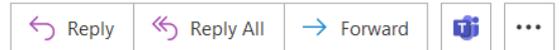# Submitting a Standard Risk Assessment

Step one

Once you have completed your standard risk assessment, you will receive an email notification informing you the risk assessment has been assigned for submission.

You can either click on the link in the email, which will direct you straight to the Standard Risk Assessment dashboard, or you can access your risk assessment by navigating from the Assure home page.

Step two

From the Assure home page, click on the 'Modules' tab and then click on the 'Standard Risk Assessment' link.

This will direct you to the dashboard showing the list of standard risk assessments you have completed.

Step three

Find the standard risk assessment you need to submit, and click on the 'Submit' icon on the right-hand side of the page.

You will then be directed to the overview page of your risk assessment, where you will be able to review the content of your risk assessment.

Step four

Scroll down to the bottom of the standard risk assessment and click on the 'Save & Close' button.

This will submit the standard risk assessment, ready for the Risk Assessment Approver to review.

Step five

You will be redirected back to Standard Risk Assessment dashboard and the status of your risk assessment will have updated to 'Submitted (Current)'.