

Job Aid: Register for VA TMS Courses

Purpose

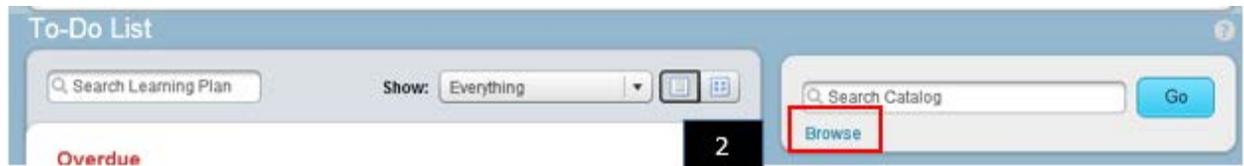
The purpose of this job aid is to guide you through the step-by-step process of registering for VA TMS courses. You can only register for a course after you or your supervisor has added it to your To-Do List from the catalog.

In this job aid, you will learn how to:

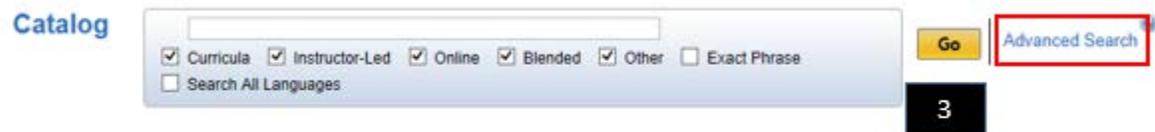
- Register for VA TMS courses

Task A. Register for VA TMS Courses

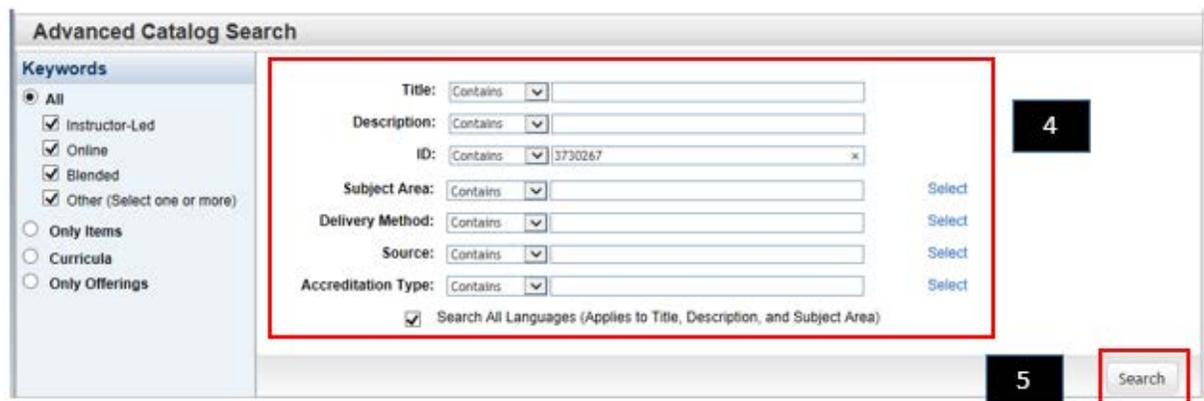
1. Navigate to the **User** home page.
2. Select **Browse**.



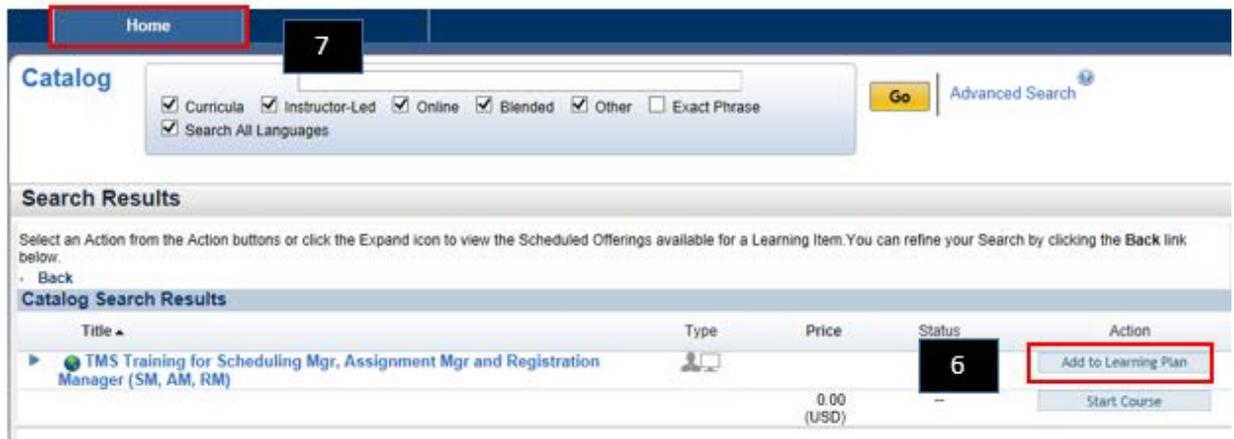
3. Select **Advanced Search**.



4. Enter your **advanced search criteria**.
5. Select **Search**.



6. Select **Add to Learning Plan**. **NOTE:** The To-Do List is sometimes referred to as the Learning Plan in the VA TMS.
7. Select **Home** to return to your To-Do List.



8. Hover over the item on your To-Do List and select **Register Now**.

