



Job Aid: Register an Employee

Purpose

The purpose of this job aid is to guide supervisors through the step-by-step process of managing the registration of employees in scheduled offerings.

In this job aid, you will learn how to:

- A. Register an employee in a scheduled offering
- B. Withdraw an employee from a scheduled offering
- C. View an employee's registrations



Task A. Registering an Employee in a Scheduled Offering

As a supervisor, you know your employee's needs based on their performance and are able to register them for specific courses that meet those needs. To register an employee:

1. Click the **My Employees** tab from the VA TMS *Home* page.
2. Click the **Register/Withdraw Employees** Supervisor Link.
3. Click **Register Users**.
4. Click **Next**.

The screenshot displays the VA TMS interface. At the top, the navigation bar includes 'Home', 'My Employees' (highlighted with a red box and a red circle '1'), and 'Organization'. Below this, the 'Learning Plan: Richard Maxx' section shows a list of overdue courses. In the 'Supervisor Links' sidebar, 'Register/Withdraw Employees' is highlighted with a red box and a red circle '2'. The 'Registrations' section below shows 'Register Users' highlighted with a red box and a red circle '3', and a 'Next' button highlighted with a red box and a red circle '4'.



5. Click the Scheduled Offering **Add** icon (+).

6. Enter keywords to search for the scheduled offering.
7. Click **Search**.

8. Click the **Select** link for the scheduled offering option into which to register your employee(s).

Start Date	Description	Facility & Location	Select
5/14/2012 0800 CST	All employees are eligible to attend this course.	Washington DC Office Washington, DC Classroom 02	Select
11/13/2012 0800 CST	All employees are eligible to attend this course.	Washington DC Office Washington, DC Classroom 02	Select
7/5/2012 0800 EST	All employees may attend	New York Office New York Classroom 02	Select

9. Click the Employees **Add** icon (+).





10. Click the checkbox next to the corresponding subordinate to register.

11. Click **Add**.

My Team

Expand All | Collapse All

Name	<input type="checkbox"/> Select All	Quick Select
Marcus Q Hoff	<input type="checkbox"/>	↓
Alexander Thompson	<input checked="" type="checkbox"/>	
Darlene Sharp	<input checked="" type="checkbox"/>	
Richard Maxx	<input type="checkbox"/>	↓
Sid Mormony	<input type="checkbox"/>	

Add Cancel

12. Adjust the registration status for each employee, if necessary.

13. Enter comments for each employee's registration, if necessary.

14. Click **Continue**.

Register Employees for Scheduled Offering

Enter Registration Details

Scheduled Offering: Asbestos Air Monitoring

Start Date/Time: 5/14/2012 0800 CST
 Facility & Location: Washington DC Office - Washington, DC Classroom 02
 Price: Free

Description: All employees are eligible to attend this course.
 Associated Item: COURSE EHS-130
 Available Seats: 0 of 25 enrolled, 0 waitlisted

Employees

Name	* Registration Status	Comments	Remove
Thompson, Alexander	ENROLL (Enrolled)		
Sharp, Darlene	ENROLL (Enrolled)		

Continue Cancel

Confirm the registration details.

15. Click **Register Employees**.

Register Employees for Scheduled Offering

Confirm Registration Details

Scheduled Offering: Asbestos Air Monitoring

Start Date/Time: 5/14/2012 0800 CST
 Facility & Location: Washington DC Office - Washington, DC Classroom 02
 Price: Free

Description: All employees are eligible to attend this course.
 Associated Item: COURSE EHS-130

Employees

Name	Registration Status	Payment Method	Comments
Thompson, Alexander	ENROLL (Enrolled)		
Sharp, Darlene	ENROLL (Enrolled)		

Notify: Users Instructors Supervisors Others

Register Employees Cancel

Your selected employees are registered for the scheduled offering.

16. Click **Register or withdraw more employees** to repeat the process.

17. Click **Close**.

Register Employees for Scheduled Offering

Successfully Registered

All registrations in this scheduled offering were successful.

[Register or withdraw more employees](#)

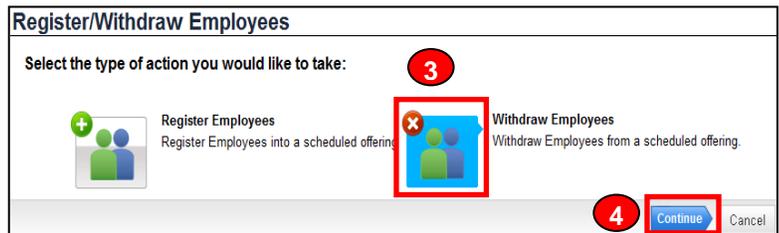
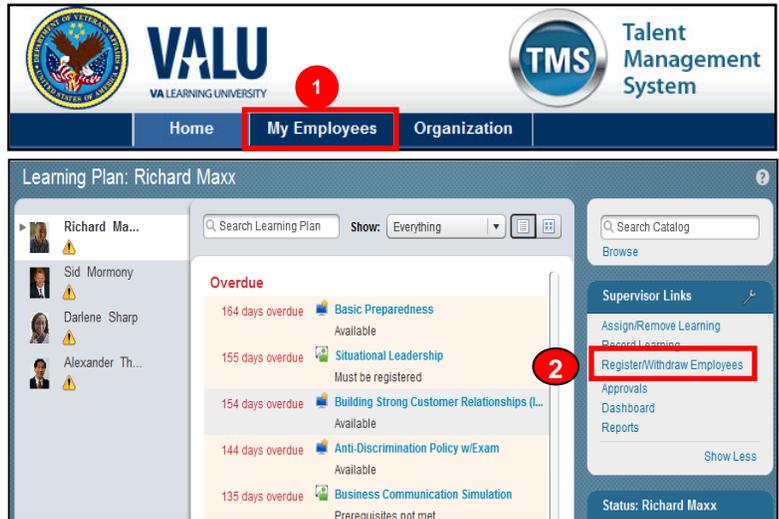
Close



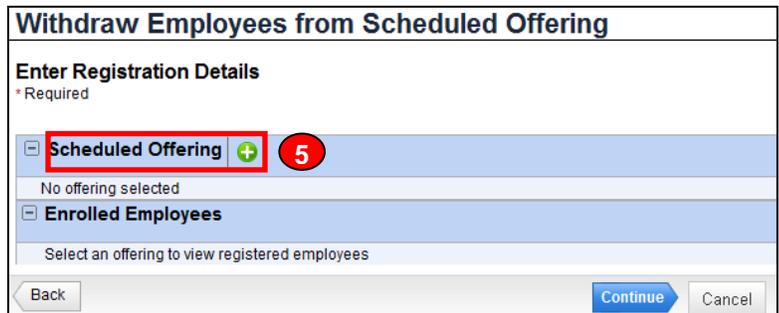
Task B. Withdrawing an Employee from a Scheduled Offering

Just as you can register employees, you can also withdraw them from courses they may be unable to attend.

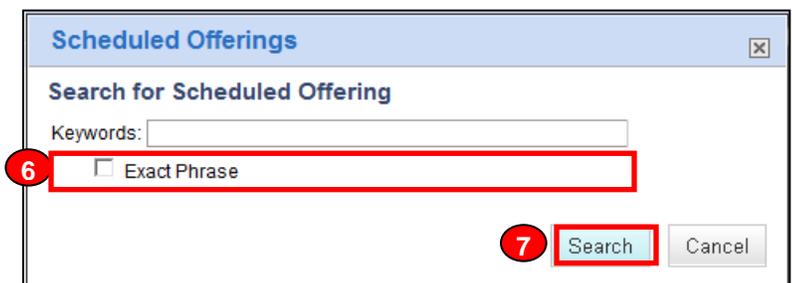
1. Click the **My Employees** tab from the VA TMS Home page.
2. Click the **Register/Withdraw Employees** Supervisor Link.
3. Click **Withdraw Employees**.
4. Click **Continue**.



5. Click the Scheduled Offering **Add** icon (+).



6. Enter keywords to search for the scheduled offering.
7. Click **Search**.





- 8. Click the **Select** link for the scheduled offering option into which to withdraw your employee(s) from.

Select Offerings

Search Results
Keywords: Not Specified
Exact Phrase: No

Records per Page: 10 Page: 1 2 3 4 5 «Previous Next» (109 total records)

Start Date	Description	Facility & Location	Select
5/14/2012 0800 CST	All employees are eligible to attend this course.	Washington DC Office - Washington, DC Classroom 02	8 Select
11/13/2012 0800 CST	All employees are eligible to attend this course.	Washington DC Office - Washington, DC Classroom 02	Select
7/5/2012 0800 EST	All employees may attend	New York Office - New York Classroom 02	Select

Records per Page: 10 Page: 1 2 3 4 5 «Previous Next» (109 total records)

Cancel

Your employees who are currently registered are listed.

- 9. Check the **Withdraw** checkbox next to each employee to withdraw from the scheduled offering.
- 10. Click **Continue**.

Withdraw Employees from Scheduled Offering

Enter Registration Details
* Required

Scheduled Offering: Asbestos Air Monitoring [Change Offering](#)

Start Date/Time: 5/14/2012 0800 CST Description: All employees are eligible to attend this course.
Facility & Location: Washington DC Office - Washington, DC Classroom 02 Associated Item: COURSE EHS-130
Price: 0.00 US Dollar(USD)

Enrolled Employees

Name	Registration Status	Withdraw
Thompson, Alexander	ENROLL(Enrolled)	<input checked="" type="checkbox"/> Select All
Sharp, Darlene	ENROLL(Enrolled)	<input checked="" type="checkbox"/>

Back **10** [Continue](#) Cancel

Note: A supervisor cannot withdraw the user if they were registered by an admin.
Supervisors who withdraw a user from an offering will see a warning if this item is a prerequisite for another enrollment. Then the system will automatically withdraw the user from the dependent offering.

- 11. Select the email recipients by checking the corresponding **Notify** checkboxes. Remove the item from the employee's To-Do List by checking the corresponding checkbox.
- 12. Click **Withdraw Employees**.

Withdraw Employees from Scheduled Offering

Confirm Withdrawal Details

Scheduled Offering: Asbestos Air Monitoring

Associated Item: COURSE EHS-130
Start Date/Time: 2012-05-14 09:00:00.0 CST Description: All employees are eligible to attend this course.
Location: Washington DC Office - Washington, DC Classroom 02
Price:

Employees to be Withdrawn

Name	Current Registration Status
Thompson, Alexander	ENROLL(Enrolled)
Sharp, Darlene	ENROLL(Enrolled)

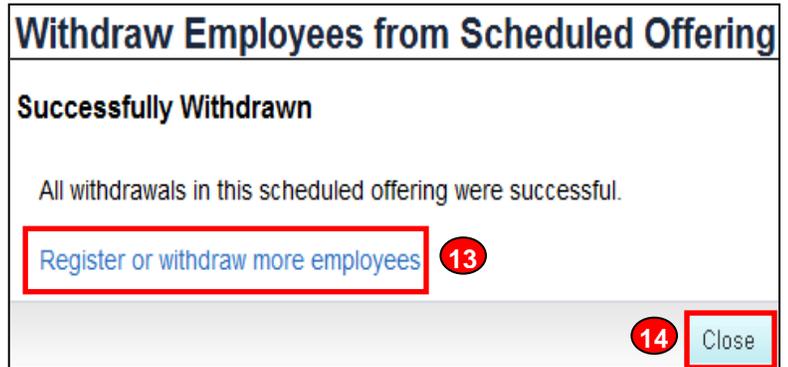
11 **Notify:** Users Instructors Supervisors Others Remove associated item from the To-Do List

Back **12** [Withdraw Employees](#) Cancel



Your selected employees are successfully withdrawn from the scheduled offering.

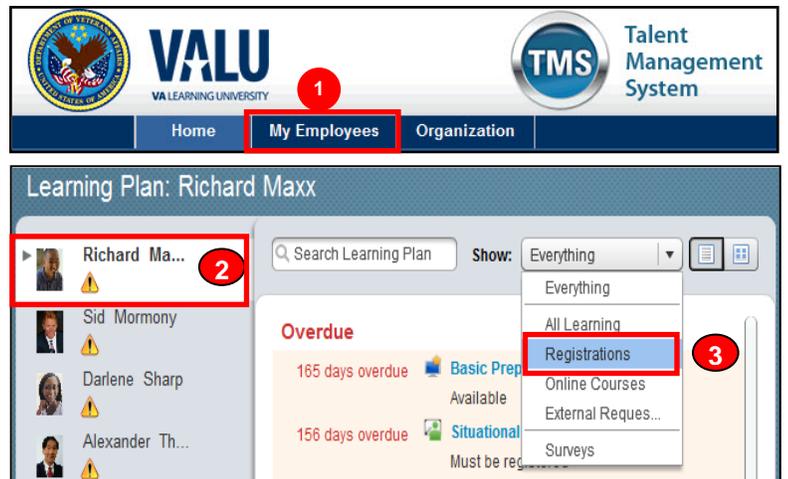
- 13. Click **Register or withdraw more employees** to repeat the process. **OR**
- 14. Click **Close**



Task C. Viewing an Employee's Registrations

Once you complete the registration wizard, you can visit your employee's To-Do List and verify the registration of those courses.

- 1. Click the **My Employees** tab from the VA TMS Home page



Use the employee tree to view the Learning Plan of direct and indirect reports.

- 2. Click an employee card to load that user's Learning Plan.
- 3. Customize the view by filtering the Learning Plan by registrations only.