Job Aid: Register/Withdraw Employees

Purpose

The purpose of this job aid is to guide you through the step-by-step process for registering employees in and withdrawing them from training. As a supervisor, you know your employees’ needs based on their performance. Therefore, you are the best person to register them in specific courses to meet their learning needs.

In this job aid, you will learn how to:

- Register Employees in Training
- Withdraw Employees from Training
Task A. Register Employees in Training

1. Select the My Employees tab from the VA TMS home page.
2. Select the Register/Withdraw Employees supervisor link.
3. Select Register Users.
4. Select Continue.
5. Select the **Add Scheduled Offering** icon (green plus sign).

6. Enter **keywords** to search for the scheduled offering for which you want to register the employee(s).

7. Select **Search**.

8. From the Scheduled Offerings search results list, choose the **Select** link for the scheduling offering for which you want to register the employee(s).
9. Select the **Add Employees** icon (green plus sign).

10. From the My Team search results, place a checkmark in the **Select** box next to the employee(s) that you want to register into the scheduling offering. **Note:** You can register multiple employees in a scheduled offering at the same time by selecting more than one employee. Select the **Quick Select** icon to select all direct and/or indirect reports for the corresponding employee.

11. Select **Add**.
12. Select **Continue**.

13. Review and confirm registration details.

14. Select **Register Users**.
15. A confirmation message displays indicating that the employee(s) was successfully registered into the scheduled offering. Select **Close**.

16. You have successfully registered an employee(s) in training.
Task B. Withdraw Employees from Training

1. Select the My Employees tab from the VA TMS home page.

2. Select the Register/Withdraw Employees supervisor link.


4. Select Continue.
5. Select the **Add Scheduled Offering** icon (green plus sign).

6. Enter **keywords** to search for the scheduled offering from which you want to withdraw the employee(s).

7. Select **Search**.
8. From the Scheduled Offerings search results list, choose the Select link for the scheduling offering from which you want to withdraw the employee(s). **Note:** You can register multiple employees in a scheduled offering at the same time by selecting more than one employee. Select the Quick Select icon to select all direct and/or indirect reports for the corresponding employee.

9. Check the Select box for the employee(s) you want to withdraw from training.

10. Select Continue.
11. Review and confirm withdrawal details.

12. Select **Withdraw Users**.

13. A confirmation message displays indicating that the employee(s) was successfully withdrawn from the scheduled offering. Select **Close**.

14. You have successfully withdrawn an employee(s) from training.