



U.S. Department of Veterans Affairs
User Job Aid
Administrator Lookup

User Job Aid: Administrator Lookup

(Revision Date: July 21, 2023)

Purpose

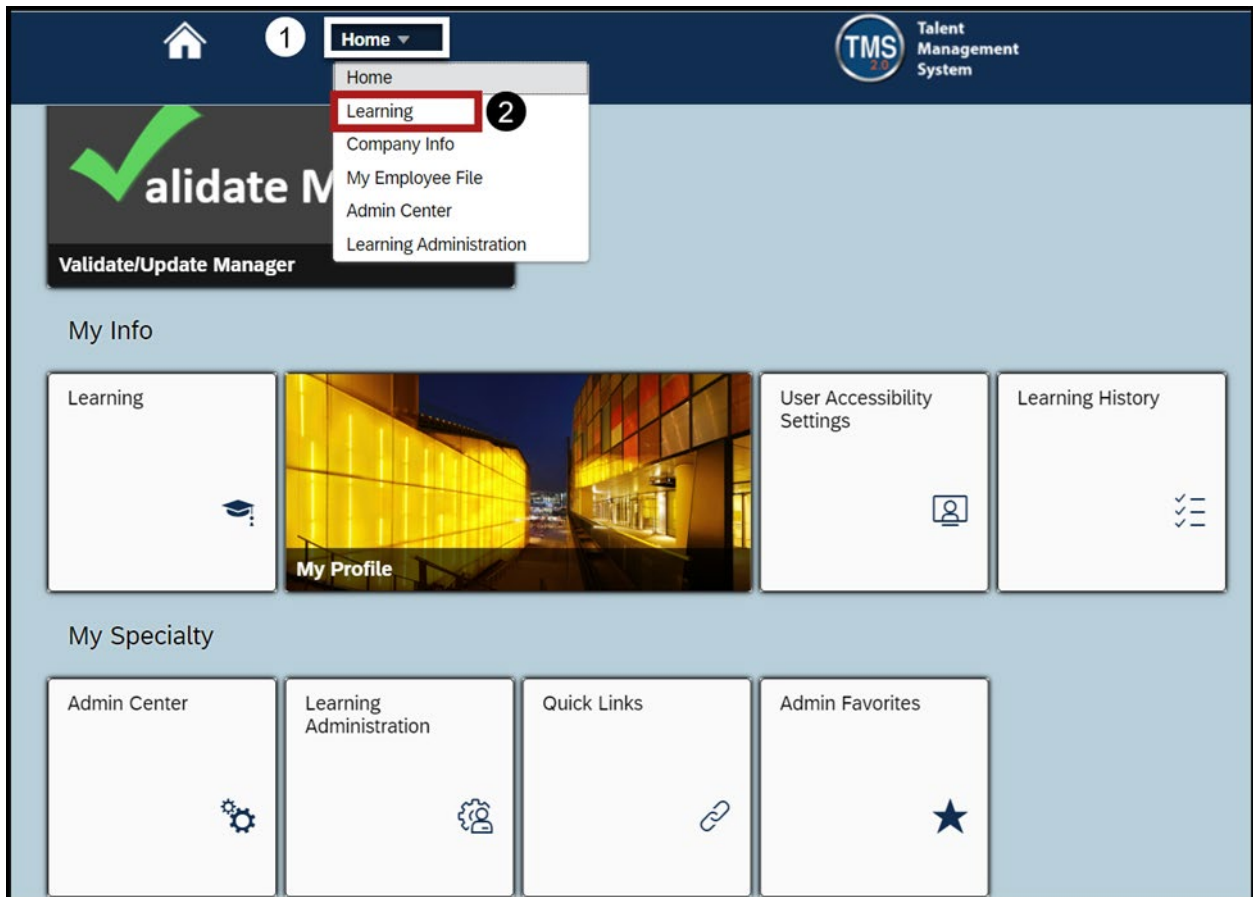
The purpose of this job aid is to guide you through the step-by-step process of utilizing the Administrator Lookup link. This allows you to identify your administrators.

In this job aid, you will learn how to:

- Task A. Access My Learning
- Task B. Administrator Lookup

Task A. Access My Learning

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. From My Learning, locate the **Links** tile.

The screenshot displays the TMS 2.0 Learning interface. At the top, there's a 'Learning' dropdown menu and a 'TMS 2.0 Talent Management System' logo. Below the header, there are two main sections: 'My Learning' and 'Find Learning'. The 'My Learning' section shows a 'To-Do' list with three courses due within a month, all required and part of AUG-Disruptive Behavior Committee Training. The 'Find Learning' section has a search bar and a 'Browse all courses' link. On the right side, there's a 'Links' tile highlighted with a red box, containing a list of links: 'Add to Learnin...', 'Admin Lookup', 'Approvals', 'Help Desk', 'My Information', 'News', 'Options and S...', 'Reports', 'SF-182', 'Skillsoft Books', 'USA Jobs', 'VA Home Page', and 'VA Mandatory...'. A circular badge with the number '3' is next to the 'Links' tile, and a 'recently added' badge is also visible.

Task B. Administrator Lookup

1. From the **Links** tile, select the **Admin Lookup** link.

The screenshot shows the TMS 2.0 Learning Management System interface. The top navigation bar includes 'Learning' and 'My Learning'. The main content area is divided into 'To-Do' and 'Find Learning' sections. The 'To-Do' section lists courses like 'CTT Virtual Interactive Session', 'MOC- Nursing-Alaris IV Pump & BD Nexiva Catheter', and 'MOC-EduN-Yearly Crash Cart Competency Review'. The 'Find Learning' section has a search bar and a 'Browse all courses' link. On the right sidebar, the 'Links' tile is visible, with 'Admin Lookup' highlighted by a red box and a circled number 1. Other links in the sidebar include 'Add to Learnin...', 'Approvals', 'Help Desk', 'My Information', 'News', 'Options and S...', 'Reports', and 'SF-182'.

- To search for an administrator, enter a name, VA medical center, region, state, city, domain, phone number or email address in the **Search** field.
- Select the **Enter** key on your keyboard to perform the search.

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Talent Management System 2.0

TMS HCSC

TMS Administrator Lookup

Data last updated on: 07/21/2023 @ 08:15 AM

Search Administrators:

Please enter a search value to see the list of matching administrators. You can search by Name, VA Medical Center, Region, State, City, Domain, Phone Number, or E-mail Address.

TMS Administrators

State	City	VA Medical Center Name/Regional Offices	TMS Administrator Name	Domain	Phone Number	E-mail Address
Please enter a search value first.						

- Search results will display. For each administrator listed, their State, City, VA Medical Center Name/Regional Offices, TMS Administrator Name, Domain, Phone Number, and E-mail Address is listed.

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Search Administrators:

Please enter a search value to see the list of matching administrators. You can search by Name, VA Medical Center, Region, State, City, Domain, Phone Number, or E-mail Address.

TMS Administrators: Showing 2 of 799 entries

State	City	VA Medical Center Name/Regional Offices	TMS Administrator Name	Domain	Phone Number	E-mail Address
US-DC	Washington DC	Human Capital Services Center	[REDACTED]	HCSC	N/A	[REDACTED]
US-DC	Washington DC	Human Capital Services Center	[REDACTED]	HCSC	N/A	[REDACTED]