



User Job Aid: How to Register for a Class

(Revision date: December 04, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of registering for classes in the VA TMS. When a learning event is needed that requires an instructor, location, equipment, assigned resources, etc., a class allows the coordination of all these elements within the TMS. Since classes are scheduled, users cannot assign the training event to themselves. Instead, registration is needed.

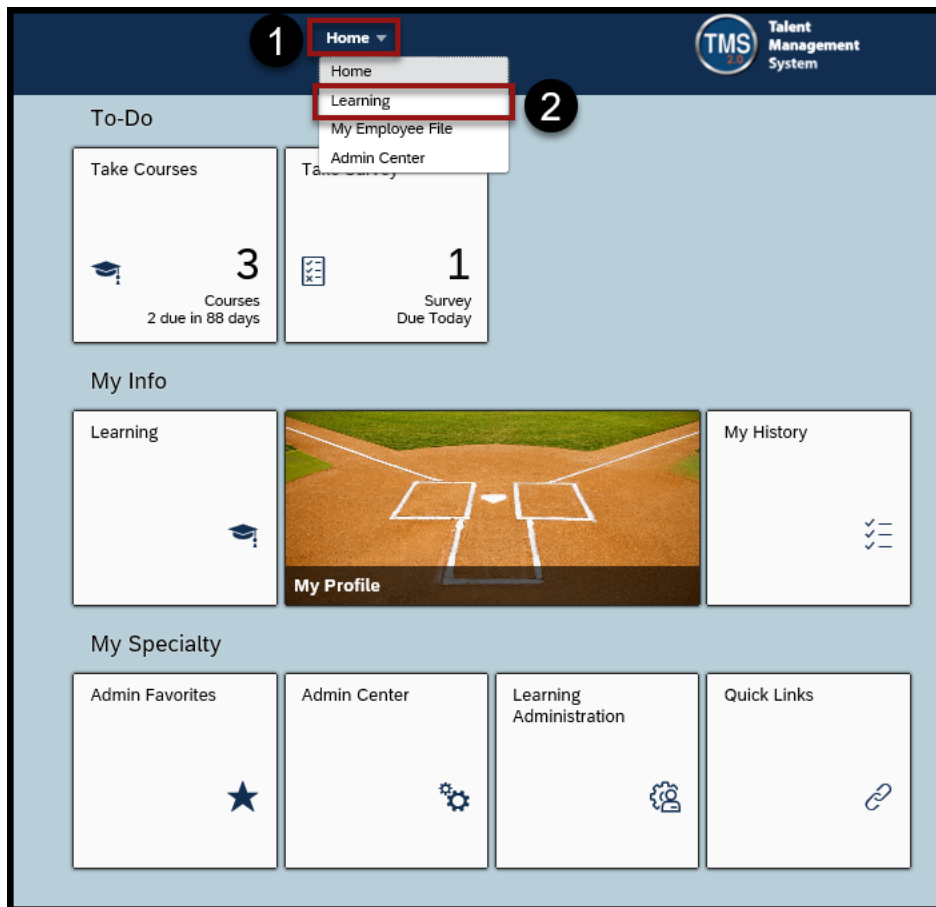
In this job aid, you will learn how to:

- Task A. Register for a Class

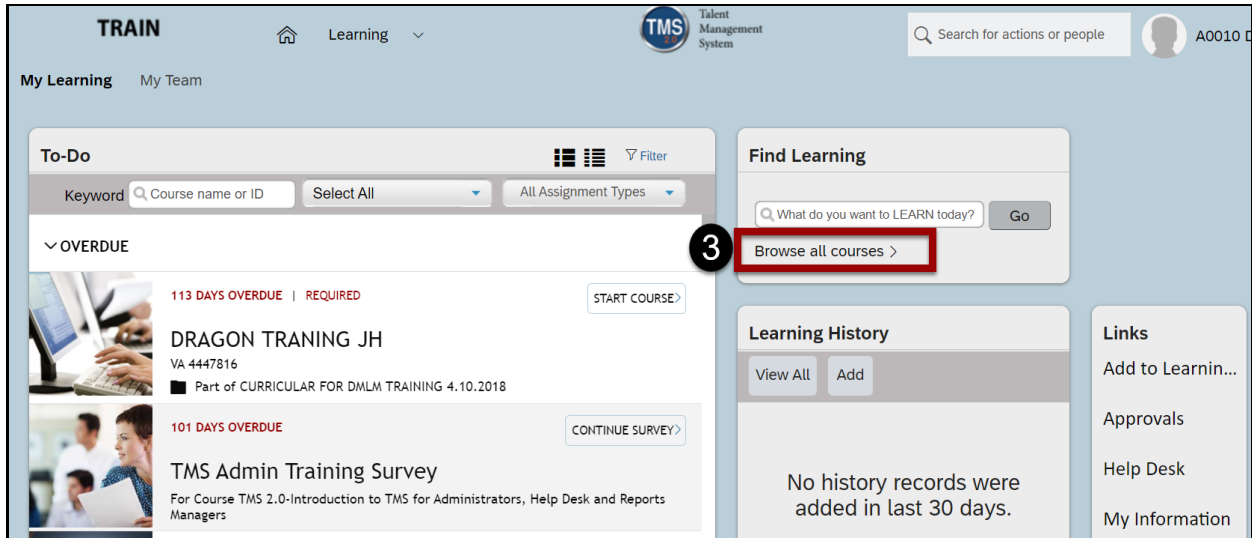


Task A. Register for a Class

1. Select the **Home** dropdown menu.
2. Select **Learning**.

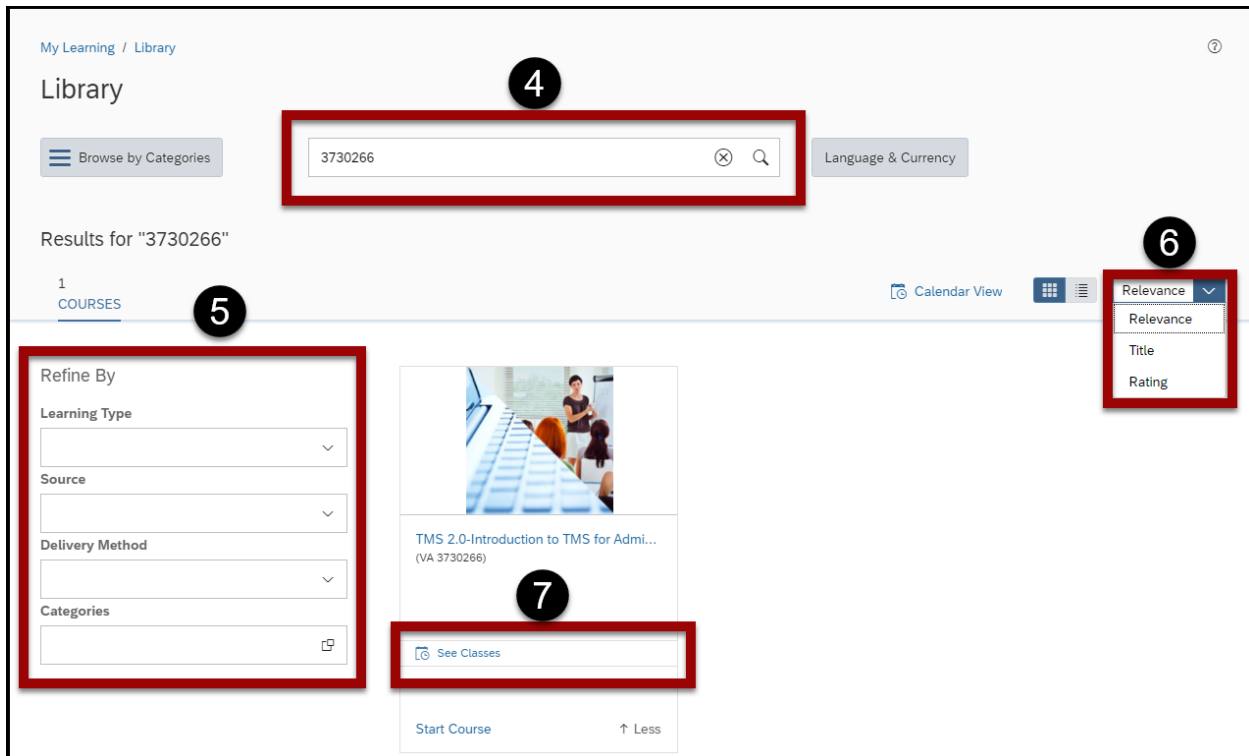


3. Select **Browse all courses** in the Find Learning widget.



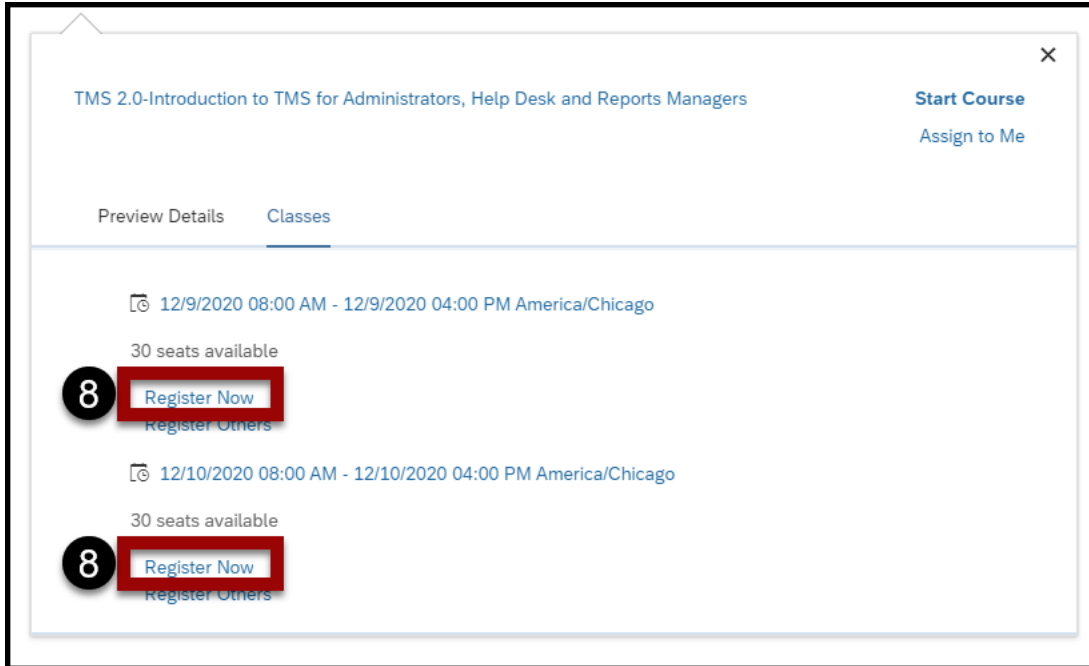
The screenshot displays the TMS TRAIN interface. At the top, there is a navigation bar with the 'TRAIN' logo, a home icon, a 'Learning' dropdown menu, the TMS logo, a search bar labeled 'Search for actions or people', and a user profile icon labeled 'A0010'. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'To-Do' section with a 'Keyword' search bar, a 'Select All' button, and a 'Filter' button. Below this, there is a list of tasks under the heading 'OVERDUE'. The first task is 'DRAGON TRAINING JH' with a status of '113 DAYS OVERDUE | REQUIRED' and a 'START COURSE>' button. The second task is 'TMS Admin Training Survey' with a status of '101 DAYS OVERDUE' and a 'CONTINUE SURVEY>' button. On the right, there is a 'Find Learning' widget with a search bar labeled 'What do you want to LEARN today?' and a 'Go' button. Below the search bar, the text 'Browse all courses >' is highlighted with a red box and a circled number '3'. Below the 'Find Learning' widget, there is a 'Learning History' section with 'View All' and 'Add' buttons, and a message stating 'No history records were added in last 30 days.' On the far right, there is a 'Links' section with links to 'Add to Learnin...', 'Approvals', 'Help Desk', and 'My Information'.

4. Use the **Search** bar to find the class. Enter any relevant information to begin your search.
5. You can refine the search by **Learning Type**, **Source**, **Delivery Method**, **Rating**, and **Categories**.
6. You can sort them by **Relevance**, **Title**, or **Rating**.
7. Once you have found the class for which you would like to register, select the **See Classes** link within the course tile.



The screenshot shows the 'My Learning / Library' page. At the top, there is a search bar (4) containing the text '3730266'. Below the search bar, the results are displayed for '3730266'. On the left, there is a 'Refine By' section (5) with dropdown menus for 'Learning Type', 'Source', 'Delivery Method', and 'Categories'. On the right, there is a sort dropdown menu (6) with options 'Relevance', 'Title', and 'Rating'. In the center, there is a course tile (7) for 'TMS 2.0-Introduction to TMS for Admin...' with a 'See Classes' link. The page also includes a 'Language & Currency' button and a 'Calendar View' toggle.

8. The list of available classes will display under the course tile. Notice, each class listing will show you the date, time (including time zone), and the number of seats available. Select **Register Now** under the class time you would like to attend.



TMS 2.0-Introduction to TMS for Administrators, Help Desk and Reports Managers

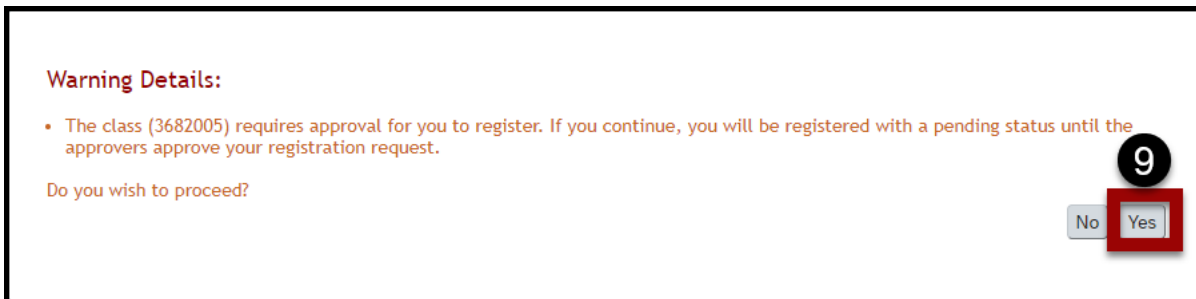
Start Course
Assign to Me

Preview Details **Classes**

📅 12/9/2020 08:00 AM - 12/9/2020 04:00 PM America/Chicago
30 seats available
8 Register Now
Register Others

📅 12/10/2020 08:00 AM - 12/10/2020 04:00 PM America/Chicago
30 seats available
8 Register Now
Register Others

9. If the class has an approval process, the TMS will generate a warning message. Your registration will be placed in a pending status until the approval process is complete. Select **Yes** to continue.




Warning Details:

- The class (3682005) requires approval for you to register. If you continue, you will be registered with a pending status until the approvers approve your registration request.

Do you wish to proceed?

No **9** Yes

10. From the Registration page, verify your **Registration Status**, select an option under **Accreditation Requested** (optional), and add any **Comments** (optional).
11. Once you have confirmed all the information, select **Confirm**.



Registration

Lastly, enter any comments that you wish to be associated with your request and/or registration.

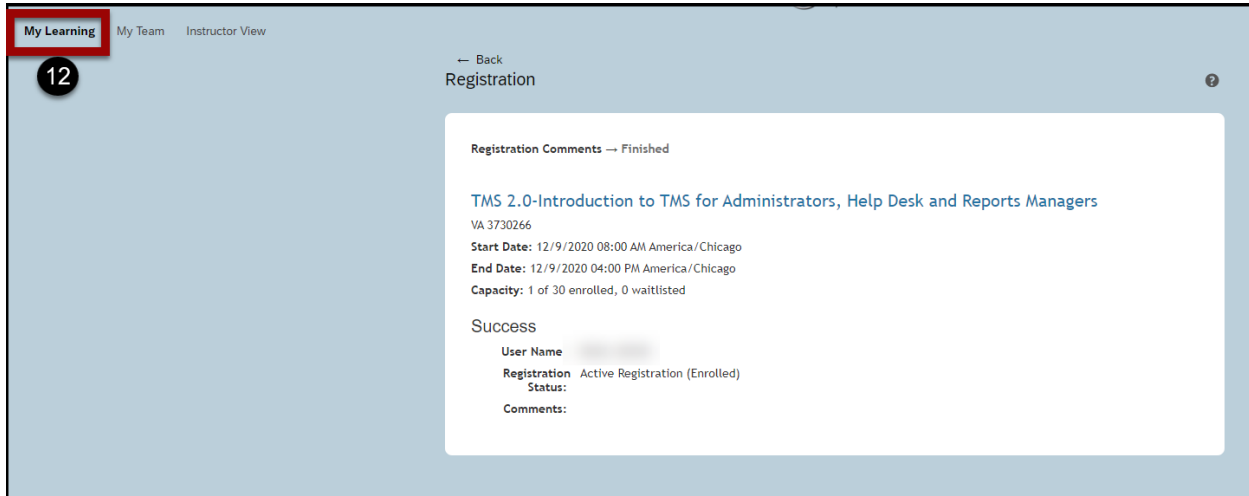
Class

TMS 2.0-Introduction to TMS for Administrators, Help Desk and Reports Managers
 VA 3730266
 Revision: 1 - 5/31/2012 04:04 PM America/Chicago
 Start Date: 12/9/2020 08:00 AM America/Chicago
 End Date: 12/9/2020 04:00 PM America/Chicago
 Capacity: 0 of 30 enrolled, 0 waitlisted

Registration Comments

Registration Status: Active Registration (Enrolled)
 Accreditation Requested:
 Comments:

12. The Registration page changes to display the confirmed information. Select the **My Learning** tab to return to your To-Do list.



My Learning My Team Instructor View

← Back
Registration


Registration Comments → Finished

TMS 2.0-Introduction to TMS for Administrators, Help Desk and Reports Managers
 VA 3730266
 Start Date: 12/9/2020 08:00 AM America/Chicago
 End Date: 12/9/2020 04:00 PM America/Chicago
 Capacity: 1 of 30 enrolled, 0 waitlisted

Success

User Name
 Registration Status: Active Registration (Enrolled)
 Comments:

13. Once you locate the course in the **To-Do** area, you can select the class tile to see more information about the class. If you were successful in obtaining a seat in the class, the TMS will send a confirmation email notification. If your registration was pending approval, upon the granting of the approval, your status will change from pending to “Active Registration (Enrolled).” You have successfully registered for a class!



My Learning My Team Instructor View

To-Do Filter

Keyword Course name or ID Select All All Assignment Types

Desktop Security
NFED 4502463
Self-Assigned

Spark Security
NFED 4503088
Self-Assigned

TMS 2.0-Introduction to TMS for Administrators, Help Desk and Reports Managers [Less ▲](#)
VA 3730266
Begins 12/9/2020 Self-Assigned

DESCRIPTION Learn necessary foundation skills needed to work in TMS: navigation, searching, running reports, and key terms such as item, curricula, etc. * Required knowledge needed for ALL other TMS Admin training.

TYPE Instructor-led and Online Course

3.5 HOUR(S)

CONTACT