Manager Job Aid
Register/Withdraw Employees
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Purpose

The purpose of this job aid is to guide you through the step-by-step process for registering and withdrawing employees from training. As a manager, 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:

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

1. From the VA TMS landing page, select the Home dropdown menu.

2. Select the Learning option. This will navigate you to the My Learning area of the TMS.
3. Select the **My Teams** tab.
4. Select the **Register/Withdraw Employees** link under **Manager Links**.

5. Select **Register Users**.

- **Register Users**
  - Register Users into a scheduled offering.

- **Withdraw Users**
  - Withdraw users from a scheduled offering.
6. Select the **Add** button under the Class section.

7. Enter **keywords** to search for the class for which you want to register the employee(s).

8. Narrow your search by using the **Refine By** section on the left-hand side of the page.

9. Choose the **Select** link in the class record you desire.
10. Select the **Add** button under the Employees section.

11. Select the **checkbox** next to the employee(s) that you want to register into the class. **Note:** You can register multiple employees in a class at the same time by selecting more than one employee. Select the **checkbox** in the upper left-hand corner to select all employees.

12. Select **Add**.
13. Select **Continue**.

14. Review and confirm registration details.

15. Select **Register Users**.
16. A confirmation message displays indicating that the employee(s) was successfully registered into the class. Select **Close**. You have successfully registered an employee(s) in training.
Task B. Withdraw Employees from Training

1. From the VA TMS landing page, select the **Home** dropdown menu.

2. Select the **Learning** option. This will navigate you to the My Learning area of the TMS.
3. Select the **My Teams** tab.
4. Select the **Register/Withdraw Employees** link under **Manager Links**.

5. Select **Withdraw Users**.
6. Select the **Add** button under the Class section.

7. Enter **keywords** to search for the class for which you want to register the employee(s).

8. Narrow your search by using the **Refine By** section on the left-hand side of the page.

9. Choose the **Select** link in the class record you desire.
10. Select a **Withdraw Reason**.

11. Enter a **checkmark** next to the employee you want to withdraw from the class.

12. Select **Continue**.
13. **Review and confirm** withdrawal details.

14. Select **Withdraw Users**.

15. Select **Close**. You have successfully withdrawn an employee from training.