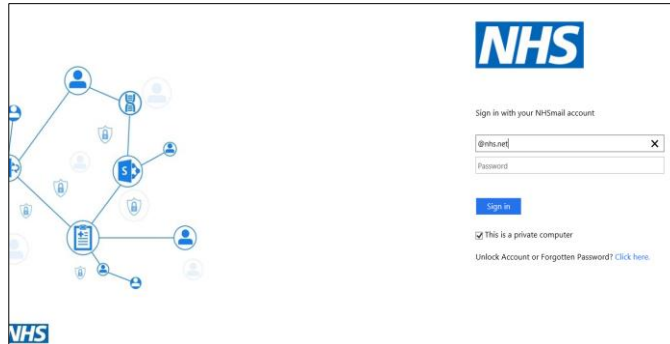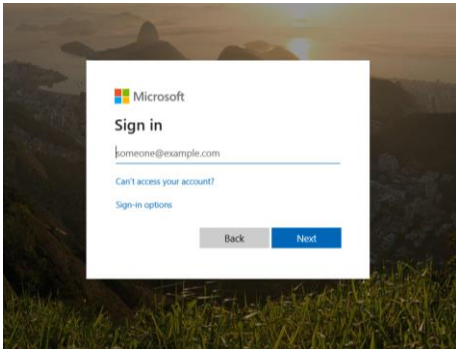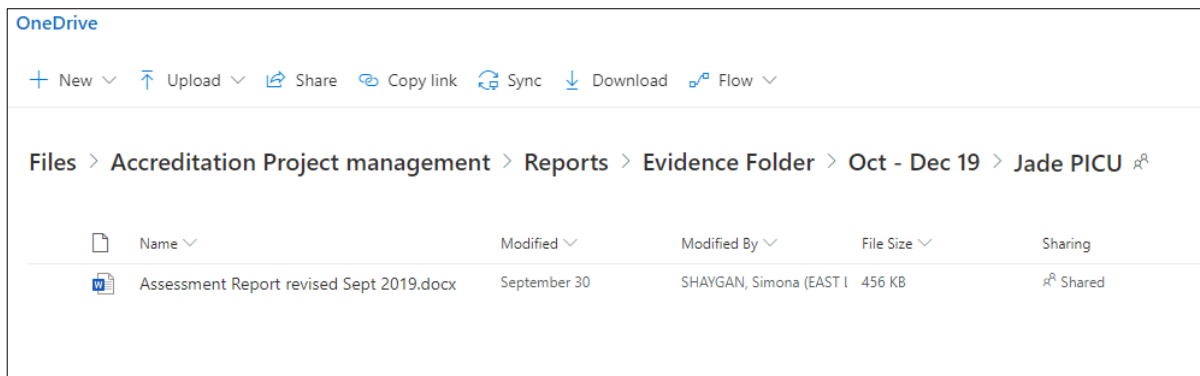# How to complete self-assessment on Office 365
## Service User-Led Accreditation

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.
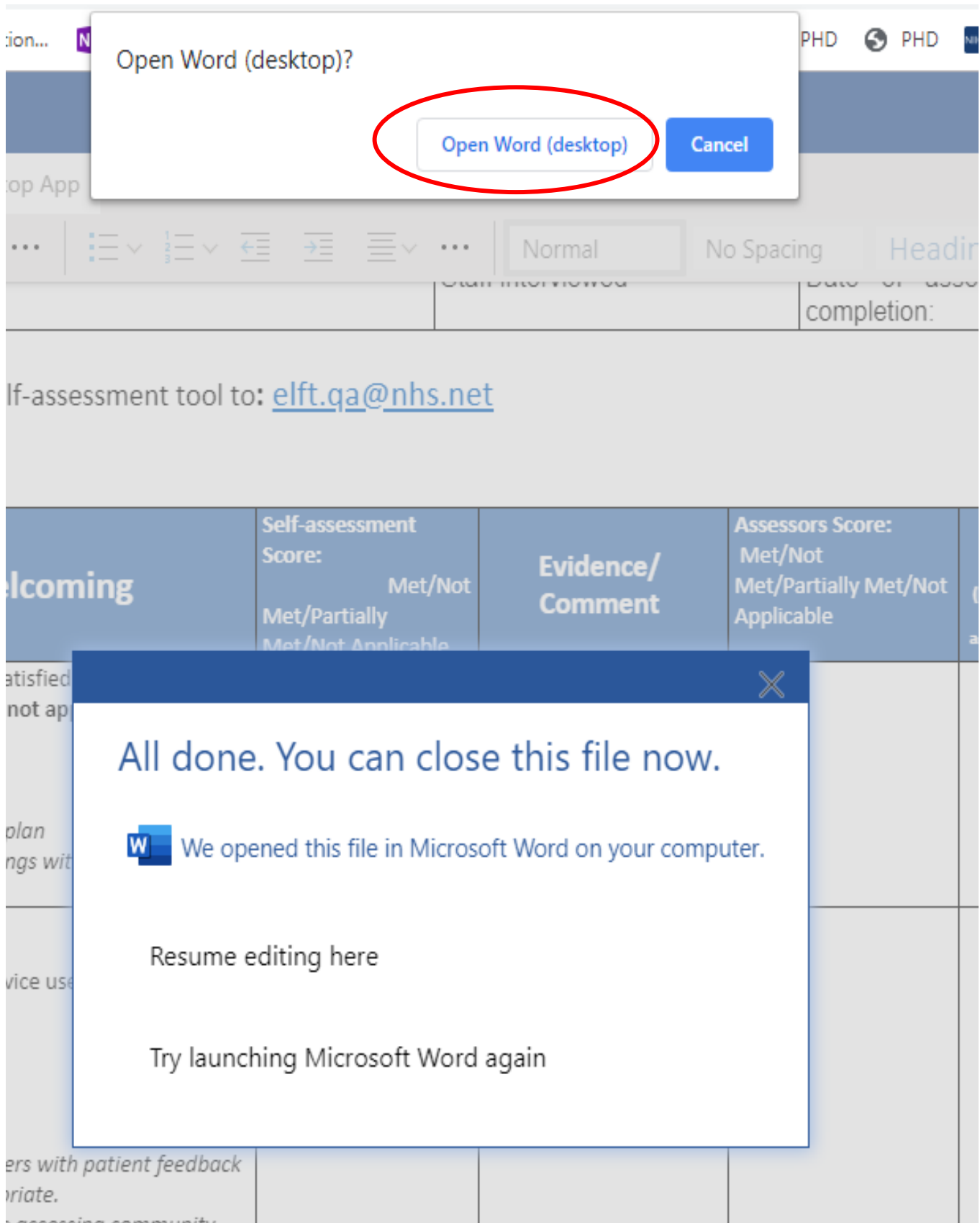

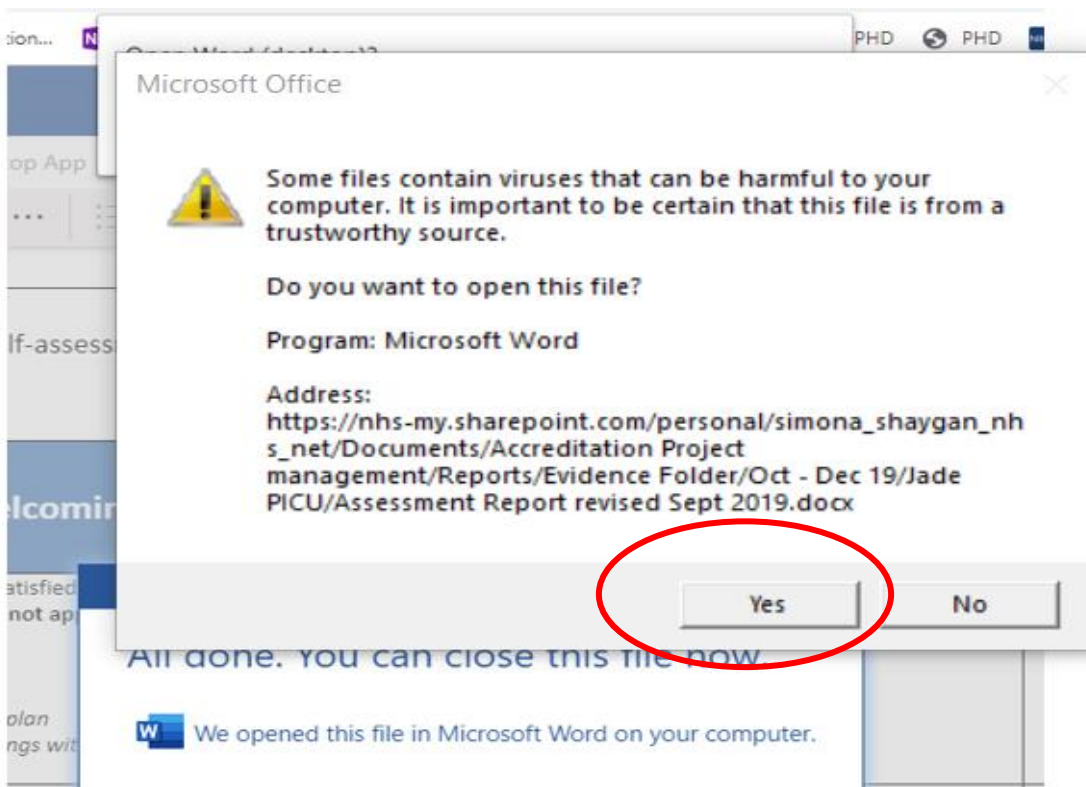You will then be redirected to your team's unique folder containing your self-assessment document.

STEP 2. Complete self-assessment online by **opening it on Desktop App**. This step will allow you to enter self-assessment score.
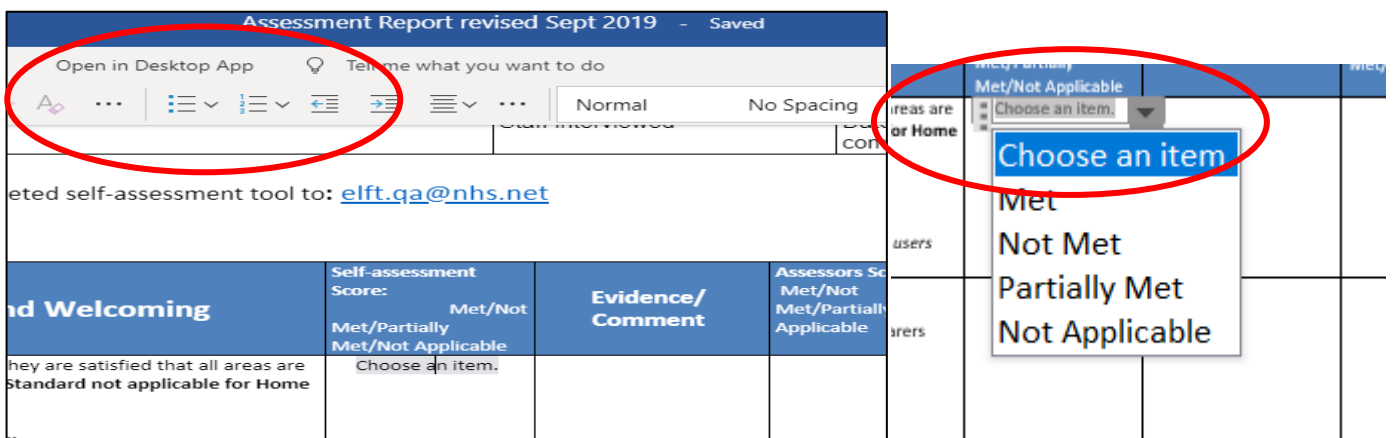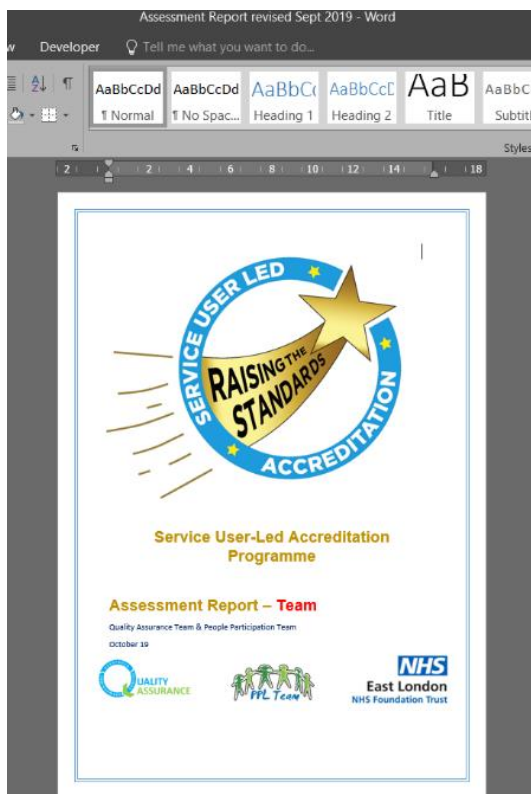
STEP 3. Click Open in Desktop App and then Open Word (Desktop)

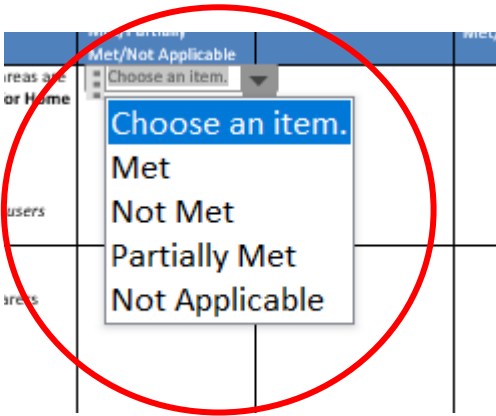**STEP 4.** Security alert will pop up – Click yes.

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.