

Updating your Executive Agreements on Virginia Results

Performance measurement data is to be submitted in your Executive Agreement section on the Virginia Results web site. To access your Executive Agreement on Virginia Results, use the UserID and password previously assigned to your secretariat/agency.

All performance data entries entered on Virginia Results must:

- Be numeric (cannot contain any text or commas).
- Be displayed/rounded to one decimal point.
- Use five (ten thousands) or fewer digits. If necessary, change your performance measure to indicate that data is in thousands, ten thousands, millions, etc.

If your performance measure is not readily quantifiable (e.g., describes a task or action to accomplish), list the percentage of the task or action accomplished in the appropriate cell(s).

Accessing Your Executive Agreement on Virginia Results

1. From DPB's web site (<http://www.dpb.state.va.us/>), click on the link entitled Virginia Results. This takes you to the Virginia Results home page.
2. Click on the link entitled 'Managing Executive Agreements.' This will take you to a login screen. Enter your UserID and password. If correctly entered, this takes you to your Executive Agreement home page.
3. To input performance measurement data, click on the "Priorities, Results, and Performance Measures Forms," and then the "Step 4: Enter/Modify Data" link in the "Results and Performance Measures" section. This will take you to the "Enter/Modify Performance Measure Data" form where you can input your data.

To obtain additional on-line help when completing these forms, click on the round, question mark links on the forms.