LEARNING MANAGEMENT SYSTEM (LMS)
COMPLETING A COMPETENCY SELF-ASSESSMENT

This QRG will guide you through the steps to complete a competency self-assessment.

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 in the left menu on the LMS home page](image)

Figure 1 – Competencies link in the left menu on the LMS home page
3. Select the checkbox next to the competency you wish to assess and click the **New Self-Assessment** button.

![Figure 2 – Select checkmark and New Self-Assessment button](image)

**NOTE**: You can assess multiple competencies at once by selecting multiple checkboxes.
4. Select a **New Assessment Level** using the pull-down menu, enter any comments in the Comments field, and then click the **Submit for Approval** button (at the top or the bottom of the screen).

![Figure 3 – New Assessed Level menu, Comments field, and Submit for Approval buttons](image)

5. Your self-assessment is now complete and will go to the Approver for review and final approval.

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)