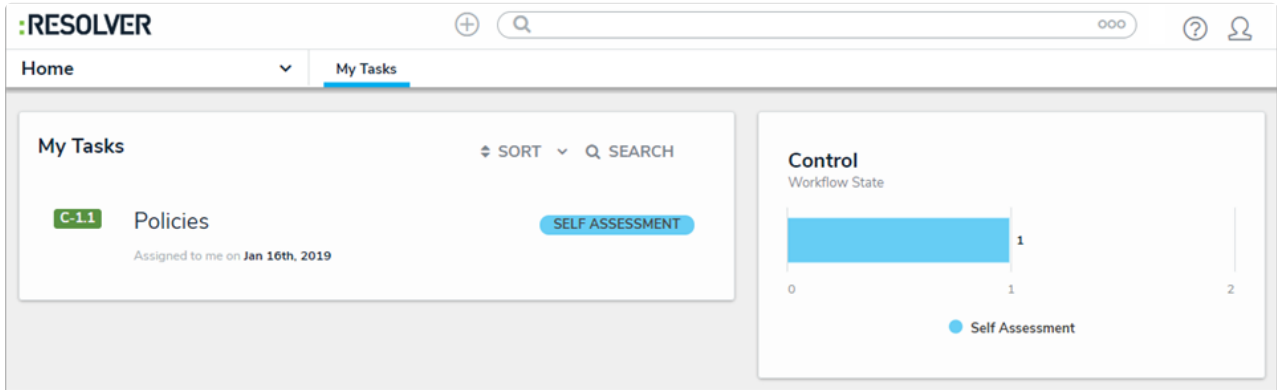


Perform a Control Self-Assessment

Last Modified on 05/18/2022 4:25 pm EDT

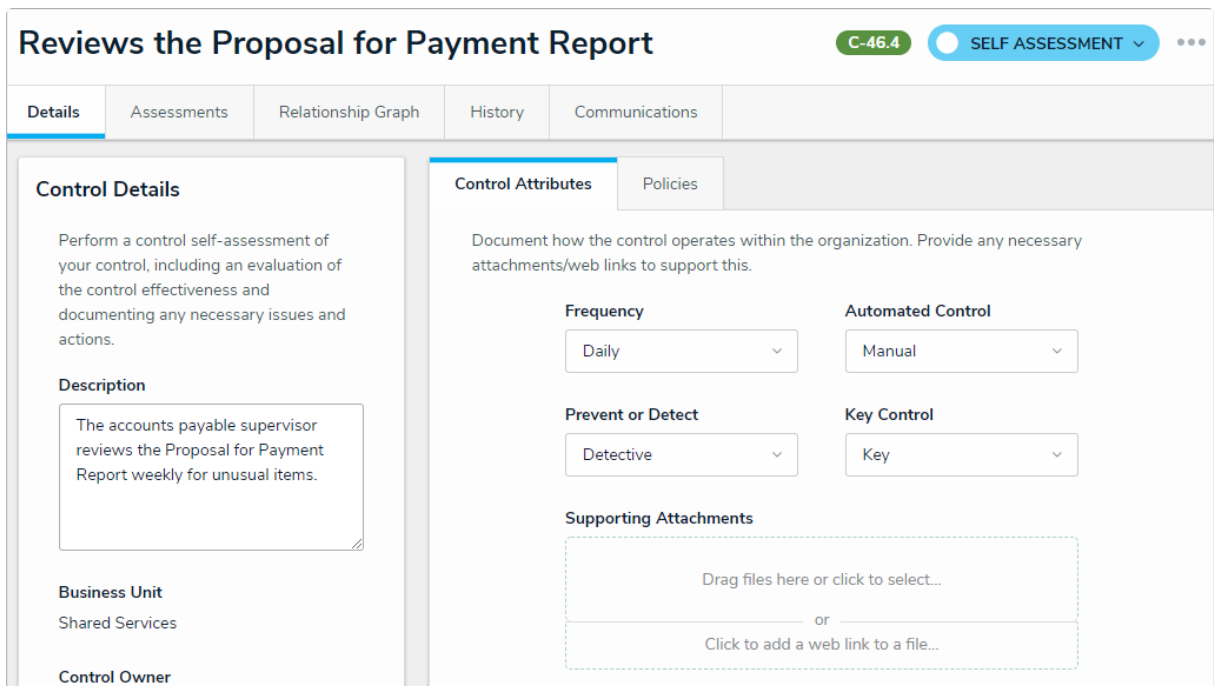
Control Owners and their Delegates are responsible for assessing Controls to ensure the Control documentation meets their organization's needs. Controls are linked to a Risk then assigned to a Control Owner. All Controls that require actions from the Control Owner appear on the [My Tasks](#) page.



A control assigned to the control owner on the My Tasks page.

To Perform a Control Self-Assessment:

1. Log into a user account from the Control Owner and Delegate User Group to display the **My Tasks** page.
2. Click a Control to open the Control form.



The Control form.

3. Optional: Edit the Control Name or Description fields.
4. Select a Control type option in the Automated Control dropdown.

5. Select the frequency of the Control in the **Frequency** dropdown.
6. Select the appropriate option to describe the Control in the **Key Control** dropdown.
7. Select whether the Control is Preventive or Detective in the **Prevent or Detect** dropdown.
8. Drag or browse for a file in the **Supporting Attachments** field. Files can be up to 100 MB in size. Most files types are accepted, however, you cannot upload files with the following extensions:
 - .bat
 - .exe
 - .gif
 - .sh
 - .dll
 - .com
9. Click **Add Existing Policies** under the **Policies** table. Begin typing keywords in the search bar and click **+ Add** next to the desired policy.
10. Select an option that describes the effectiveness of the Control in the **Control Self-Assessment** dropdown.
11. **Optional:** In the **Issues & Actions** section, click **Add Existing Issues**. Begin typing keywords in the search bar and click **+ Add** next to the desired Issue.

Control Effectiveness | **Issues & Actions** | Historical Trending

Document any known issues related to the control. To find existing issues, click **Add Existing Issue** at the bottom of the table. If a new issue is required, click **Create New** at the bottom of the table.

Issues

Name	Unique ID	Priority	Due Date	Workflow State
No oversight and review	I-2	● High	February 1, 2019	● Review

[Q ADD EXISTING ISSUES](#) [+ CREATE NEW](#)

The Issues and Corrective Actions section.

12. Click **Submit for Review** to return the Control to the Risk Team for review. If the Risk Team finds the Control requires further remediation, they may send it back to the Control Owner.