LEARNING MANAGEMENT SYSTEM (LMS)

ADDING AND DELETING REQUIRED COMPETENCIES

This QRG will guide you through the steps to add a required competency (a set of skills or knowledge that can be defined, measured, and tracked) to your profile.

Adding a Required Competency:

1. Log into the LMS.

   **NOTE:** For instructions about logging on, refer to the Log-On Instructions (TS02-L) QRG.

2. Click the Competencies link on the left menu.

   ![Competencies link](image)

   Figure 1 – Competencies link on the LMS home page

TS22-L: Add a Required Competency

July 2015
3. Click the **Add Required Competency** link.

![Add Required Competencies link on the All Competencies screen](image)

**Figure 2** – Add Required Competencies link on the All Competencies screen

4. Enter the name of the competency in the Name field and click the Search button.

**NOTE:** All NIH related competencies are prefixed with “NIH”.

![Name field and Search button on the Add Required Competencies screen](image)

**Figure 3** – Name field and Search button on the Add Required Competencies screen
NOTE: Clicking search without entering any search criteria will display all available competencies.

Figure 4 – Search Results on the Add Required Competencies screen

Add Required Competencies

1. Select Competencies  →  2. Set Required Levels  →  3. Assess Held Levels (Optional)

Configure | Save Search Query

Competencies

Showing first 25 out of 147 results

- [ ] Name
- NIH Accountability
- NIH Achieve Desired Results
- NIH Acquisition Financial Management
- NIH Acquisition Management
- NIH Acquisition Management and Administration
- NIH Acquisition Planning
- NIH Acquisition Planning Assistance
5. Click the **checkbox** in the column that corresponds to the competency you searched for and then click the **Set Required Levels** button.

![Figure 5 – Checkbox and Set Required Levels button](image)

<table>
<thead>
<tr>
<th>Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIH Case Management Assistance</td>
</tr>
<tr>
<td>NIH Change Leadership</td>
</tr>
<tr>
<td>NIH Change Management</td>
</tr>
<tr>
<td>NIH Classification</td>
</tr>
<tr>
<td>NIH Collaboration</td>
</tr>
<tr>
<td>NIH Communicate and Listen</td>
</tr>
<tr>
<td>NIH Communications</td>
</tr>
</tbody>
</table>

![Select checkbox](image)

![Set Required Levels button](image)
6. Select the Competency **Required Level** from the pull-down menu.

![Add Required Competencies](image)

**Figure 6 – Required Level pull-down menu**
7. Click the **Save and Exit** button.

![Figure 7 – Save and Exit button](image)

8. The selected competency will now be added to your list of required competencies at the specified proficiency level

![Figure 8 – List of competencies with newly added item](image)

**NOTE**: If you have a number of competencies added it may be necessary to use the **Next** link to navigate to the newly added competency.
Deleting a Required Competency:

1. While viewing your competencies click on the **Actions** link on the same line of the competency.

![Figure 9 – Actions link for a competency on the All Competencies page](image)

2. Select the **Delete** link from the Actions activity menu.

![Figure 10 – Delete link on the Actions activity menu](image)
3. Click the checkmark for the Select column and then click the Remove button.

![Figure 11 – Select checkbox and Remove button](image)

4. Click the OK button on the confirmation alert pop-up.

![Figure 12 – OK button on confirmation alert pop-up](image)
5. You should see a confirmation pop-up with a message confirming that the competency has been successfully removed. Click the **Close** button to return to the All Competencies page.

![Image of confirmation pop-up]

**Figure 13 – Close button on the confirmation pop-up**

**NOTE:** You cannot delete competencies assigned by a manager or administrator.

If you experience trouble with this process, please submit a helpdesk ticket at: [http://intrahr.od.nih.gov/helpdeskform.htm](http://intrahr.od.nih.gov/helpdeskform.htm)