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 Employee link from the Supervisor Links section.
3. Select the Register Users radio button.

4. Click Next.

5. Enter a keyword or keywords into the Keywords text field to search for an item.

6. Click Next.

7. Click the radio button corresponding with the scheduled offering you are selecting.

8. Click Next.

9. Select the checkbox that corresponds with the employee or employees you are registering.

10. Click Next.

11. Enter Comments in the text field, if applicable.

12. Click Next.


14. Click Next.

15. Select the checkbox or checkboxes for those you would like to send an email confirmation.

16. Click Finish.
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 Employee** link from the *Supervisor Links* section.
3. Select the **Withdraw Users** radio button.
4. Click **Next**.
5. Enter keyword or keywords into the **Keywords** text field to search for an item.
6. Click **Next**.
7. Click the radio button corresponding with the scheduled offering you are selecting.

8. Click **Next**.

9. Click the checkbox to withdraw the selected employee.

10. Click **Next**.

11. Click the checkbox or checkboxes for those you would like to send an email confirmation.

12. Select the **Remove associated item from the To-Do List** checkbox if you choose to remove the item from the employee’s To-Do List in addition to withdrawing.

13. Click **Finish**.
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.
2. Select an employee in the **Employee Tree** to display an employee’s To-Do List.
3. Select the **Registrations** option from the **Show** drop-down list to see all the courses for which the employee has registered.