## How to complete self-assessment on Office 365 Service User-Led Accreditation

**STEP 1.** Access the report through the link that has been emailed to you. You will need your regular user name and password you'd use for accessing your email.



You will then be redirected to your team's unique folder containing your selfassessment document.



**STEP 2.** Complete self-assessment online by **opening it on Desktop App**. This step will allow you to enter self-assessment score.

Assessment Report revised Sept 2019 - Saved   Open in Desktop App				ireas are or Home	Met/Not Applicable Choose an item.	Mety
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hey are satisfied that all areas are Standard not applicable for Home	Choose an item.					

## **STEP 3.** Click Open in Desktop App and then Open Word (Desktop)

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Cancel			
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atisfied			
All done. You can close this file now.			
<i>plan</i> <i>ngs wit</i> We opened this file in Microsoft Word on your computer.			
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**STEP 4.** Security alert will pop up – Click yes.



**STEP 5.** Template should then open in Word document which automatically saves on the Shared Drive without the need to download file.



**Trouble shoot:** if Word is not opening, make sure you have a blank word document open aside.

STEP 6. You should be able to enter the self-assessment scores



**STEP 7.** After you complete the self-assessment click safe icon. This will automatically safe on your share folder document.

