User Job Aid: Sticky View Preferences for the My Learning Page

Purpose

The manner in which users choose to view the My Learning page is retained when they exit the VA TMS, and is presented in the same way the next time the user logs in, without having to reapply the settings. The purpose of this job aid is to demonstrate this new “sticky view” feature to users.

In this job aid, you will learn how to:

- Task A. Apply Sticky View Preferences to the My Learning Page
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1. Select the My Learning tab.
2. Select the Switch to Card View icon in the My Learning area.
3. Select the Shrink Tile icon in the My Learning area.
4. Select the **Show Less** arrow in the **Links** area.
5. Notice the new set up of the **My Learning** area.
6. Notice the new set up of the **Links** area.
7. Select **Sign Out** to log out of the VA TMS.

8. Enter your **User ID** and **Password**.
9. Select **Sign In** to log back into the VA TMS.
10. Notice how the **My Learning** page has retained the settings you previously applied using the sticky view preferences feature.