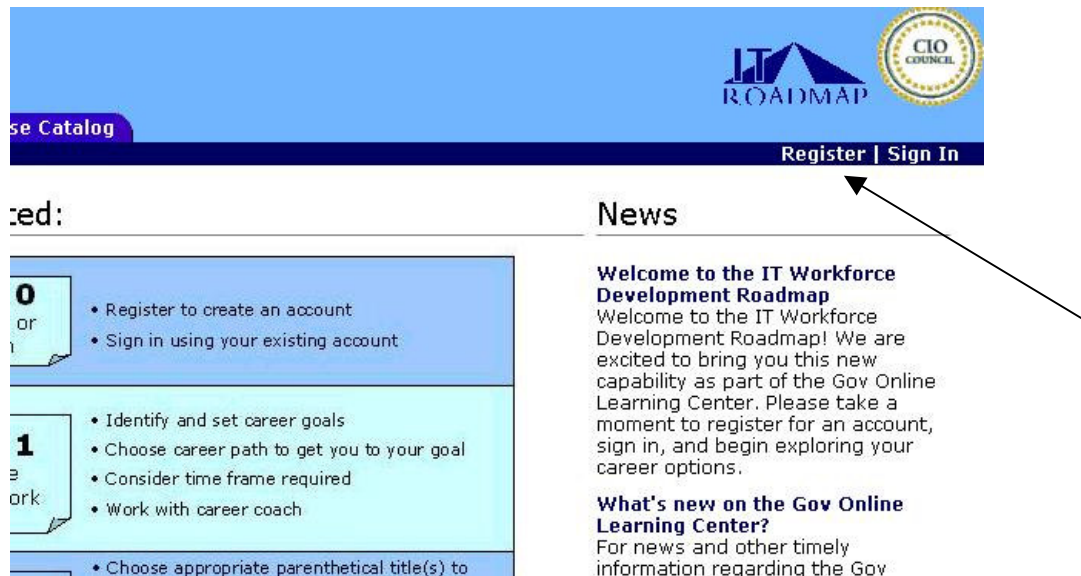# STEP 0: REGISTERING FOR AN ACCOUNT AND SIGNING IN

0.A   REGISTERING FOR AN ACCOUNT

Task 1: From the main page, click the 'Register' link in the top right hand corner (shown below):

Task 2: To register for an account, you must provide your email address to be used as a login name and a password. This is the only information that is required to start an account. Provide this information and click 'Next'.

Note that the IT Roadmap does not collect any personal information about you, unless you choose to provide it.

Task 2: Provide additional registration information as shown below. This information is **optional**, but highly encouraged (as it will be displayed on your career plans). If you do not wish to provide the information, click the 'Skip' button; otherwise, complete the form and click the 'Next >' button.

The information you provide here will be used when you develop your Career Progression Plan. While it is completely optional, it is highly recommended so that your Career Plan will be as complete as possible.

IT Workforce Development Roadmap Registration Page, Step 2 of 3, (Optional).		
Name:	Jane Smith	Optional
Agency/Department:	Department of Defense	Optional
Title:	Customer Support Specialist	Optional
Series:	GS-2210	Optional
Grade:	11	Optional
	Next > Skip	

Task 3: Next, you will be given the opportunity to provide a self-assessment that sets your current proficiency in each of the GS-2210 competencies. This step is optional; you may choose to do the self-assessment at a later time. If you want to skip over the self-assessment and do so later, click the 'Skip' button at the bottom of the screen.

There are two sets of competencies – general and technical. There are a total of 97 competencies, each type displayed on their own screen so that the lists are manageable. The general competencies will be shown first. Once you assess these, click the 'Update' button (at the bottom of the screen). This will save your assessment. Once the general competencies are assessed, display the technical competencies by selecting 'Technical' from the drop-down filter list and clicking the 'Go' button, then assess the technical competencies.   Make sure you do **both** sets!

To perform an assessment, click on the 📝 icon next to a proficiency level to display behavior examples, if available; the examples will appear in a separate window. Use the behavior examples as guides to help you determine an appropriate proficiency level. Click the radio button next to the desired proficiency scale to set your current proficiency. Once you have provided proficiency ratings for all competencies (both general and

technical) click the 'Next >' button at the bottom of the screen. This will complete the registration process, and log you into the tool.

0.B   SIGNING IN TO THE IT ROADMAP

Task 1: From the main page, click the 'Sign In' link in the top right hand corner (shown below):

You can also click the 'Sign In' link found at the left on the main page:

Sign In Now!

Sign In

Task 2: Enter your login name and password in the form provided. Click 'Sign In'. This will return you to the main page of the IT Roadmap, with a new tab called 'My Roadmap' enabled.

Sign In

Sign In Form	
Email:	
Password:	
	Sign In

If you forget your password, click the Forget your password? link and a new password will be emailed to you. Once you receive the new password, log in and change your password to a different one.