



# Quick Step-by-Step SELF ASSESSMENT

web browser matters - choose Chrome or Firefox

## Log In: [ACOT Online Platform](#)

- Enter email address used for login to the online platform
- Complete two-step authentication if prompted to



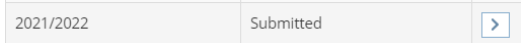
## Complete Self Assessment

- 30-minute Session Timeout  
You can work past the 30 minutes if you stay on the same CCP page and click **Save**
- ⚠ If you redirect off the CCP page without clicking **Save** you will lose your content

### 1. [My Self Assessments](#)

#### My self assessments

- bottom right on Home Home screen
- Click arrow right of current year



Indicators = ACOT's SoP/CoE

### 2. [Self Assessment](#)

- Click **Goals** to view **Summary Page** of Indicators selected



### 3. [Summary Page](#)

Min 1- Max 3 Indicators permitted IN Learning Plan

- Indicator(s) **IN** your Learning Plan
  - Blue checkmark, green background

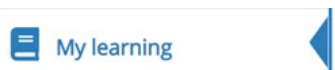


- Indicator(s) **Not** in your CCP
  - No checkmark, blue background



### 4. [Proceed As IS?](#)(with Indicator(s) as selected)

- Click
- ⚠ *Do not click Save if you want to change Indicators- See Step 5.*
- Automatically redirects to **Learning Plan**



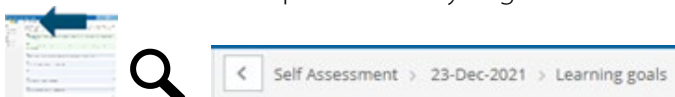
- See [Quick Step-by-Step: LEARNING PLAN](#)

### 5. [Change Indicator?](#)

- Return to Self Assessment-2 methods  
⚠ **Do not click Save**

**Method 1)** Click arrow beside Self Assessment

- Top of Summary Page



*Continued*

**Method 2)** Click Home

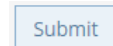
- Left vertical menu bar
- Home
- My self assessment
- Bottom right on Home screen
- My self assessments
- Click arrow right of current year



### 5a. [Self Assessment: Add Indicator](#)

- Click **Edit** to Add Indicators
- 
- check Indicator(s)
- All Indicator(s) checked in Self Assessment show up on Summary Page
  - Indicator(s) are **NOT** in Learning Plan until selected on **Summary Page**: blue checkmark, green background

- Click submit



Brings you to **Summary Page**

- Select Indicators you want **IN** Learning Plan- **See Step 3.**
- Unable to select Indicator?
- You are attempting to select more than 3 Indicators- **See Step 5b.**

### ⚠ 5b. [Summary Page: Unselect Indicator](#) ⚠

**UNSELECTING** an Indicator and **Saving**

Deletes all content in **Learning Plan** associated with this Indicator.

- Save Content- 2 methods

**Method 1)** Select **Not Applicable** in drop down, for all **Learning Activity Records** associated with the Indicator you want to remove.

- All content in **Learning Activity Records, Not Applicable**, will be saved when Indicator is unselected on **Summary Page.**

**Method 2)** Discontinue Goal in Goal Status Reflection

**Both Methods-** See [Quick Step-by-Step: LEARNING PLAN](#)

[Return to Step 1 to proceed](#)