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## Job Aid: Register/Withdraw Employees

### Purpose

The purpose of this job aid is to guide you through the step-by-step process for registering employees in and withdrawing them from training. As a supervisor, you know your employees' needs based on their performance. Therefore, you are the best person to register them in specific courses to meet their learning needs.

In this job aid, you will learn how to:

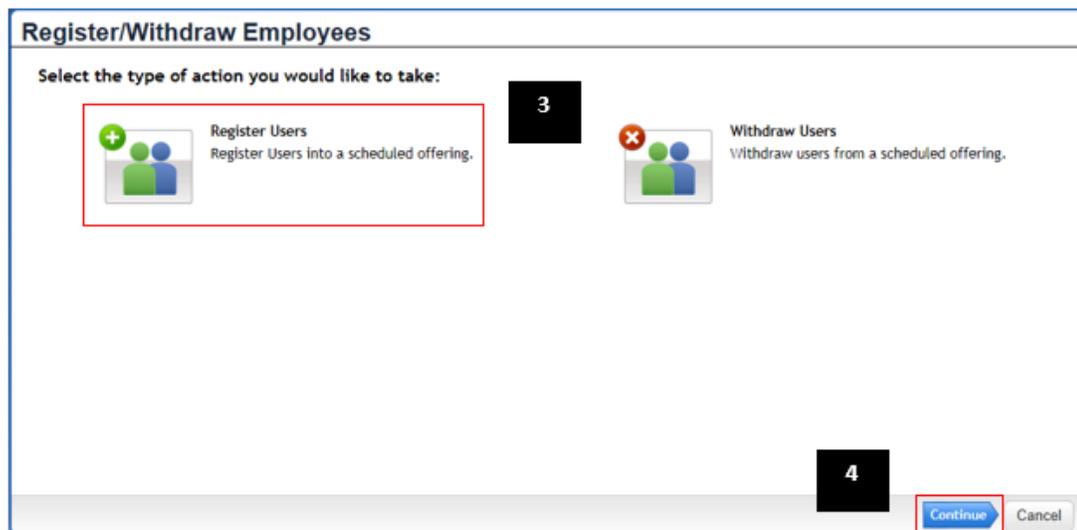
- Register Employees in Training
- Withdraw Employees from Training

## Task A. Register Employees in Training

1. Select the **My Employees** tab from the VA TMS home page.
2. Select the **Register/Withdraw Employees** supervisor link.



3. Select **Register Users**.
4. Select **Continue**.



5. Select the **Add Scheduled Offering** icon (green plus sign).
6. Enter **keywords** to search for the scheduled offering for which you want to register the employee(s).
7. Select **Search**.

**Register Users for Scheduled Offering**

**Enter Registration Details**  
\* Required

5

**Scheduled Offering** +  
 No offering selected

**Employees** +  
 No employees selected

**Scheduled Offerings** X

**Search for Scheduled Offering**

Keywords:  6

Exact Phrase

7 Search Cancel

8. From the Scheduled Offerings search results list, choose the **Select** link for the scheduling offering for which you want to register the employee(s).

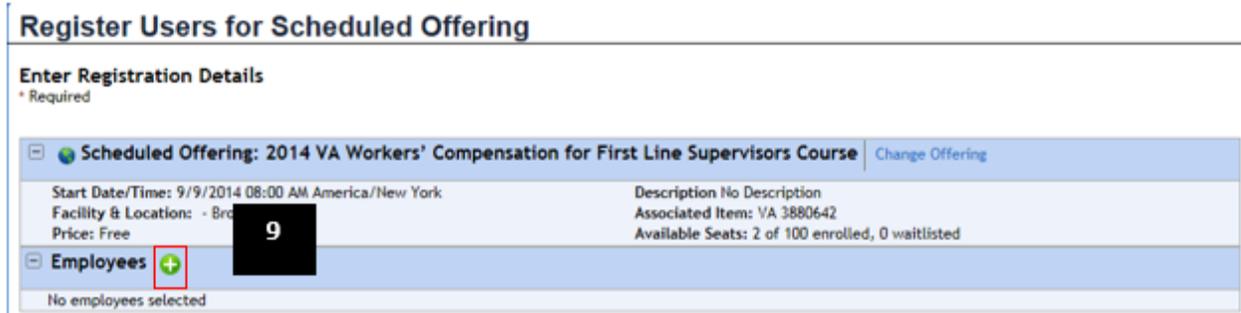
**Select Offerings**

**Search Results**  
 Keywords: *Not Specified*  
 Exact Phrase: *No*

Records per Page: 10 Page: 1 2 3 4 5 «Previous Next» (531 total records)

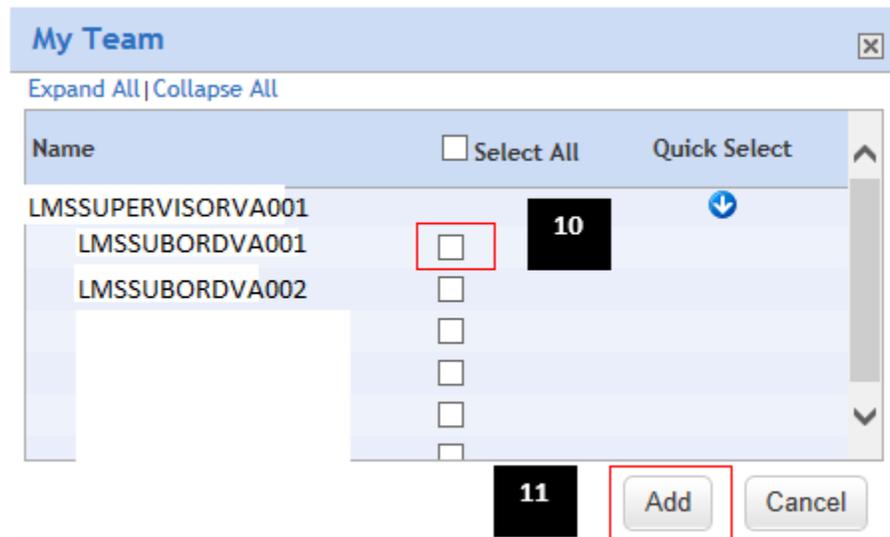
Start Date	Description	Facility & Location	Select
9/9/2014 08:00 AM America/New York	2014 VA Workers' Compensation for First Line Supervisors Course - VA 3880642 (Rev 6/20/2014 10:25 AM America/New York)	Brockton, MA	8 <span style="border: 1px solid red; padding: 2px 10px;">Select</span>
9/22/2014 08:30 AM America/New York	Agency Training Forum at National Image Inc. 42nd National Training Program - VA 3881911 (Rev 7/17/2014 10:57 AM America/New York)	BWI Airport Marriott	Select

9. Select the **Add Employees** icon (green plus sign).



10. From the My Team search results, place a checkmark in the **Select** box next to the employee(s) that you want to register into the scheduling offering. **Note:** You can register multiple employees in a scheduled offering at the same time by selecting more than one employee. Select the **Quick Select** icon to select all direct and/or indirect reports for the corresponding employee.

11. Select **Add**.



12. Select **Continue**.

**Register Users for Scheduled Offering**

**Enter Registration Details**  
\* Required

Scheduled Offering: 2014 VA Workers' Compensation for First Line Supervisors Course [Change Offering](#)

Start Date/Time: 9/9/2014 08:00 AM America/New York  
 Facility & Location: - Brockton, MA  
 Price: Free

Description No Description  
 Associated Item: VA 3880642  
 Available Seats: 2 of 100 enrolled, 0 waitlisted

**Employees** +

Name	Registration Status	Comments	Remove
LMSSUBORDVA001	ENROLL (Enrolled)		

**12**

[Back](#) [Continue](#) [Cancel](#)

13. Review and confirm registration details.

14. Select **Register Users**.

**Register Users for Scheduled Offering**

**Confirm Registration Details** **13**

Scheduled Offering: 2014 VA Workers' Compensation for First Line Supervisors Course

Start Date/Time: 9/9/2014 08:00 AM America/New York  
 Facility & Location: - Brockton, MA  
 Price: Free

Description No Description  
 Associated Item: VA 3880642

**Employees**

Name	Registration Status	Payment Method	Comments
LMSSUBORDVA001	ENROLL(Enrolled)		

Notify:  Users  Instructors  Supervisors  Others

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[Back](#) [Register Users](#) [Cancel](#)



15. A confirmation message displays indicating that the employee(s) was successfully registered into the scheduled offering. Select **Close**.

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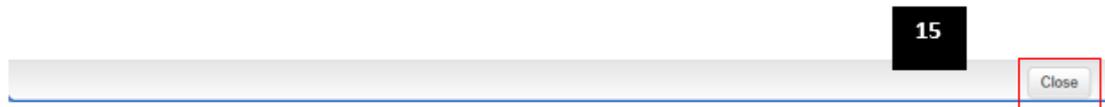
### Register Users for Scheduled Offering

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#### Successfully Registered

All registrations in this scheduled offering were successful.

[Register or withdraw more employees](#)



16. You have successfully registered an employee(s) in training.



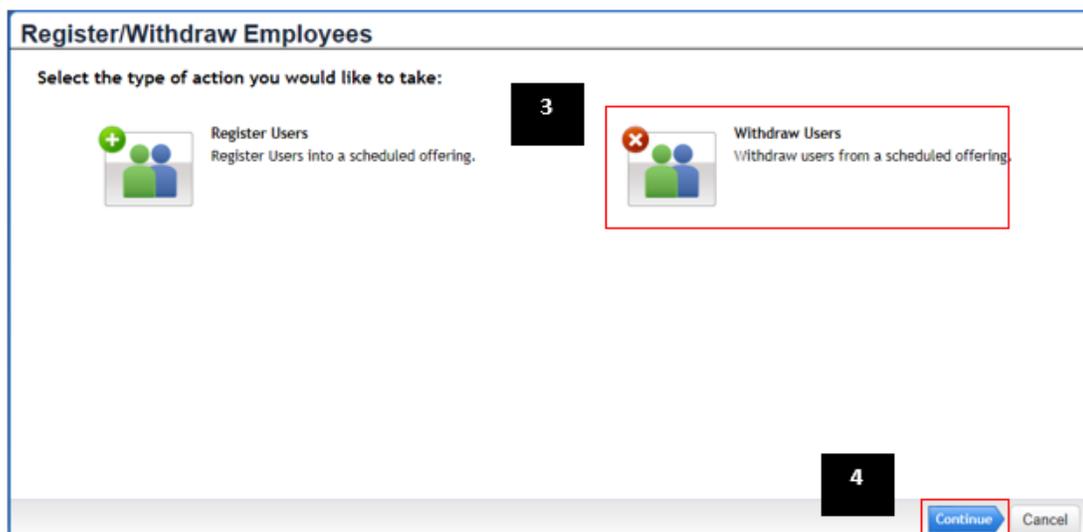
## Task B. Withdraw Employees from Training

1. Select the **My Employees** tab from the VA TMS home page.
2. Select the **Register/Withdraw Employees** supervisor link.



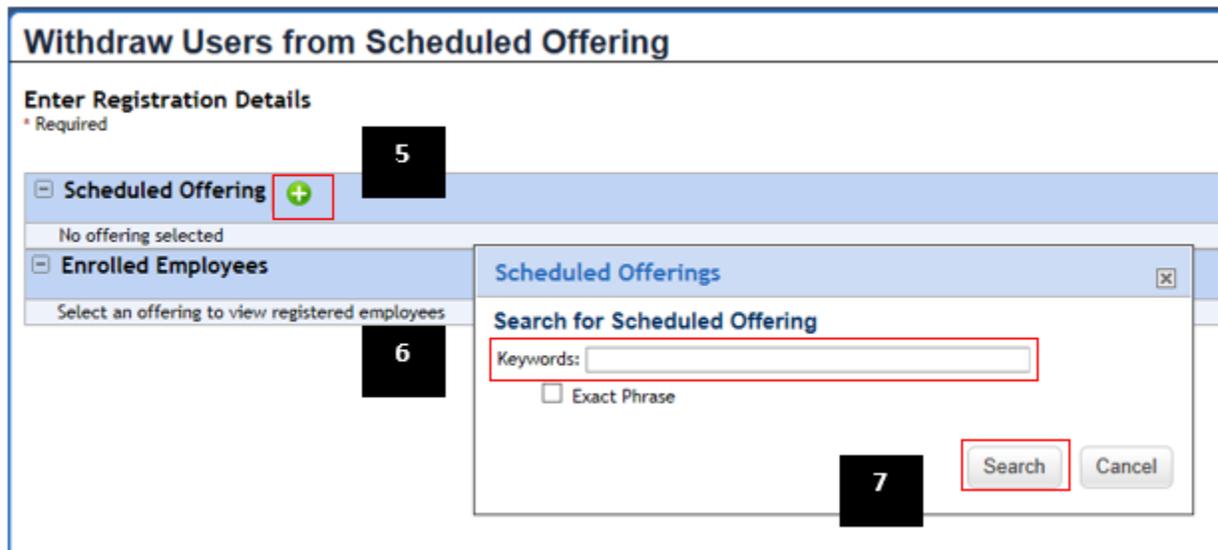
The screenshot shows the VA TMS interface. At the top, there are navigation tabs: Home, My Employees (highlighted with a red box and a '1' callout), Organization, and Admin. Below the tabs is a search bar for 'Learning Plan' with the placeholder text 'LAST NAME, FIRST NAME'. To the left is a list of learning plan IDs (LMSSUBORDVA001 through LMSSUBORVA006). In the center, there is an 'Overdue' notification for 'VA Privacy and Information Security Awar...' which is 183 days overdue. To the right, there is a 'Search Catalog' section and a 'Supervisor Links' sidebar. In the 'Supervisor Links' sidebar, the 'Register/Withdraw Employees' link is highlighted with a red box and a '2' callout. Other links in the sidebar include Assign/Remove Learning, Record Learning, Approvals, Assessments, Dashboard, Employee Matrix, Organization Chart, Performance Reviews, and Reports.

3. Select **Withdraw Users**.
4. Select **Continue**.



The screenshot shows the 'Register/Withdraw Employees' dialog box. The title is 'Register/Withdraw Employees'. Below the title, it says 'Select the type of action you would like to take:'. There are two options: 'Register Users' (with a plus icon) and 'Withdraw Users' (with a minus icon). The 'Withdraw Users' option is highlighted with a red box and a '3' callout. At the bottom right, there are two buttons: 'Continue' (highlighted with a red box and a '4' callout) and 'Cancel'.

5. Select the **Add Scheduled Offering** icon (green plus sign).
6. Enter **keywords** to search for the scheduled offering from which you want to withdraw the employee(s).
7. Select **Search**.





- From the Scheduled Offerings search results list, choose the **Select** link for the scheduling offering from which you want to withdraw the employee(s). **Note:** You can register multiple employees in a scheduled offering at the same time by selecting more than one employee. Select the **Quick Select** icon to select all direct and/or indirect reports for the corresponding employee.

**Select Offerings**

**Search Results**  
 Keywords: *Not Specified*  
 Exact Phrase: *No*

Records per Page: 10 Page: 1 2 3 4 5 «Previous Next» (531 total records)

Start Date	Description	Facility & Location	Select
9/9/2014 08:00 AM America/New York	2014 VA Workers' Compensation for First Line Supervisors Course - VA 3880642 (Rev 6/20/2014 10:25 AM America/New York)	Brockton, MA	8 <input type="checkbox"/>
9/22/2014 08:30 AM America/New York	Agency Training Forum at National Image Inc. 42nd National Training Program - VA 3881911 (Rev 7/17/2014 10:57 AM America/New York)	BWI Airport Marriott	<input type="checkbox"/>

- Check the **Select** box for the employee(s) you want to withdraw from training.
- Select **Continue**.

**Withdraw Users from Scheduled Offering**

Enter Registration Details  
 \* Required

Scheduled Offering: 2014 VA Workers' Compensation for First Line Supervisors Course [Change Offering](#)

Start Date/Time: 9/9/2014 08:00 AM America/New York Description No Description  
 Facility & Location: - Brockton, MA Associated Item: VA 3880642  
 Price: 0.00 US Dollar(USD)

Enrolled Employees

Name	Registration Status	Withdraw
LMSSUBORDVA001	ENROLL(Enrolled)	<input type="checkbox"/>

9

10

11. Review and confirm withdrawal details.

12. Select **Withdraw Users**.

### Withdraw Users from Scheduled Offering

**Confirm Withdrawal Details** 11

**Scheduled Offering: 2014 VA Workers' Compensation for First Line Supervisors Course**

Associated Item: VA 3880642  
 Start Date/Time: 2014-09-09 08:00:00.0 America/New\_York      Description:

Location: - Brockton, MA  
 Price:

**Employees to be Withdrawn**

User	Organization	Item	Title	Scheduled Offering ID	Self Registration
LMSSUBORDVA001	NON-VA STAFF	VA 3880642 (Rev 6/20/2014 10:25 AM America/New York)	2014 VA Workers' Compensation for First Line Supervisors Course	2647127	No

Notify:  Users  Instructors  Supervisors  Others  Remove associated item from the Learning Plan

Back
12
Withdraw Users
Cancel

13. A confirmation message displays indicating that the employee(s) was successfully withdrawn from the scheduled offering. Select **Close**.

### Withdraw Users from Scheduled Offering

**Successfully Withdrawn**

All withdrawals in this scheduled offering were successful. Where applicable a refund has been issued to the withdrawn users.

[Register or withdraw more employees](#)

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Close

14. You have successfully withdrawn an employee(s) from training.