User Job Aid: Register for VA TMS Courses

(Revision date: February 13, 2017)

Purpose

The purpose of this job aid is to help Users register for training events in the VA TMS. You can only register for a course after you or your supervisor has added it to My Learning from the catalog.

In this job aid, you will learn how to:

• Task A. Register for VA TMS Courses
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1. Select the **My Learning** tab to navigate to your home page.

2. Select **Browse all courses** in the Find Learning pod.
3. Sort and filter your catalog searches as necessary using the **Sort by** and the **Narrow Courses** categories.

4. Hover over the desired training and select **Assign to Me**.

5. Select the **Back** link to return to My Learning.
6. Locate the item in My Learning and select **Register Now** from the drop-down list.

7. Select **Register Now** for the scheduled offering you wish to participate in.
8. Select **Yes** if you receive a Warning.

9. Enter any **comments** you would like associated with your registration.

10. Select **Confirm**. You have successfully registered for a VA TMS course.