User Job Aid: Register for VA TMS Courses

(Revision date: September 21, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of registering for training events in the VA TMS.

In this job aid, you will learn how to:

- Task A. Register for VA TMS Courses
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1. Select the Home drop-down 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.