TMS 2.0

VA

User Job Aid

Navigate Updated TMS

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.
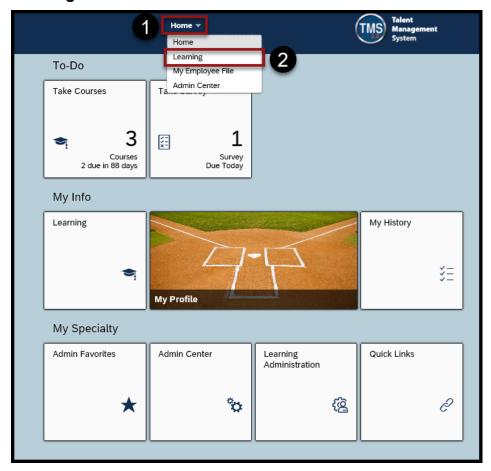
In this job aid, you will learn how to:

- Task A. Navigate VA TMS Tabs and Areas

![TMS logo] **Talent Management System**
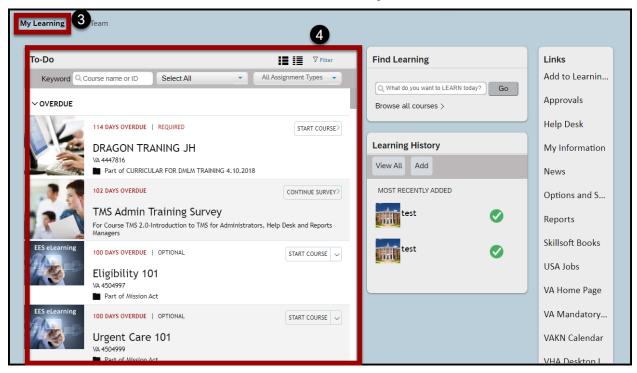
![Task icon] **Task A. Navigate VA TMS Tabs and Areas**

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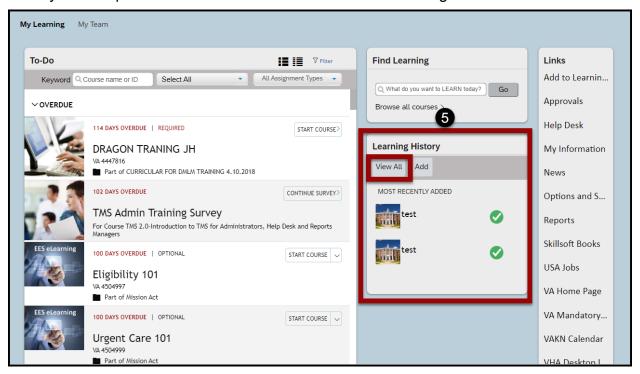2. Select **Learning**.

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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.