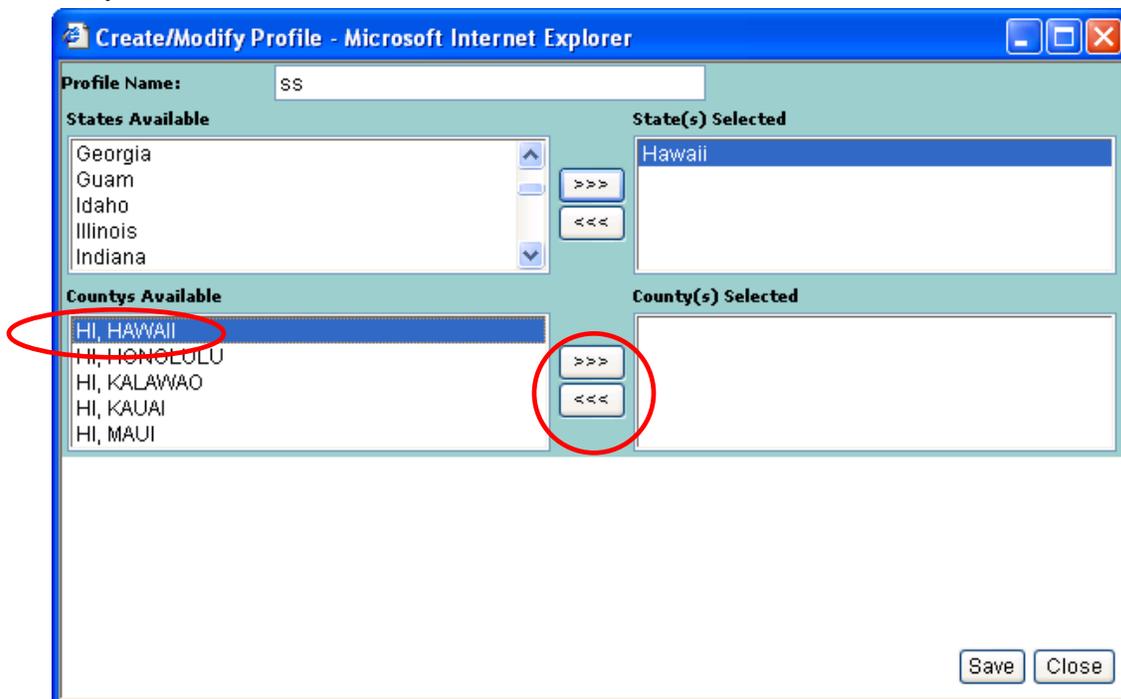


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4. Type in the **Profile name** by using the first and last initials of the person.
5. Select the **States Available** by highlighting your selections and clicking on the appropriate arrow to bring your selection(s) over to **State(s) Selected**.

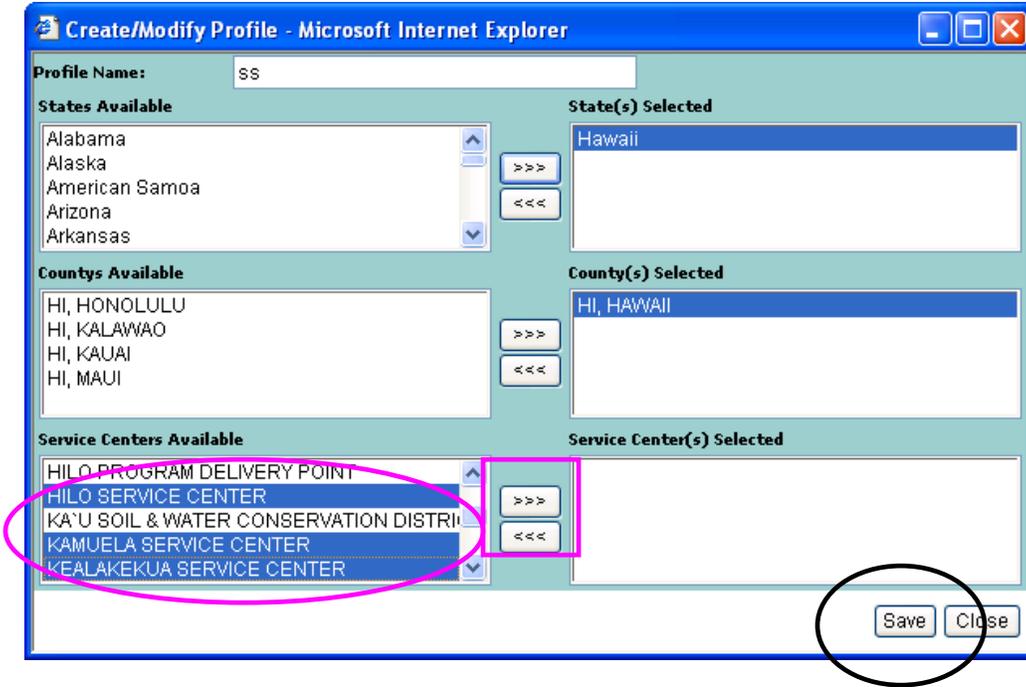


6. Select the **Countys Available**, select the appropriate arrow to add or remove your selections.

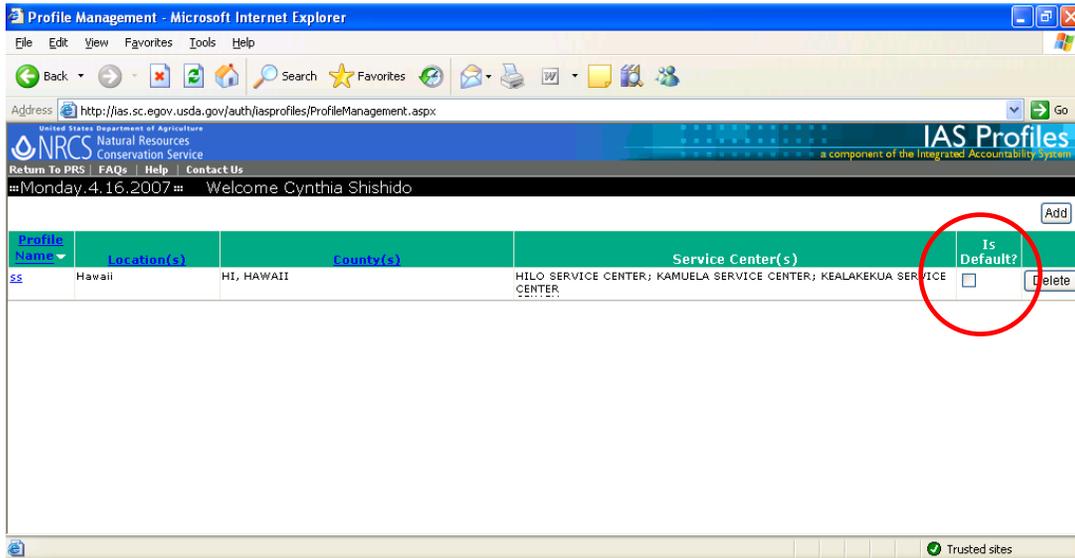


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- 7. Select the **Service Centers** and add to **Service Center(s) Selected**.
- 8. Select **Save**.



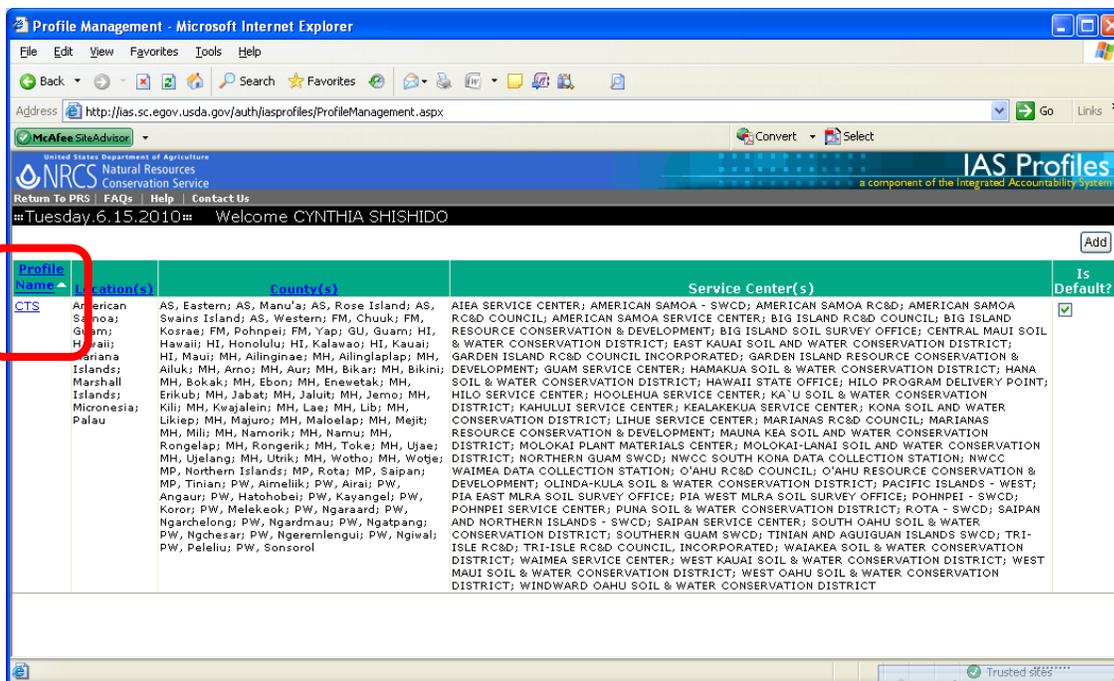
- 9. Select **Default**.



II. Editing PRS User Permissions

PRS permissions can be edited to include additional offices, counties or states as well as to remove them.

1. Follow steps 1 & 2
2. Select the “Profile Name” to edit.



3. Follow steps #5-7.