



HCSC



U.S. Department of Veterans Affairs
User Job Aid
How to Register for a Class

User Job Aid: How to Register for a Class

(Revision Date: June 07, 2024)

Purpose

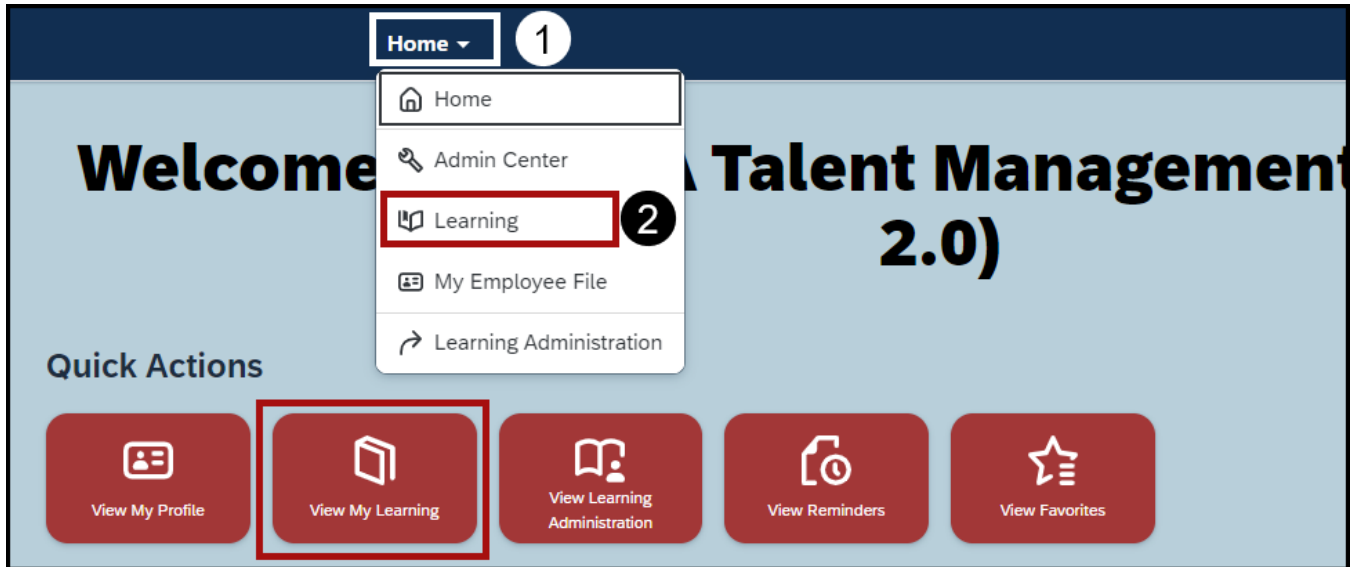
The purpose of this job aid is to guide you through the step-by-step process of registering for classes in the VA TMS. When a learning event requires resources such as an instructor, location, or equipment, a class allows the coordination of all these elements within the TMS. Since classes are scheduled,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

In this job aid, you will learn how to:

- Task A. Access My Learning
- Task B. Register for a Class

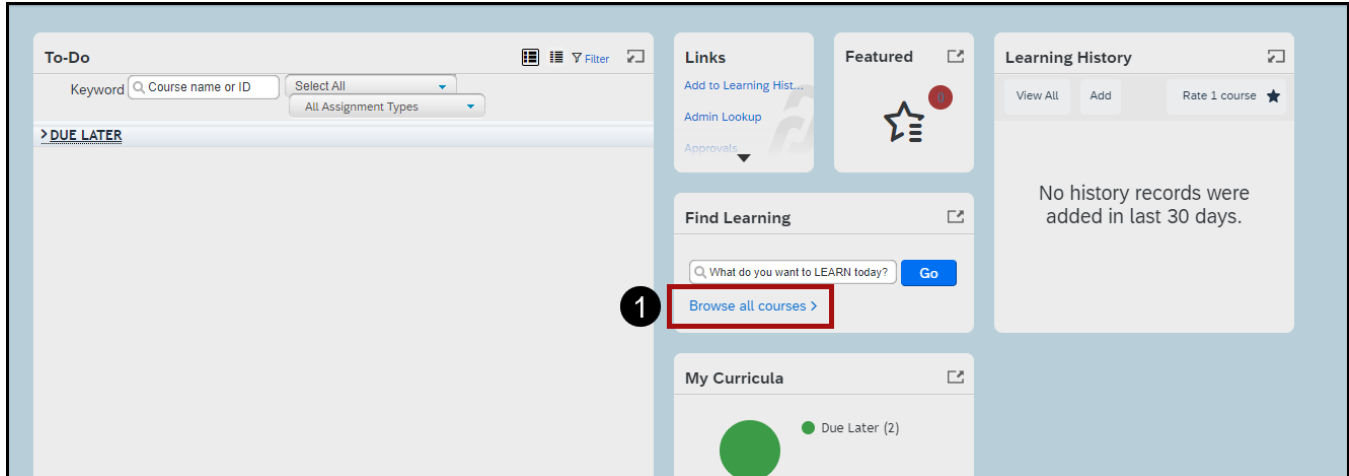
Task A. Access My Learning

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.
NOTE: Selecting the View My Learning tile under Quick Actions will also navigate you to My Learning.



Task B. Register for a Class

1. Select the **Browse all courses** link in the Find Learning area.



2. Use the **Search** field to find the class. Enter any relevant information to begin your search.
3. You can refine the search by **Learning Type**, **Source**, **Delivery Method**, **Rating**, and **Categories**.
4. You can also sort them by **Relevance**, **Title**, or **Rating**.
5. Once you have found the class for which you would like to register, select the **See Classes** link within the course tile. **NOTE:** The cover image for the course tiles will indicate what type of course home you are accessing. Online classes will prominently feature a computer in the course image. A course that requires registering into a class will prominently feature an image of a class setting. Blended courses will feature both types of images. Remember, if the training requires an instructor-led portion, you will need to register for a class being offered.

The screenshot displays the 'My Learning / Library' page. At the top, there is a 'Library' header with a 'Browse by Categories' button. A search bar is highlighted with a red box and a circled '2'. Below the search bar, the results for 'rodeo' are shown, with '4 Courses' listed. On the left, a 'Refine By' sidebar is highlighted with a red box and a circled '3', containing dropdown menus for 'Learning Type', 'Source', and 'Delivery Method'. On the right, a 'Sort By' dropdown menu is highlighted with a red box and a circled '4', currently set to 'Relevance'. The main content area shows three course tiles. The first two tiles, 'Intro to Rodeo (VA 4659021)' and 'Introduction to Rodeo Clowns (VA 4659020)', both feature an image of a person at a computer and have an 'Assign to Me' button. The third tile, 'Introduction to Rodeo Clowning (VA 4659019)', features an image of a classroom and has a 'See Classes' button highlighted with a red box and a circled '5'. Each tile also includes a 'More' link.

- If there are multiple sessions available for the class, then each class will be listed with the date, time (including time zone), and the number of seats available. Select the **Register Now** link under the class time you would like to attend.

Introduction to Rodeo Clowning

Assign to Me

Assign to Others

★★★★★ (0 out of 5 stars from 0 ratings)

8 hour(s), 0 minute(s)

Preview Details

Classes

🕒 6/13/2024 08:00 AM - 6/13/2024 04:00 PM Eastern Time

In this class, you will learn how to be a top-notch rodeo clown. We will guide you through the fun, yet dangerous, world of rodeos. By the end of this session, you will be better equipped to handle any live animal situation the universe can throw at you.

... [More](#)

Unlimited seats

6

Register Now

Register Others

🕒 6/17/2024 08:00 AM - 6/17/2024 04:00 PM Eastern Time

- From the Class Details page, select the **Register** button.

My Learning / Introduction to Rodeo Clowning / Available Classes / Class Details

Introduction to Rodeo Clowning

4018750

Thursday 6/13/2024 - 08:00 AM

Thursday 6/13/2024 04:00 PM

7

Register

Register Others →

Registration closes 6/13/2024 at 08:00 AM

Agenda

Additional Information

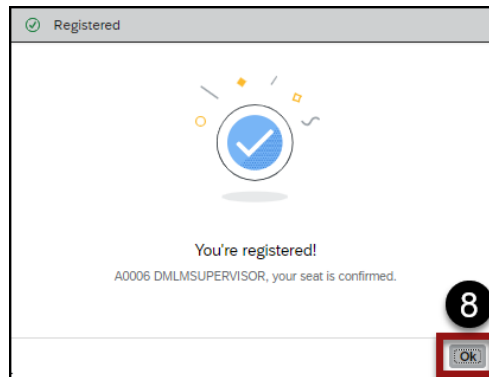
All times are shown in this class's time zone (Eastern Time)

Day 1 : Thursday 6/13/2024

08:00 AM - 04:00 PM

Introduction

8. From the registration confirmation pop-up window, select the **OK** button. **NOTE:** 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 the **Yes** button to continue.



9. From My Learning, the class will be displayed on your To-Do list. From the Actions dropdown menu, you have the ability to **Withdraw**, **View Registration**, or **Request a Class**. Managers will also have this option: **Assign to Others**.

