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)](TS02-L) QRG.

2. Click the **Competencies** link on the left menu.

   ![Competencies link](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.

**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).

![New Self Assessment: Assess Held Level](image)

Figure 3 – New Assessed Level menu, Comments field, and Submit for Approval buttons

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 refer to the [LMS Support Page](#).

**TS24-L: Completing a Competency Self-Assessment**

July 2019 Page 3 of 3