User Job Aid: How to Register for a Class

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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
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1. Select the **Home** dropdown menu.
2. Select **Learning**.
3. Select **Browse all courses** in the Find Learning widget.
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.
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.

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?
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**.

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