



Manager Job Aid: Register/Withdraw Employees

(Revision date: September 16, 2017)

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





Ø 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.

	SANDBOX	1 Home - Home	TMS	Talent Management System
My I	nfo	Learning 2 My Employee File		
Learn	ing Specialty	Admin Center My Profile		My History
Admin	n Favorites	Admin Center	Learning Administration	Quick Links
https://hcm03s.ns2c	loud.com/sf/home?bplte_	_company=VASBXHCM03S&_s		





3. Select the **My Teams** tab.

My Learning My Team Instructor	Learning 🔻	Management System
Q A0044 DMLMUSER 🛞	To Do: A0044 DMLMUSER	Find Learning
A0044 DMLMUS	Keyword Q Course name or ID Select All	All Assignment Types Q Find Learning Go Browse all courses >
		Manager Links
		Add to Learning History Register/Withdraw Employ Reports





4. Select the Register/Withdraw Employees link under Manager Links.



5. Select Register Users.







6. Select the Add button under the Class section.

Enter Registration Details * Required	9
✓ Class	+ Add
No class selected	
✓ Employees	+ Add
No employees selected	

- 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.

Select	Select Desired Courses from Library												
				7		508			<u>⊗</u> ସ	Language & Curr	rency		^
Res	sults	for '	508'	•									
6 COL	RSES											Relevance	~
Ins	tructo	r Led			e	8						9	
Refine	e By							SEP	Introduction to	Sectio		Select	
<	S	epten	nber	2	2020		>	22	9/22/2020 © PM - 9/22/2 200 seats avail	01:00 2020 lable			
	Mon	Tue	Wed	Thu	Fri	Sat	Sun						
36	31	1	2	3	4	5	6						
37	7	0	0	10	11	10	10					↓ More	~





10. Select the **Add** button under the Employees section.

Enter Registration Details * Required		
\scriptstyle{ee} Class: Introduction to Section 508 (Live Webinar) $ \mathfrak{G} $	Change Class	
Start Date/Time: 9/22/2020 01:00 PM America/New York	Description: No Description	
Facility & Location:	Associated Item: VA 3857177	
Available Seats: 0 of 200 enrolled, 0 waitlisted		-
✓ Employees No employees selected		10 + Add

- 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.

Sel	Select Employees							
	Employees	Region	Job Code	Manager	Organization			
	Q A0044 DMLMUSER 🛞	Q Region	Q Job Code	Q Manager	Q Organization			
				Indirect Employees	✓ Sub Organization			
V	DMLMUSER, A0044		DETECTIVE	ROUX, KEVIN	HR Group 44			
1	0							
Emp	loyees selected: 1				12			
					Cancel			





13. Select **Continue**.

Enter Registration Details	S				
\checkmark Class: Introduction to	Section 508 (Live Webinar) 🕄 Change Class			
Start Date/Time: 9/22/2020 Facility & Location: Available Seats: 1 of 200 enr	01:00 PM America/New York rolled, 0 waitlisted	Description Associated	n: No Description Item: VA 3857177		
✓ Employees					+ Add
Name	* Registration Status	Payment Method	Account	Comments	Remove
A0044 DMLMUSER	Active Registration (Enrollec			\oplus	×
				Cancel	Continue

- 14. Review and confirm registration details.
- 15. Select Register Users.

Confirm Registration De	etails	14				
Class: Introduction to Se	Class: Introduction to Section 508 (Live Webinar) 🚱					
Start Date/Time: 9/22/202 Facility & Location:	20 01:00 PM America/New York	Descripti Associate	on: No Description d Item: VA 3857177			
Employees						
Name	Registration Status	Payment Method	Comments			
DMLMUSER A0044	Active Registration (Enrolled)					
			Notify: 🗹 Users 🗹 Insti	ructors 🗆 Managers 🗆 Others 🎽		
				Car 15 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.

Successfully Registered	
All registrations in this class were successful.	
Register or withdraw more employees	
	4
	se





Ø 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.

	SANDBOX	1 Home - Home	TMS	Talent Management System
	My Info	Learning 2 My Employee File		
	Learning	Admin Center		My History × = × =
	Admin Favorites	Admin Center	Learning Administration	Quick Links
	*	ô	ŝ	P
https://hcm	03s.ns2cloud.com/sf/home?bplte_c	company=VASBXHCM03S&_s		





3. Select the My Teams tab.

My Learning My Team Instruct	Learning v or View	Management System	
Q A0044 DMLMUSER 🛞	To Do: A0044 DMLMUSER	I I I Filter	Find Learning
A0044 DMLMUS	Keyword Course name or ID Select All You don't have any assignments.	All Assignment Types 🔹	Q Find Learning Go Browse all courses >
			Manager Links Add to Learning History Register/Withdraw Employ Reports





4. Select the **Register/Withdraw Employees** link under **Manager Links**.

My Learning My Team Instructo	or View	
Q DMLMUSER.A0044	To Do: A0044 DMLMUSER 🖭 🖬 🖬 🗸 Filter	Find Learning
A0044 DMLMUS	Keyword Course name or ID Select All All Assignment Types	Grind Learning Go Browse all courses >
	You don't have any assignments.	
		Manager Links
		Add to Learning History
	4	Register/Withdraw Employ Reports

5. Select Withdraw Users.

Select the type of action you would like to take:	5	
A [✓] Register Users Register Users into a scheduled offering.	A [×] Withdraw Users Withdraw users from a scheduled offering.	
		Cancel





6. Select the Add button under the Class section.

Enter Registration Details * Required	9
✓ Class	+ Add
No class selected	
✓ Employees	+ Add
No employees selected	

- 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.

Select	Desire	d Cou	rses fr	om Lik	orary									
				7		508				<u>⊗</u> ସ	Language & Curr	rency		^
Res	sults	for '	508'	•										
6 COL	RSES												Relevance	~
Ins	tructo	r Led			e	8							9	
Refine	e By								SEP	Introduction to	Sectio		Select	
<	< September 2020 >			22	9/22/2020 © PM - 9/22/2 200 seats avail	01:00 2020 lable								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun							
36	31	1	2	3	4	5	6							
37	7	0	0	10	11	10	10						↓ more	~





- 10. Select a Withdraw Reason.
- 11. Enter a **checkmark** next to the employee you want to withdraw from the class.
- 12. Select **Continue**.

Enter Registration Details * Required				
\sim Class: Introduction to Section 508	(Live Webinar) 🕄 Chan	ge Class		
Start Date/Time: 9/22/2020 01:00 PM Ame Facility & Location:	rica/New York	Description Associated	n: No Description Item: VA 3857177	
✓ Enrolled Employees				
Name	Registration Status	_	• Withdraw Reason	Withdraw U U Select All
A0044 DMLMUSER	Active Registration(Enrolled)	_ [
				Cancel





13. Review and confirm withdrawal details.

14. Select Withdraw Users.

Confirm Withdrawal Details 13									
Class: Introduction	Class: Introduction to Section 508 (Live Webinar)								
Start Date/Time: 9/22/2020 01:00 PM America/New York Description: Primary Location: Associated Item: VA 3857177									
Employees to be W	Employees to be Withdrawn								
User	Organization	ltem	Title	Class ID	User can Self-Register				
DMLMUSER A0044	HR Group 44	VA 3857177	Introduction to Section 508 (Live Webinar)	3676974	No	~			
					Cancel Withdraw Us	ers			

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

Successfully Withdrawn	
All withdrawals in this class were successful. Where applicable a refund has been issued to the withdrawn users.	- 1
Register or withdraw more employees	- 1
	- 1
	- 1
	- 1
	- 1
	ose

