



TMS
2.0

VA

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.

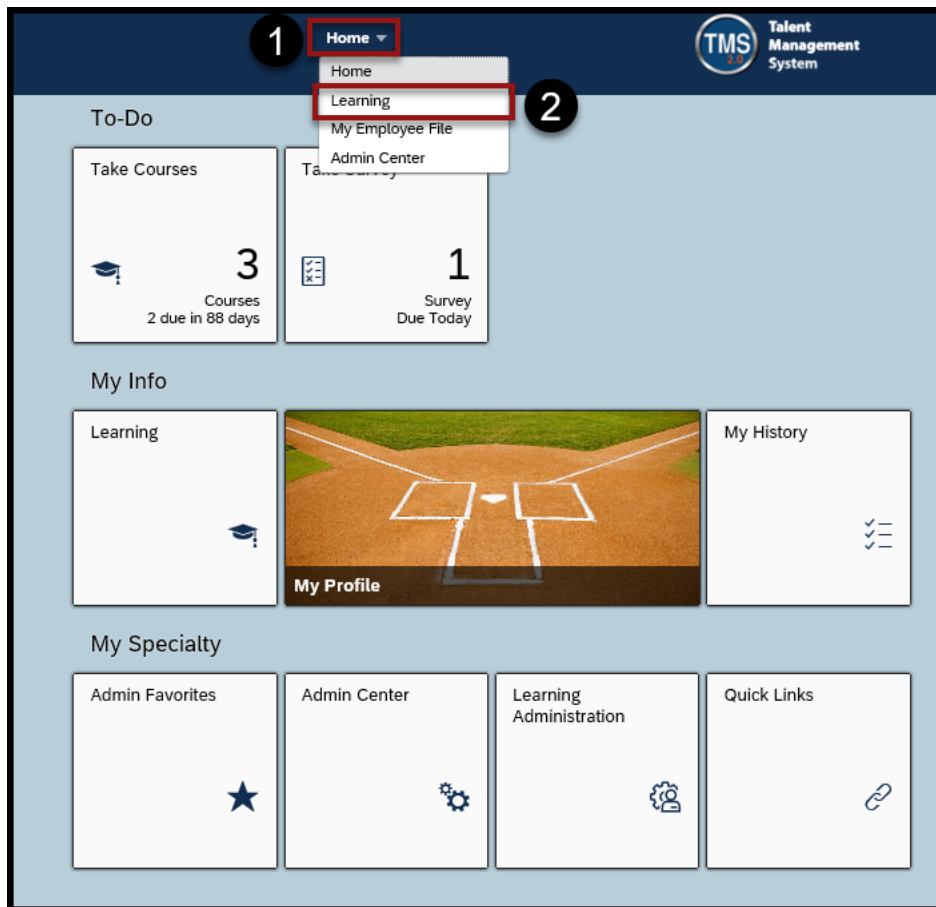
In this job aid, you will learn how to:

- Task A. How to Add a VA TMS Course

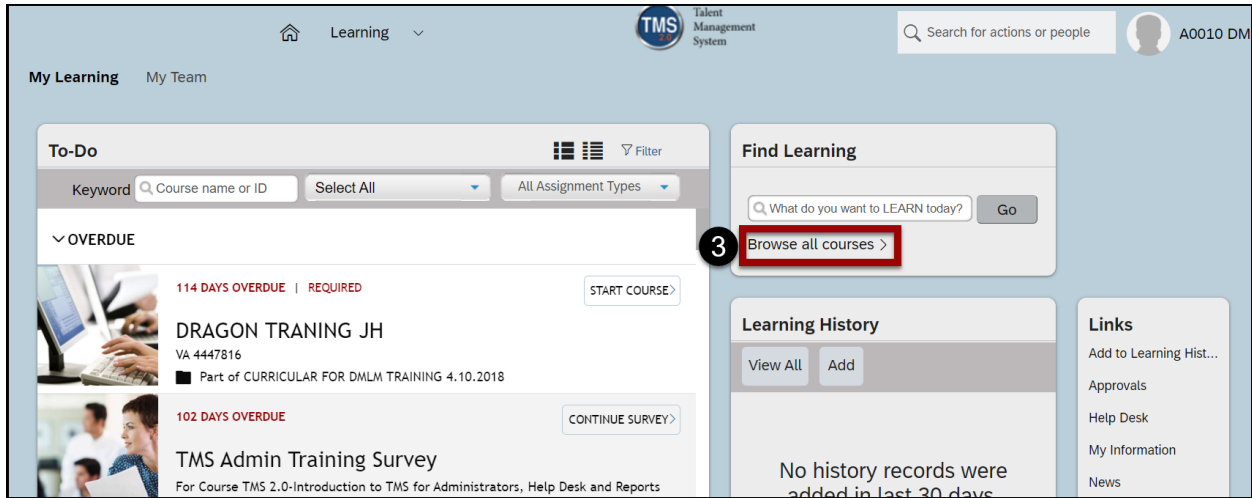


 **Task A. How to Add a VA TMS Course**

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



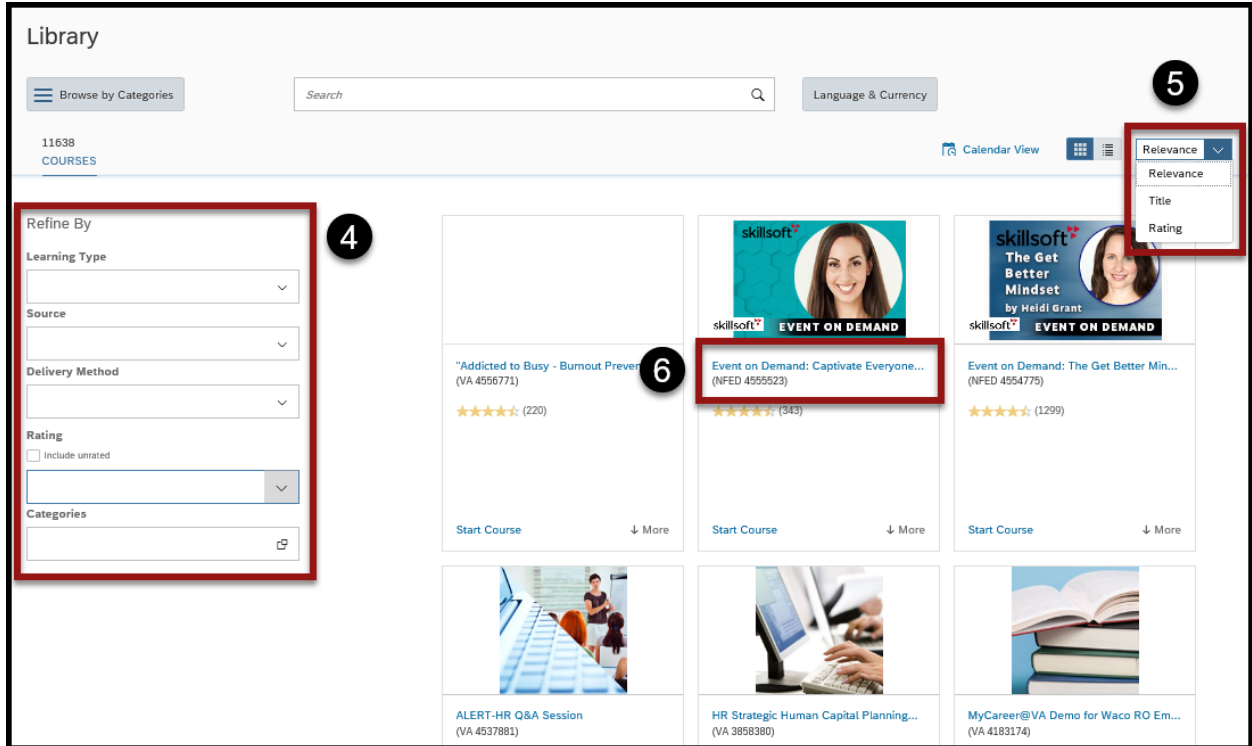
3. Select **Browse all courses** in the Find Learning widget.



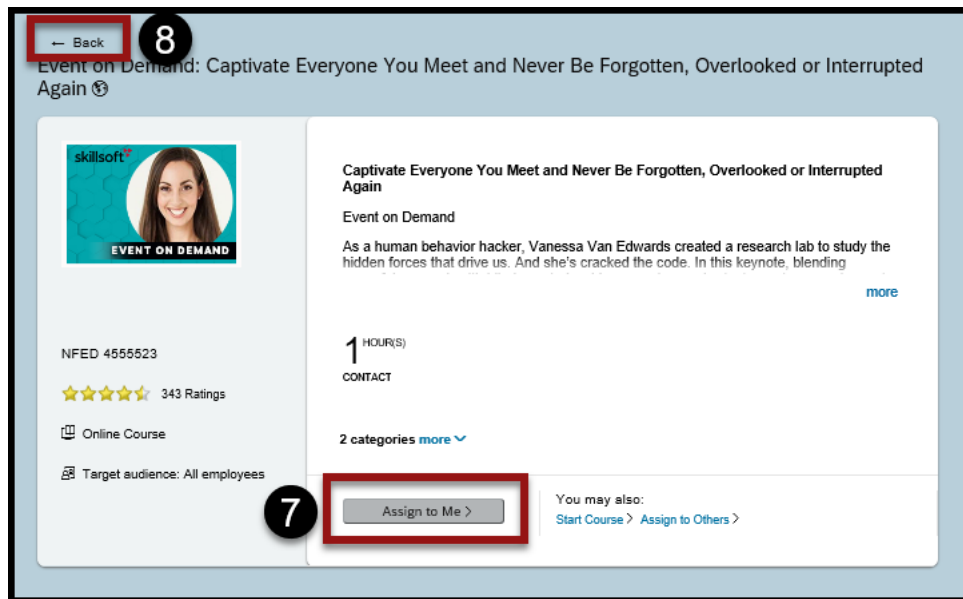
4. You can refine the search by **Learning Type, Source, Delivery Method, Rating, and Categories**.

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**.



← Back **8**

Event on Demand: Captivate Everyone You Meet and Never Be Forgotten, Overlooked or Interrupted Again

 **EVENT ON DEMAND**

NFED 4555523

★★★★★ 343 Ratings

Online Course

Target audience: All employees

7 Assign to Me >

Captivate Everyone You Meet and Never Be Forgotten, Overlooked or Interrupted Again

Event on Demand

As a human behavior hacker, Vanessa Van Edwards created a research lab to study the hidden forces that drive us. And she's cracked the code. In this keynote, blending [more](#)

1 HOUR(S)

CONTACT

2 categories [more](#)

You may also: [Start Course >](#) [Assign to Others >](#)

9. Select **My Learning**.

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

