



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.

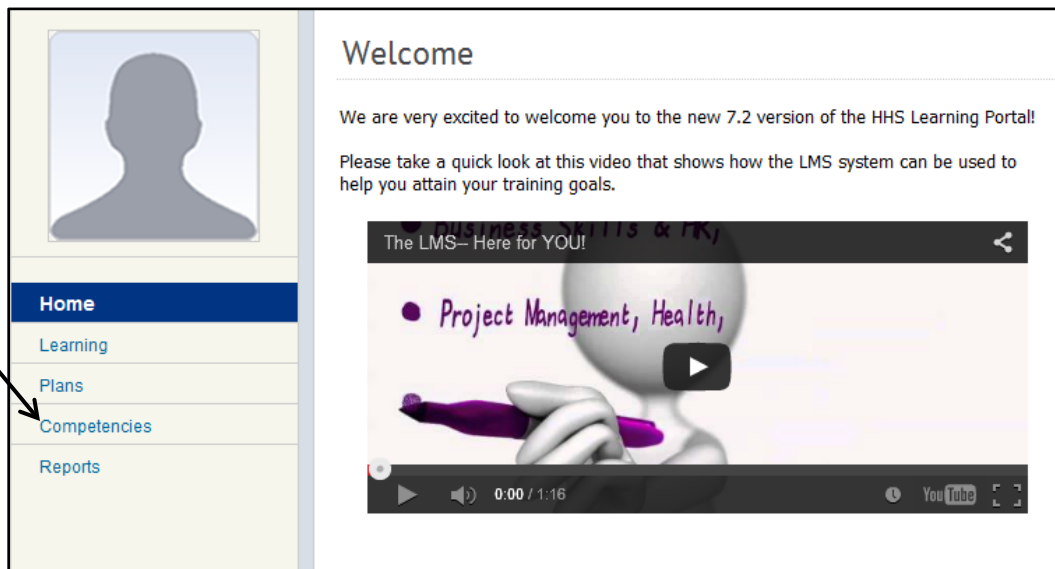
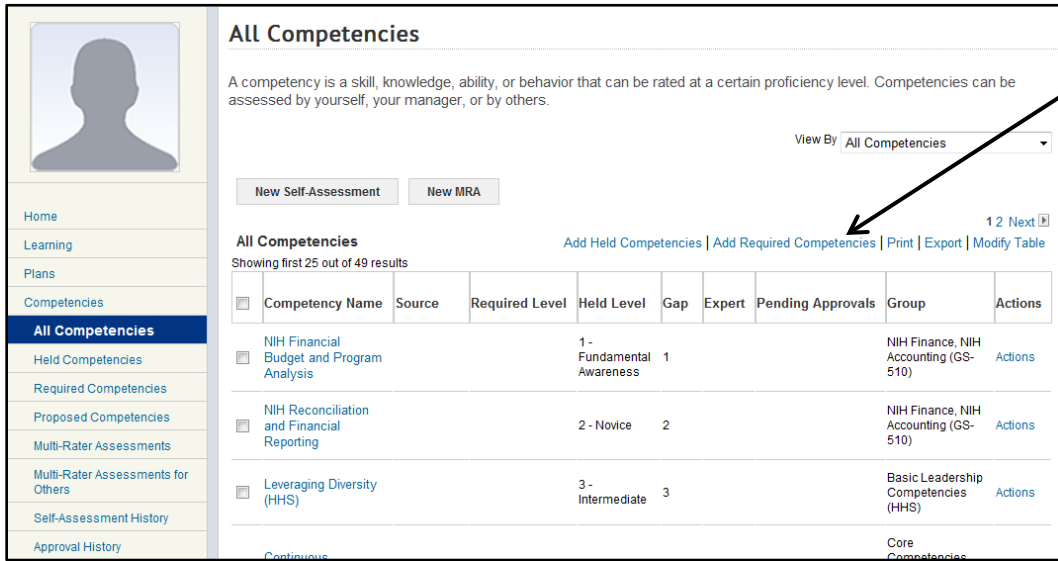


Figure 1 – Competencies link on the LMS home page

- Click the **Add Required Competency** link.

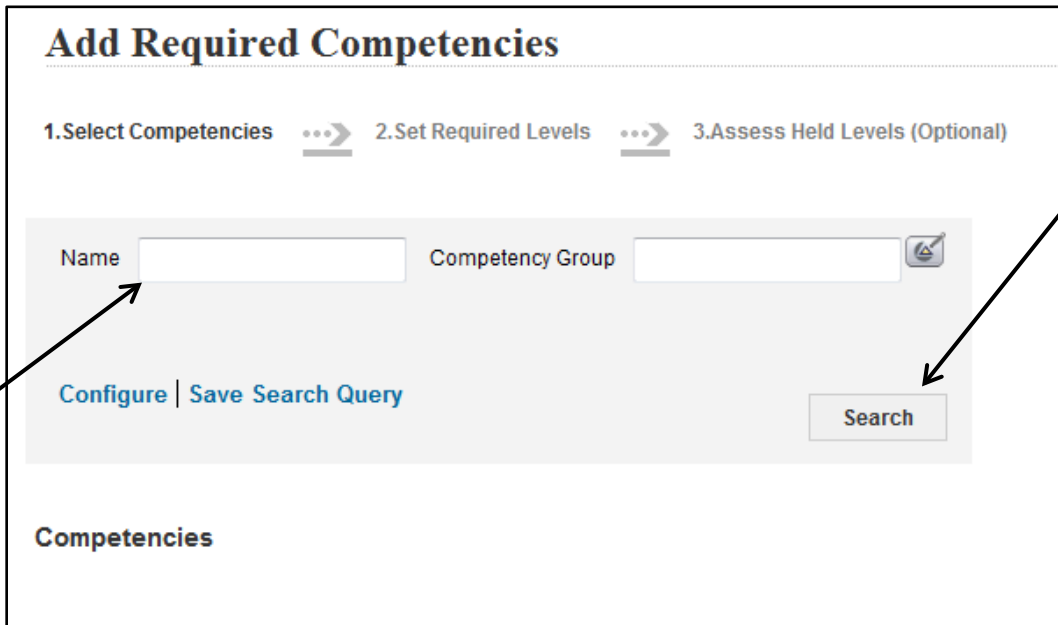


Add Required Competencies link

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

- 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


Search button

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.

Add Required Competencies

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

Name Competency Group 

[Configure](#) | [Save Search Query](#)

1 2 3 4 5 ... Next 
[Modify Table](#)

Competencies

Showing first 25 out of 147 results

<input type="checkbox"/>	Name
<input type="checkbox"/>	NIH Accountability
<input type="checkbox"/>	NIH Achieve Desired Results
<input type="checkbox"/>	NIH Acquisition Financial Management
<input type="checkbox"/>	NIH Acquisition Management
<input type="checkbox"/>	NIH Acquisition Management and Administration
<input type="checkbox"/>	NIH Acquisition Planning
<input type="checkbox"/>	NIH Acquisition Planning Assistance

Figure 4 – Search Results on the Add Required Competencies screen

5. Click the **checkbox** in the column that corresponds to the competency you searched for and then click the **Set Required Levels** button.

**Select
checkbox**

The screenshot shows a list of eight competencies, each with a checkbox to its left. The third item, 'NIH Change Management', has its checkbox checked. Below the list is a pagination control showing '1 2 3 4 5 ... Next' with a dropdown arrow. At the bottom right are two buttons: '2. Set Required Levels >>' and 'Cancel'. An arrow from the text 'Select checkbox' points to the checked checkbox. Another arrow from the text 'Set Required Levels button' points to the '2. Set Required Levels >>' button.

<input type="checkbox"/>	NIH Case Management Assistance
<input type="checkbox"/>	NIH Change Leadership
<input checked="" type="checkbox"/>	NIH Change Management
<input type="checkbox"/>	NIH Classification
<input type="checkbox"/>	NIH Collaboration
<input type="checkbox"/>	NIH Communicate and Listen
<input type="checkbox"/>	NIH Communications

1 2 3 4 5 ... Next ▾

2. Set Required Levels >> Cancel

**Set
Required
Levels
button**

Figure 5 – Checkbox and Set Required Levels button

6. Select the Competency **Required Level** from the pull-down menu.

Add Required Competencies

Assess the required levels for the selected competencies.

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

Selected Competencies

<input type="checkbox"/>	Competency Name	Required Level	Actions
<input type="checkbox"/>	NIH Change Management	<input type="text" value="-Select One-"/>	View Descriptors

Required Level pull-down menu

Figure 6 – Required Level pull-down menu

- Click the **Save and Exit** button.

Add Required Competencies

Assess the required levels for the selected competencies.

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

Selected Competencies

<input type="checkbox"/>	Competency Name	Required Level	Actions
<input type="checkbox"/>	NIH Change Management	Intermediate - 3	View Descriptors

[Remove Competency\(ies\)](#)

[Save and Exit](#) [3. Assess Held Levels >>](#) [Cancel](#)

Save and Exit button

Figure 7 – Save and Exit button

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

<input type="checkbox"/>	NIH Coaching	Self: NIH Learner	3 - Intermediate	-3	NIH Developing and Managing Talent, NIH Leadership and Management Competencies	Actions
<input type="checkbox"/>	NIH Change Management	Self: NIH Learner	3 - Intermediate	-3	NIH Non-Technical Competencies	Actions
<input type="checkbox"/>	NIH Emerging Technologies	Self: NIH Learner		0	NIH Information Technology, NIH Information Technology Management (GS-2210)	Actions

Figure 8 – List of competencies with newly added item

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.

TS22-L: Add a Required Competency

Deleting a Required Competency:

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



<input type="checkbox"/>	NIH Coaching	Self: NIH Learner	3 - Intermediate	-3	NIH Developing and Managing Talent, NIH Leadership and Management Competencies	Actions
<input type="checkbox"/>	NIH Change Management	Self: NIH Learner	3 - Intermediate	-3	NIH Non-Technical Competencies	Actions
<input type="checkbox"/>	NIH Emerging Technologies	Self: NIH Learner		0	NIH Information Technology, NIH Information Technology Management (GS-2210)	Actions

Actions link

Figure 9 – Actions link for a competency on the All Competencies page

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



<input type="checkbox"/>	NIH Change Management	Self: NIH Learner	3 - Intermediate	-3	NIH Non-Technical Competencies	Actions	
<input type="checkbox"/>	NIH Emerging Technologies	Self: NIH Learner		0		Actions	
<input type="checkbox"/>	NIH Strategic Planning	Manager: NIH Manager	2 - Novice	2 - Novice	0	NIH Analysis, NIH Administrative Officer (GS-341)	Actions

Actions

- Close Gap
- View All Assessments for Competency
- New Self-Assessment
- New MRA
- Delete**
- View Ratings

Delete link

Figure 10 – Delete link on the Actions activity menu

3. Click the checkmark for the **Select** column and then click the **Remove** button.

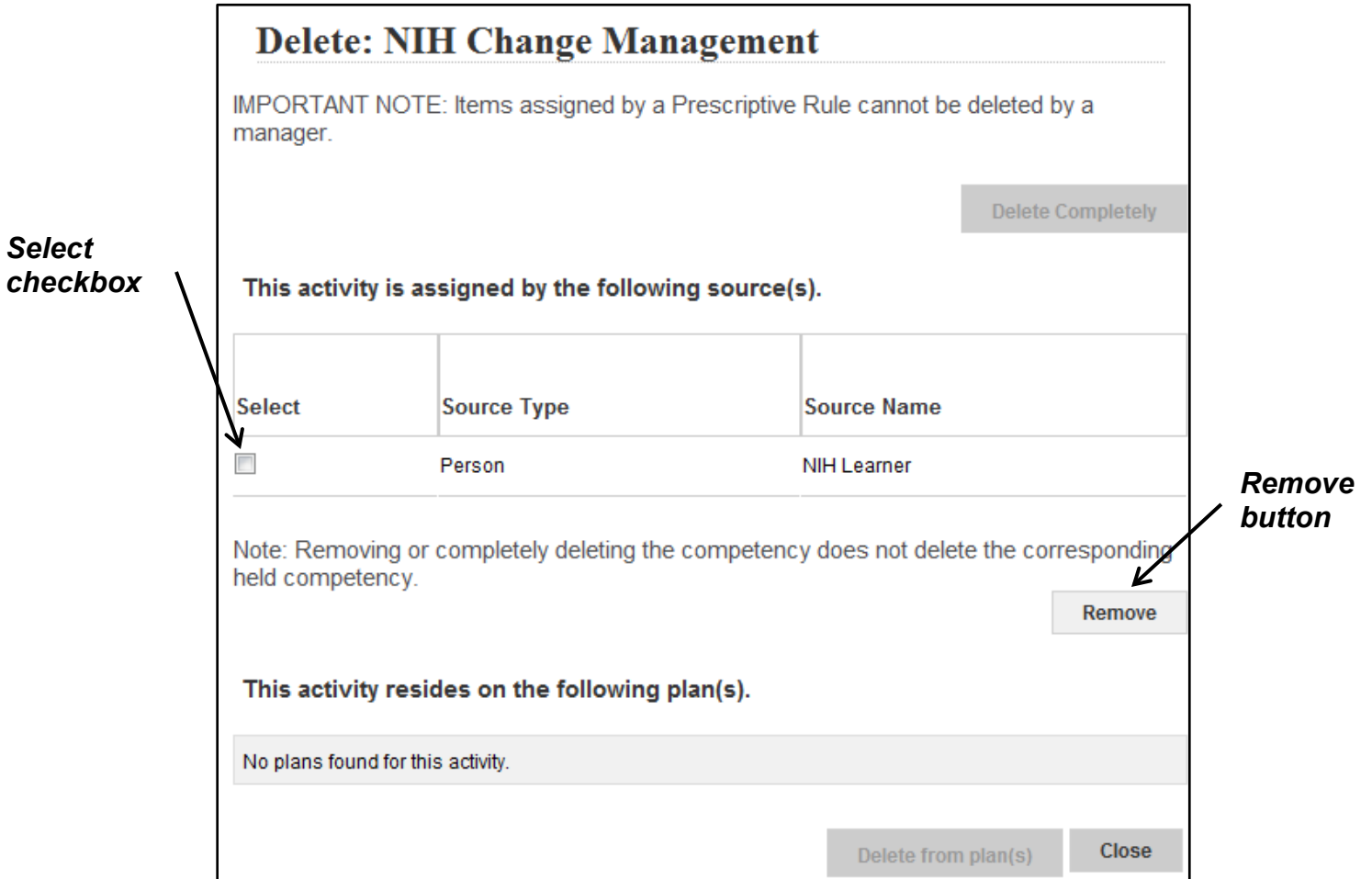


Figure 11 – Select checkbox and Remove button

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

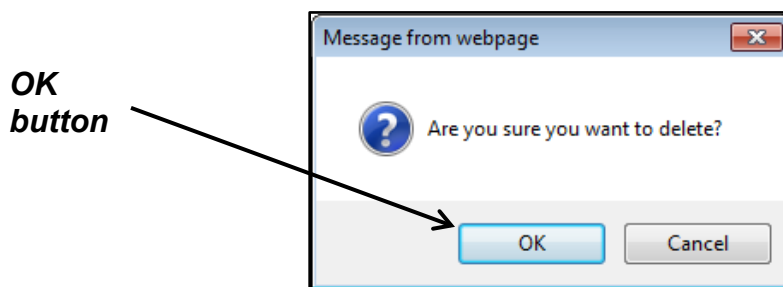


Figure 12 – OK button on confirmation alert pop-up

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.

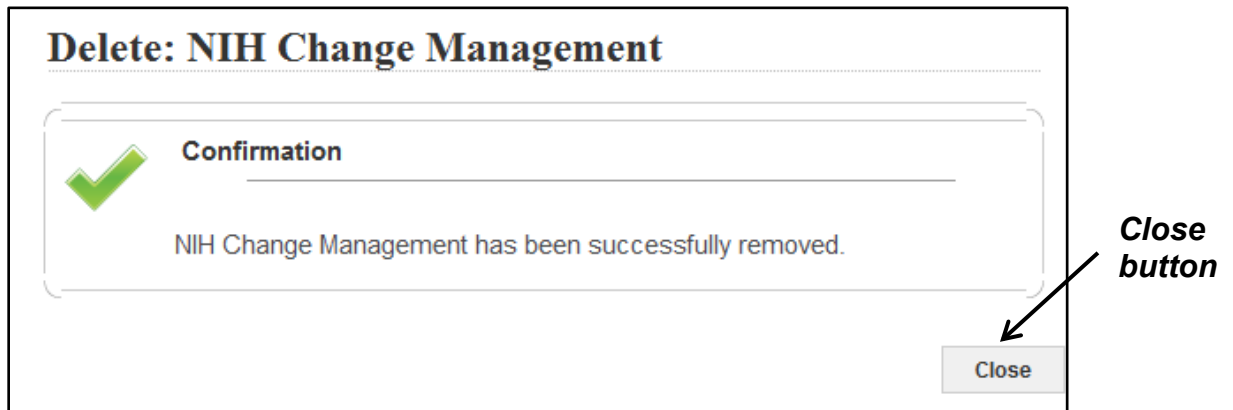


Figure 13 – Close button on the confirmation pop-up

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>