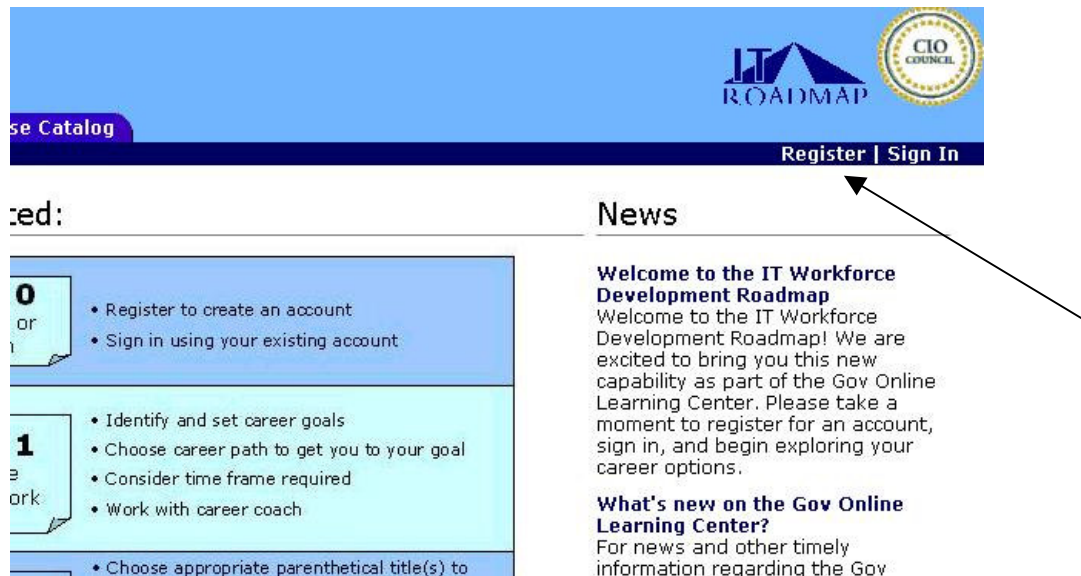


## STEP 0: REGISTERING FOR AN ACCOUNT AND SIGNING IN

### 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'.

### IT Workforce Development Roadmap Registration Page: Step 1. (Required)

[Step 1](#) → [Step 2](#) → [Step 3](#) → [Getting Started](#)

Step 1. Create an account and become a member!

Please enter your email address and a password. Your email address will be used as your user name. Please note that the password you create should be at least 8 characters long.

IT Workforce Development Roadmap Registration Page, Step 1 of 3.	
Email:	<input type="text"/>
Password:	<input type="password"/>
Please retype password:	<input type="password"/>
<input type="button" value="Next &gt;"/>	

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:	<input type="text" value="Jane Smith"/>	Optional
Agency/Department:	<input type="text" value="Department of Defense"/>	Optional
Title:	<input type="text" value="Customer Support Specialist"/>	Optional
Series:	<input type="text" value="GS-2210"/>	Optional
Grade:	<input type="text" value="11"/>	Optional
<input type="button" value="Next &gt;"/> <input type="button" value="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

## IT Workforce Development Roadmap – Tutorials

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

### IT Workforce Development Roadmap Registration Page: Step 3. (Optional)

Step 1 → Step 2 → **Step 3** → Getting Started

Step 3. Assess your current proficiency regarding the following competencies. This step is optional can be completed or updated at a later date.

The information you provide here will be used to compare your current competencies with those suggested for a parenthetical title. By entering this information, you will be able to determine how well you meet the suggested level and where your development needs are. Click on the icon next to each proficiency to show examples of behaviors for that level (behaviors will appear in a new window).

Filter:

Type	Name	Description	My Assessment
General	Administration and Management	Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.	<input checked="" type="radio"/> 0 - N/A <input type="radio"/> 1 - Basic <input type="radio"/> 2 - Foundational <input type="radio"/> 3 - Intermediate <input type="radio"/> 4 - Advanced <input type="radio"/> 5 - Expert
General	Arithmetic	Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.	<input checked="" type="radio"/> 0 - N/A <input type="radio"/> 1 - Basic <input type="radio"/> 2 - Foundational <input type="radio"/> 3 - Intermediate <input type="radio"/> 4 - Advanced <input type="radio"/> 5 - Expert

## 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):



ected:

**0**  
or

- Register to create an account
- Sign in using your existing account

**1**  
ork:

- Identify and set career goals
- Choose career path to get you to your goal
- Consider time frame required
- Work with career coach

• Choose appropriate parenthetical title(s) to

### News

#### Welcome to the IT Workforce Development Roadmap

Welcome to the IT Workforce Development Roadmap! We are excited to bring you this new capability as part of the Gov Online Learning Center. Please take a moment to register for an account, sign in, and begin exploring your career options.

#### What's new on the Gov Online Learning Center?

For news and other timely information regarding the Gov

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



The image shows a 'Sign In Form' with a dark blue header. Below the header, there are two input fields: 'Email:' and 'Password:'. Each field has a corresponding text box. At the bottom of the form, there is a 'Sign In' button.

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.