



HCSC



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

User Job Aid: Administrator Lookup

(Revision Date: July 21, 2023)

Purpose

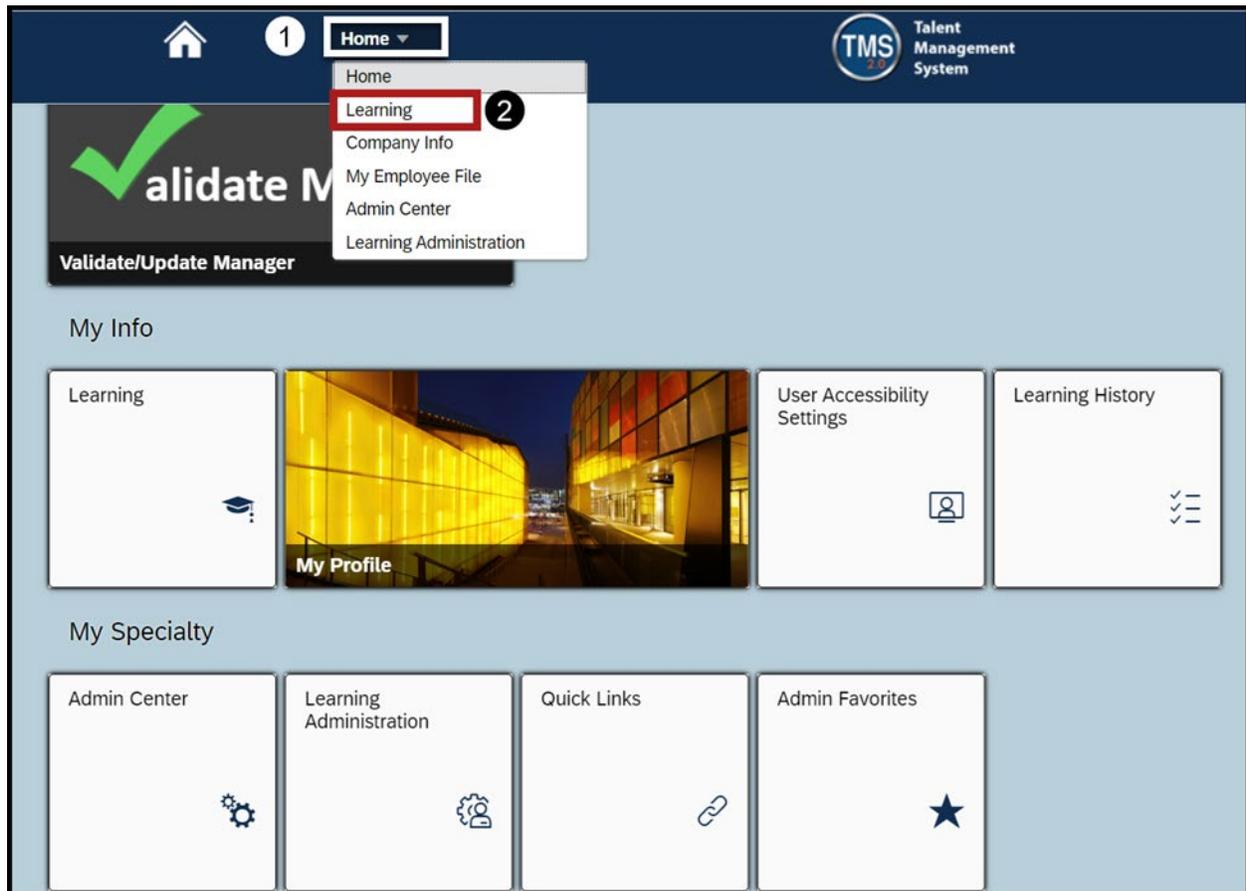
The purpose of this job aid is to guide you through the step-by-step process of utilizing the Administrator Lookup link. This allows you to identify your administrators.

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 is a navigation bar with 'Learning' and a dropdown arrow. Below this, the 'My Learning' section is visible, including 'My Team' and a 'To-Do' list. The 'To-Do' list contains several course entries, each with a 'START COURSE' button. To the right of the 'To-Do' list is a 'Find Learning' search box. Below the search box is a 'Links' tile, which is highlighted with a red border. The 'Links' tile contains a list of navigation options: '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...'. To the right of the 'Links' tile is a 'Learnin...' tile with a circular arrow icon and a red circle containing the number '0', indicating 'recently added' items. A red circle with the number '3' is placed over the 'Learnin...' tile.

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. At the top, there's a navigation bar with 'Learning' and 'TMS Talent Management System'. Below that, there are tabs for 'My Learning' and 'My Team'. The main content area is divided into two columns. The left column is titled 'To-Do' and features a search bar for 'Course name or ID' and a 'Filter' button. Underneath, there's a section for 'DUE ANYTIME' with three course cards: 'CTT Virtual Interactive Session' (VA 4564390), 'MOC- Nursing-Alaris IV Pump & BD Nexiva Catheter' (VA 1338023), and 'MOC-EduN-Yearly Crash Cart Competency Review' (VA 1335991). The right column is titled 'Find Learning' and includes a search bar for 'What do you want to LEARN today?' and a 'Go' button. Below this, there's a 'Links' sidebar with a list of navigation options: 'Add to Learnin...', 'Admin Lookup' (highlighted with a red box and a circled '1'), 'Approvals', 'Help Desk', 'My Information', 'News', 'Options and S...', 'Reports', and 'SF-182'. To the right of the 'Links' sidebar is a 'Learnin...' section with a circular icon and a red '0' badge, indicating 'recently added' items.

- 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.

VA | U.S. Department of Veterans Affairs | Talent Management System 2.0 | TMS 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.

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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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TMS HCSC

TMS Administrator Lookup

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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]

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