User Job Aid
How to Add a VA TMS Course
User Job Aid: How to Add a VA TMS Course

(Revision date: December 15, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of adding a course to your To-Do list in the VA TMS.

In this job aid, you will learn how to:

- Task A. How to Add a VA TMS Course
Task A. How to Add a VA TMS Course

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

4. You can refine the search by **Learning Type**, **Source**, **Delivery Method**, **Rating**, and **Categories**.

5. You can sort them by **Relevance**, **Title**, or **Rating**.

6. Select the **Title** of the course for which you want to register.
7. Select **Assign to Me**.
8. Select **Back**.

10. Once you locate the course in the To-Do area, you can Start Course, Assign to Others, or Remove.