User Job Aid: Navigate Updated TMS

(Revision date: September 21, 2020)

Purpose

The purpose of this job aid is to guide the end-user through the step-by-step process of navigating the new layout of TMS.

In this job aid, you will learn how to:

- Task A. Navigate VA TMS Tabs and Areas
Task A. Navigate VA TMS Tabs and Areas

1. Select the **Home** drop-down menu.
2. Select **Learning**.
3. Select the **My Learning** tab.

4. The My Learning tab includes an area titled **To-Do**, which includes all learning items that have been assigned to you and must be completed. The Items are organized by items that are **Overdue**, **Due Later**, and **Due Anytime**.
5. There is also an area called **Learning History**, which contains all historical records of your completed work. Select **View All** to see a full listing.
6. If you are a manager, select the **My Team** tab to access the manager home page that includes My Learning and statuses of your employees, as well as manager links.