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/Withdraw Employees Supervisor Link.
3. Click Register Users.
4. Click Next.
5. Click the Scheduled Offering Add icon (+).

6. Enter keywords to search for the scheduled offering.
7. Click Search.

8. Click the Select link for the scheduled offering option into which to register your employee(s).

9. Click the Employees Add icon (+).
10. Click the checkbox next to the corresponding subordinate to register.

11. Click **Add**.

12. Adjust the registration status for each employee, if necessary.

13. Enter comments for each employee’s registration, if necessary.

14. Click **Continue**.

15. Click **Register Employees**.

Your selected employees are registered for the scheduled offering.

16. Click **Register or withdraw more employees** to repeat the process.

17. Click **Close**.
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/Withdraw Employees** Supervisor Link.
3. Click **Withdraw Employees**.
4. Click **Continue**.
5. Click the Scheduled Offering **Add** icon (➕).
6. Enter keywords to search for the scheduled offering.
7. Click **Search**.
8. Click the **Select** link for the scheduled offering option into which to withdraw your employee(s) from.

![Select Offerings Image]

Your employees who are currently registered are listed.

9. Check the **Withdraw** checkbox next to each employee to withdraw from the scheduled offering.

10. Click **Continue**.

![Withdraw Employees from Scheduled Offering Image]

**Note:** A supervisor cannot withdraw the user if they were registered by an admin.

Supervisors who withdraw a user from an offering will see a warning if this item is a prerequisite for another enrollment. Then the system will automatically withdraw the user from the dependent offering.

11. Select the email recipients by checking the corresponding **Notify** checkboxes. Remove the item from the employee’s To-Do List by checking the corresponding checkbox.

12. Click **Withdraw Employees**.
Your selected employees are successfully withdrawn from the scheduled offering.

13. Click **Register or withdraw more employees** to repeat the process. **OR**

14. Click **Close**

**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

   Use the employee tree to view the Learning Plan of direct and indirect reports.

2. Click an employee card to load that user’s Learning Plan.

3. Customize the view by filtering the Learning Plan by registrations only.