VA TMS 2.0 Training for Registration Managers

Administrators Role-Based Training

Virtual Instructor-Led Training

Participant Guide

November 2020

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Table of Contents

1.0 Training Overview

1.1 Introduction

Thank you for attending the Veterans Affairs (VA) Talent Management System (TMS) Training for Registration Managers course. This course is designed to teach administrators the core knowledge and skills that are necessary for completing tasks that are associated with Registration Managers.

A Web conferencing software tool will be used to conduct the training sessions.

1.2 Course Goal

This course provides information, demonstrations, and practice opportunities related to classes, time slots of a class, registering users for class, and adding to learning history in the VA TMS.

At the end of this course, participants should be able to:

- Define, search for, and navigate a class
- Register and unregister users into classes
- Add, edit, and add users to cohorts
- Use the Add to Learning History for Multiple Courses tool
- Understand and utilize reports

1.3 Target Audience

This course is recommended for Registration Managers, Domain Managers, and Learning Managers.

1.4 Participant Guide

This Participant Guide is divided into two sections:

- About This Training
- Training Content

NOTE: Print a hard copy of this Participant Guide to use during training. You will need to reference the steps for all demonstrations and activities in these guides while completing steps in the VA TMS.

Table 1: Participant Guide Icons

Icons	Description
	This icon indicates that there will be a demonstration conducted by the instructor within the VA TMS TRAIN environment.
	This icon indicates that participants will complete an activity in VA TMS TRAIN environment.
	This icon indicates that there is a job aid available for the task.

1.5 Participant Preparation and Guidelines

Participants must complete the following for this training:

- Register for training through the VA TMS.
- Print a hardcopy of this Participant Guide for use during the training. It will be difficult to access it electronically during training.
- Complete all knowledge checks and a post-training survey

1.6 Demonstrations and System Practice Activities in VA TMS TRAIN Environment

During this training, you will observe instructor demonstrations and complete system practice activities within the VA TMS TRAIN environment. These demos and activities will allow you to study and apply what you’ve learned about the features, functions, and processes critical to your role within the VA TMS. The steps for each demonstration and activity have been provided in this guide so you can follow along. You may also want to reference these steps after the training.

1.7 Virtual Instructor-Led Training Guidelines

This training will be delivered as a Virtual Instructor-Led Training (VILT) using Web conferencing software. You will need a computer and phone with speakers or headset to participate in this training. Follow the guidelines below to ensure the best training experience:

- **Print** a hard copy of this **Participant Guide** to use during training.
- Be sure to log in to the Web conferencing software and dial into the conference line 5 – 10 minutes early.
- Mute your phone line for the duration of the training session unless otherwise instructed.
- Use the chat feature for any questions during the session.
- The instructor may be able to answer your questions immediately. Otherwise, they will answer at the end of the training or send an e-mail afterward.

1.8 Course Length

The table below includes a list of all training lessons in VA TMS 2.0 Training for Registration Managers, along with estimated times.

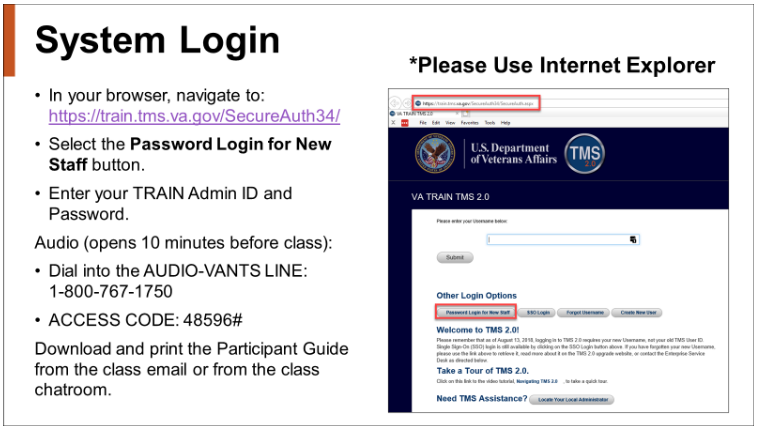
Table 2: Lessons and Durations

Lessons	Estimated Time
Welcome and Introduction	10 minutes
Lesson 1: Classes	45 minutes
Lesson 2: Register and Unregister Users	30 minutes
Lesson 3: Cohorts	20 minutes
Lesson 4: Add to Learning History	30 minutes
Lesson 5: Learning History and Reports	15 minutes
Questions and Answers	10 minutes

Total: 2 hours, 40 minutes

2.0 VA TMS Training for Registration Managers

2.1 Welcome and Introduction



Slide 1: System Login

System Login

Ten minutes before class begins, follow the instructions on the slide to log in to the TRAIN environment and dial into the Audio-VANTS line. Ask any questions you may have for the instructor using the chat feature in the chat session.

- **Train Environment Link:**
  - https://train.tms.va.gov/SecureAuth34/
  - Select Password Login for New Staff
  - Enter your TRAIN Admin ID and Password
- **VANTS Line Audio:**
  - 1-800-767-1750
  - **Access Code**: 48596

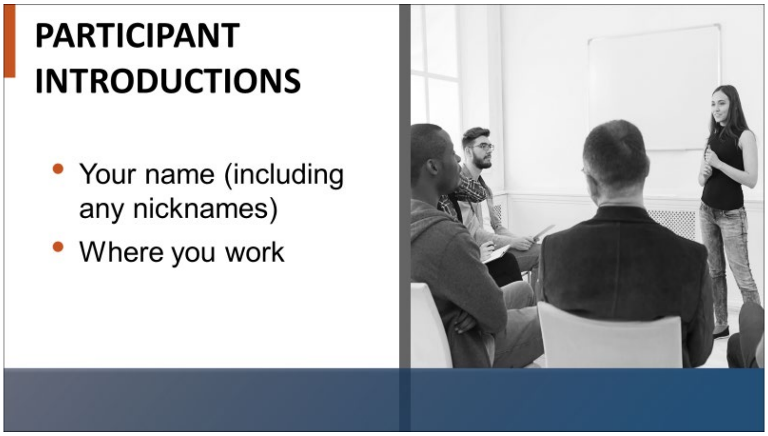
Slide 2: VA TMS 2.0 Training for Registration Managers

Welcome

Welcome to VA TMS Training for Registration Managers.

If you have any questions throughout the training session, you can send a message through the Chat function, and the instructor can answer it or show a demonstration where appropriate. Otherwise, there will be a question session at the end of the training.

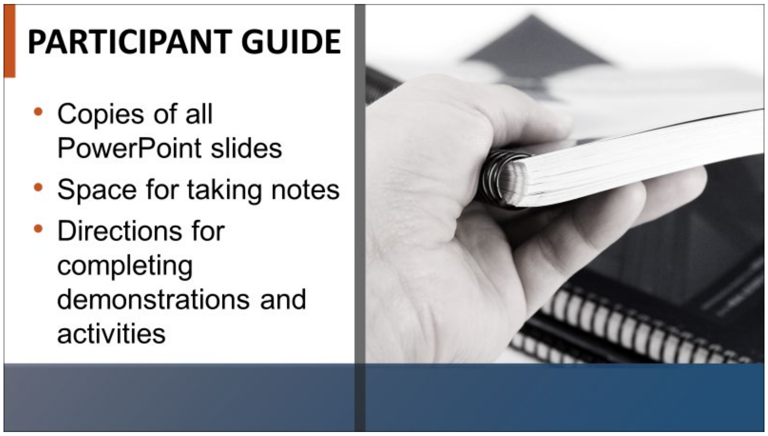
Also, please make sure that you mute your phone lines to minimize any background noise during the training session.



Slide 2: Participant Introductions

Participant Introductions

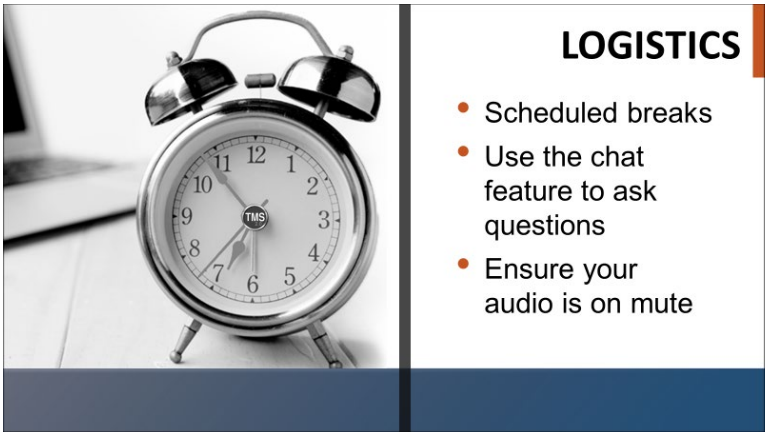
Please use the chat feature to introduce yourself by sharing your name, including any nicknames and your VA division or location.



Slide 4: Participant Guide

Participant Guide

Each of you has a Participant Guide that has been developed to support learning during and after this training session. This guide contains copies of all PowerPoint slides, space for taking notes, and directions for completing activities.



Slide 5: Logistics

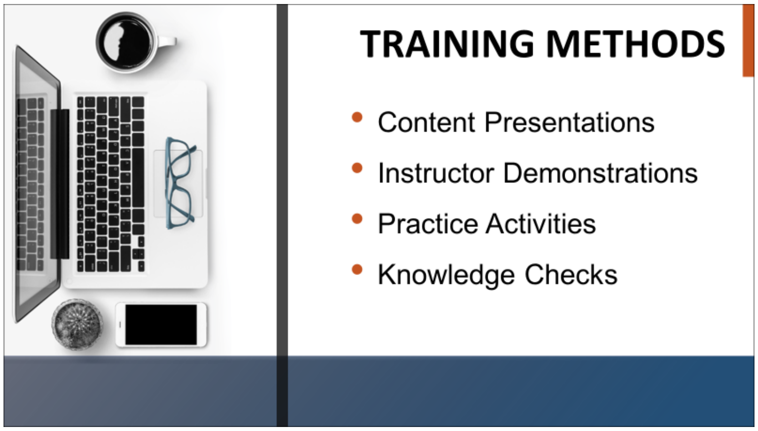
Logistics

- A 10-minute break will be provided roughly every hour.
- Feel free to ask questions at any time using the chat feature.
- Please ensure your audio is on mute.

Slide 6: Course Goals

Course Goals

The goal of this training is to provide instruction and interactive practice on the core concepts and administrative functions of the VA TMS specific to the Registration Manager role.

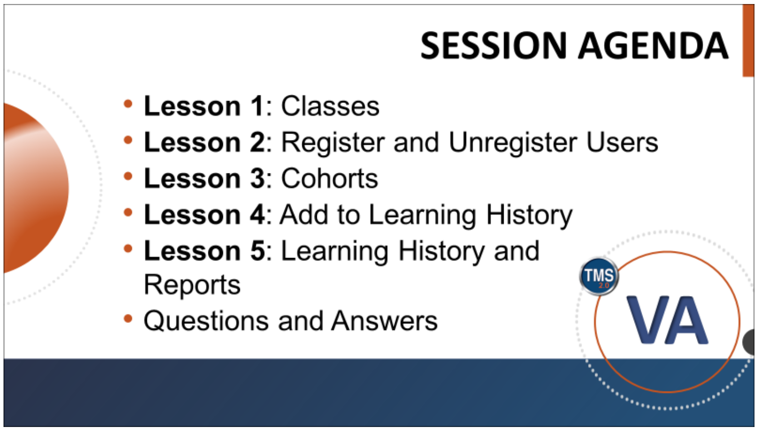


Slide 7: Training Methods

Training Methods

Although there will be session-specific variations, each VILT session will include the following training methods:

- **Content presentations**: Content presentation refers to the delivery of the training to best facilitate participant engagement, and the content presentations include the visual elements of the PowerPoint slides and demonstrations and activities within the VA TMS.
- **Instructor demonstrations**: I will demonstrate many of the VA TMS tasks you will perform as a DM or LM.
- **Practice activities**: You will practice key actions through hands-on activities in the VA TMS.
- **Knowledge checks**: Your knowledge of key content will be assessed through knowledge checks.

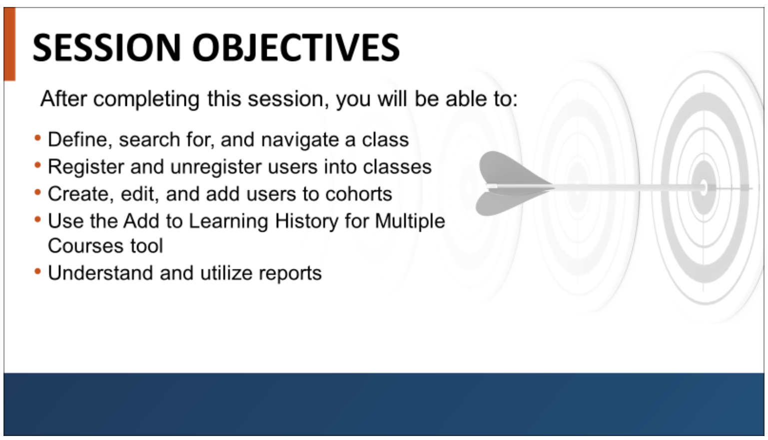


Slide 8: Session Agenda

Session Agenda

Today's session is organized into four lessons:

- Lesson 1: Classes
- Lesson 2: Register and Unregister Users
- Lesson 3: Cohorts
- Lesson 4: Add to Learning History
- Lesson 5: Learning History and Reports
- Questions and Answers



Slide 9: Session Objectives

Session Objectives

At the end of this session, you should be able to:

- Define, search for, and navigate a class
- Register and unregister users into classes
- Create, edit, and add users to cohorts
- Use the Add to Learning History for Multiple Courses tool
- Understand and utilize reports

Slide 10: Questions?

Questions?

If you have any questions about the material that will be covered in today's session, please ask them using the chat feature at this time.

Table 1. Scheduling Terminology

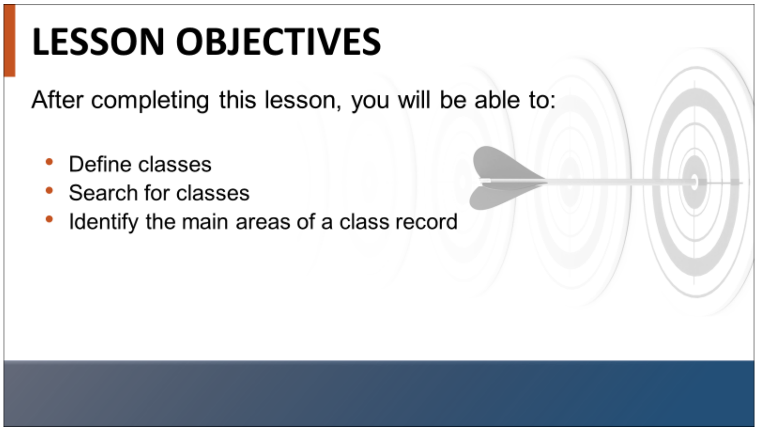
Term	Definition
Classes	An instance of an item added to a calendar where resources can be added to it. Users can also enroll in the class.
Cohorts	Users who are tracked as a group and perhaps complete a series of scheduled training requirements.
Equipment	Reusable training objects (e.g., VCR, TV, video cameras, or LCD).
Facility	Building where training takes place (e.g., Headquarters).
Instructor	Person who will instruct or facilitate a specific portion of the class.
Location	Space or room within a facility (e.g., a classroom, computer lab).
Materials	Consumable training objects (e.g., notepads, markers, or specific training guides).
Reserved Seats	Seats in a class that are reserved for non-specific members of a given organization.
Resources	One or more assets that are assigned and reserved to a time slot within a class (e.g., an instructor, facility, equipment).
Time Slots	Unit of time within a class. A class must have at least one time slot. They are used primarily for resource management.

2.2 Lesson 1: Classes

Slide 11: Lesson 1: Classes

Classes

Classes are instances of items used to manage resources, user registration, and course duration.



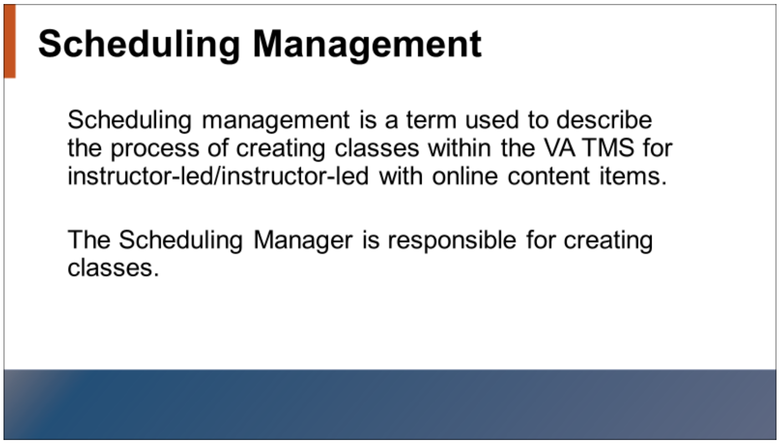
Slide 12: Lesson 1: Objectives

Lesson 1 Objectives

After completing this lesson, you will be able to:

- Define classes
- Search for classes
- Identify the main areas of a class record

Notes:____



Slide 13: Scheduling Management

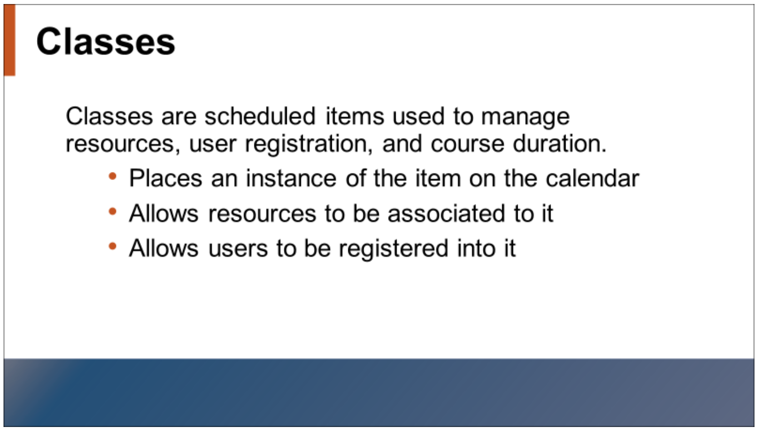
Scheduling Management

The first part of this lesson is intended to introduce what can be done within a class. Then, we will demonstrate this in TMS.

Scheduling management is a term used to describe the process of creating classes within VA TMS for instructor-led/instructor-led with online content items.

Scheduling Managers are responsible for creating classes. But as a Registration Manager, you must understand and work with classes.

Notes:____

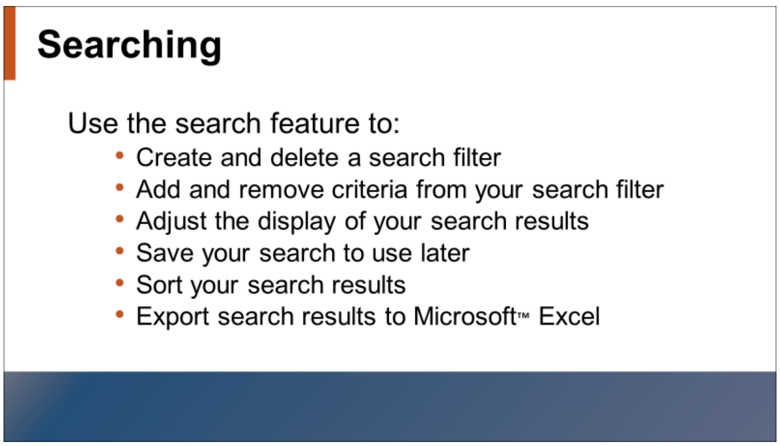


Slide 14: Classes

Classes

Creating a class places an instance of the item on the calendar, allows resources to be associated, and users to be registered. Users are registered into classes by the admin, their managers, or themselves. The process also triggers email notifications that may be sent to participants, managers, instructors, and contacts associated with the class.

After creating instructor-led or instructor-led with online content items, the next step is to schedule them for a specific date, time, and location to track user registration.



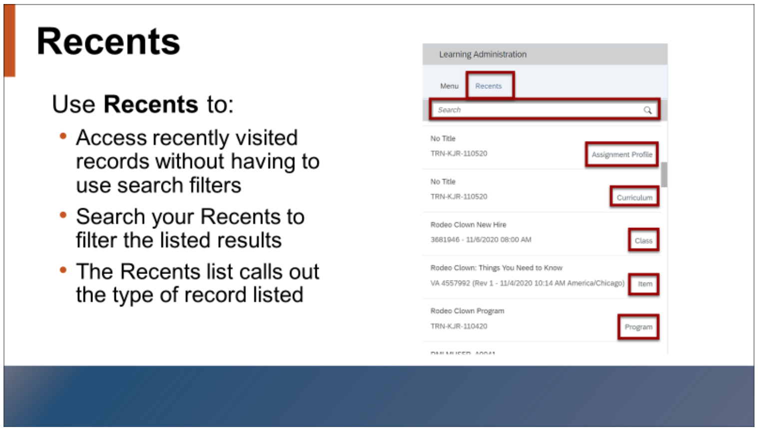
Slide 15: Searching

Searching

Now we'll discuss the Search features. Searching is critical to most workflows in the system, including viewing records and using wizards. Each menu option selected on the left page opens a search page. Use the Search feature to:

- Create and delete a search filter
- Add and remove criteria from your search filter
- Adjust the display of your search results
- Save your search to use later
- Sort your search results
- Export search results to Microsoft Excel

Notes:____

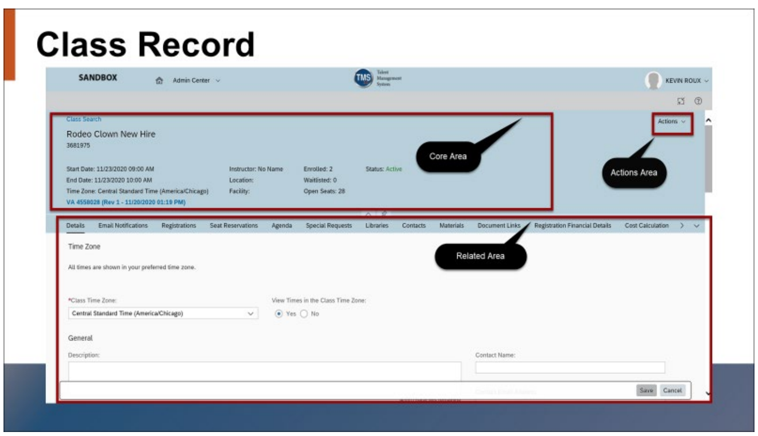


Slide 16: Recents

Recents

A useful section of the admin screen is the Recents panel. You can access this panel by selecting the Recents tab on the Learning Administration home screen.

The Recents panel shows selected records that you have accessed most recently. Finding records that were recently accessed allows administrators to return to previously viewed records much faster. Recently accessed records are available from any page in Learning Administration. You can also use the Search bar to filter your list of results. The listed records are also labeled with the type of record for each item (e.g., Item, Curriculum, etc.).



Slide 17: Class Record

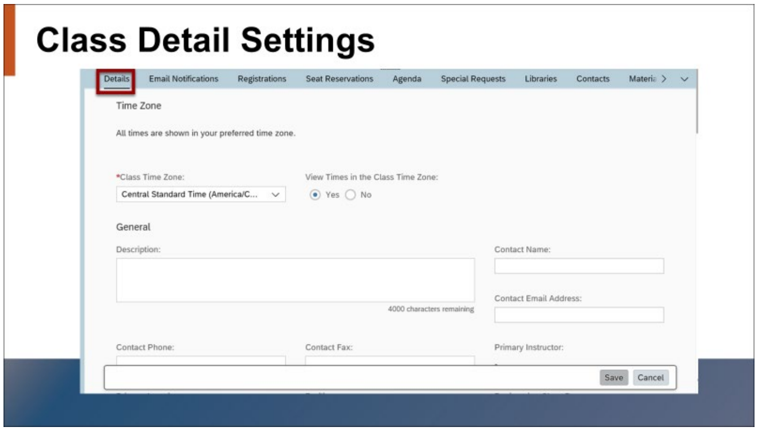
Class Record

The class record is divided into three (3) main areas:

1. Core (outlined at the top left)
2. Actions (outlined at the top right)
3. Related (outlined at the bottom half)

These areas contain fundamental information regarding the class. Some areas may be inaccessible (grayed out) depending on your role as an administrator within the system.

Notes:____



Slide 18: Class Detail Settings

Class Detail Settings

Selecting the **Details** tab in the Related area allows the Admin to adjust the settings of a class.

Note: Registration Managers do not have the permissions to edit the Details of a class record.

Slide 19: Demo: Searching

Demonstration: Searching

Now the instructor will demonstrate the searching function in the VA TMS.

Notes:____

Demonstration: Searching

To search for a Class:

1. Select **Learning Activities** from the main menu.
2. Select **Classes** from the side menu tab.
3. Review Search options:

- **Exact** = searches for an exact match of characters
- **Any** = one or more exact searches separated by a comma
- **Starts With** = a result starts with one or more specified characters
- **Contains** = contains specified characters
- **Does Not Contain** = does not contain specified characters
- **Is Empty** = specified field is empty

4. If necessary, select **Add/Remove Criteria** to add the **Security Domains** field as part of the search criteria on the search screen. **NOTE:** Search criteria added to your search window will remain until you remove them.
5. The Search Criteria pop-up window displays. Select the **Security Domains** checkbox.
6. Choose **Select**.
7. The **Security Domain** criteria displays on the class search screen. Enter **TRAIN** in the Security Domain field.
8. In the **Class ID** field, enter the Class ID assigned to you via the roster.
9. Remove the date in the **Start Date After** field.
10. Select **Search**.

To save a search:

1. From the completed search page (above), select **Save As**.

Notes:____

2. The system prompts you for an ID for your saved search and a brief description of the search. Enter an ID with an intuitive description to make referencing it in the future easier.

3. Select **Submit**.

To access your saved searches:

1. Select the **Saved Searches** text link at the upper right corner of the content frame.

2. Select the search you want to conduct.

3. The selected search screen displays. The saved search ID and description are displayed at the top.

Navigate to Recents:

1. From the learning administration page (above), select **Recents**

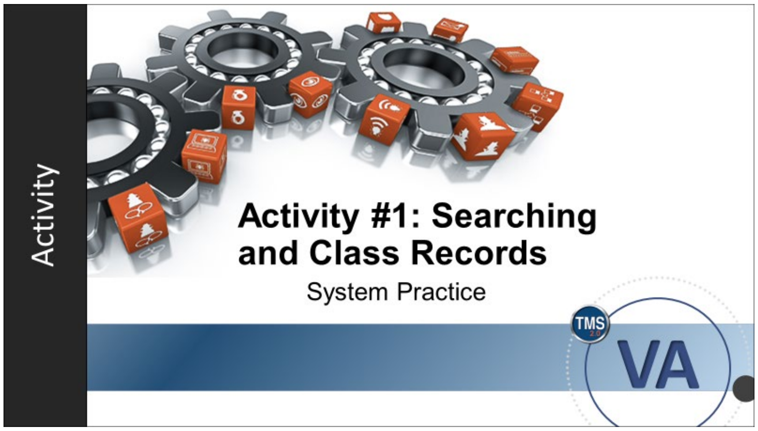
2. Using your mouse or keyboard, activate the **Search** bar and enter **User**.

Class Record:

1. From the search results, select a **Class ID** hyperlink.

2. Point out the **Core**, **Related**, and **Actions** area.

Notes:____



Slide 20: Activity #1: Searching and Class Records

Activity #1: Searching and Class Records

Now you will have an opportunity to practice working, searching, and viewing class records in the TMS.

Please complete the steps for Activity #1 on the following page.

If you have any questions during the activity, you may ask them using the Chat feature.

Notes:____

Activity #1: Searching and Class Records

To Search for a Class:

1. Select **Learning Activities** from the main menu.
2. Select **Classes** from the side menu tab.
3. Review Search options:
   - **Exact** = searches for an exact match of characters
   - **Any** = one or more exact searches separated by a comma
   - **Starts With** = a result starts with one or more specified characters
   - **Contains** = contains specified characters
   - **Does Not Contain** = does not contain specified characters
   - **Is Empty** = specified field is empty
4. If necessary, select **Add/Remove Criteria** to add the **Security Domains** field as part of the search criteria on the search screen. **NOTE:** Search criteria added to your search window will remain until you remove them.
5. The Search Criteria pop-up window displays. Select the **Security Domains** checkbox.
6. Choose **Select**.
7. The **Security Domain** criteria displays on the class search screen. Enter **TRAIN** in the Security Domain field.
8. In the **Class ID** field, enter the Class ID assigned to you via the roster.
9. Remove the date in the **Start Date After** field.
10. Select **Search**.

Notes:____

To save a search:

1. From the completed search page (above), select **Save As**.
2. The system prompts you for an ID for your saved search and a brief description of the search. Enter an ID with an intuitive description to make referencing it in the future easier.
3. Select **Submit**.

To access your saved searches:

1. Select the **Saved Searches** text link at the upper right corner of the content frame.
2. Select the search you want to conduct.
3. The selected search screen displays. The saved search ID and description are displayed at the top.

Navigate to Recents:

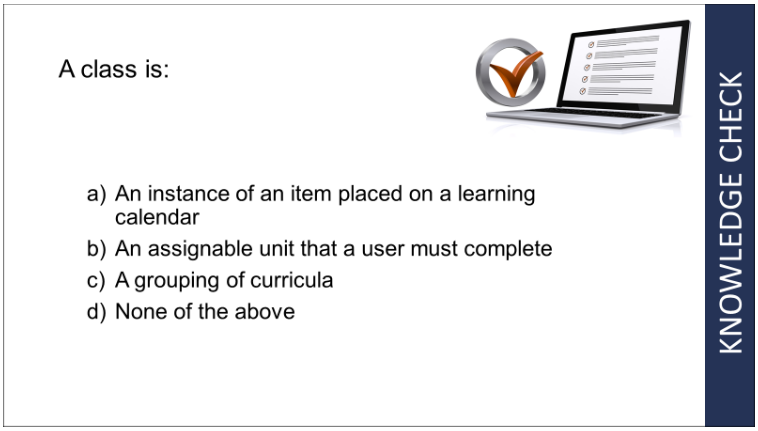
1. From the learning administration page (above), select **Recents**
2. Using your mouse or keyboard, activate the **Search** bar and enter **User**.

Class Record:

1. From the search results, select a **Class ID** hyperlink.
2. Survey the **Core**, **Related**, and **Actions** area.

Job Aids: Available on the TMS Resource site.

Notes:



Slide 21: Knowledge Check

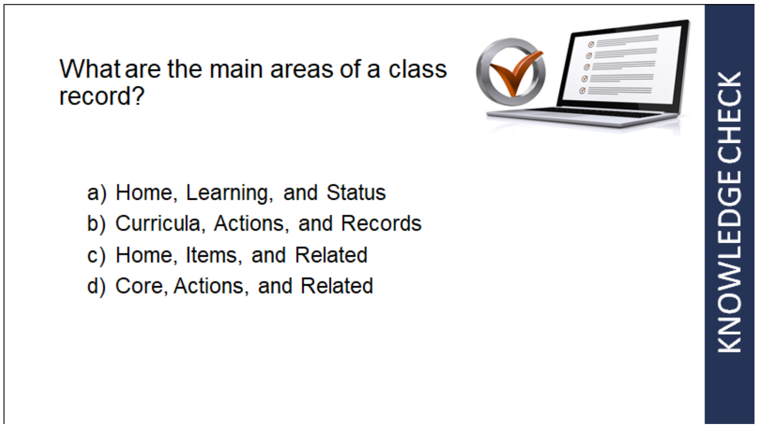
Knowledge Check

Answer the following question using the chat feature.

A class is:

a) An instance of an item placed on a learning calendar
b) An assignable unit that a user must complete
c) A grouping of curricula
d) None of the above

Notes:____



Slide 22: Knowledge Check

Knowledge Check

Answer the following question using the chat feature.

What are the main areas of a class record?

a) Home, Learning, and Status
b) Curricula, Actions, and Records
c) Home, Items, and Related
d) Core, Actions, and Related

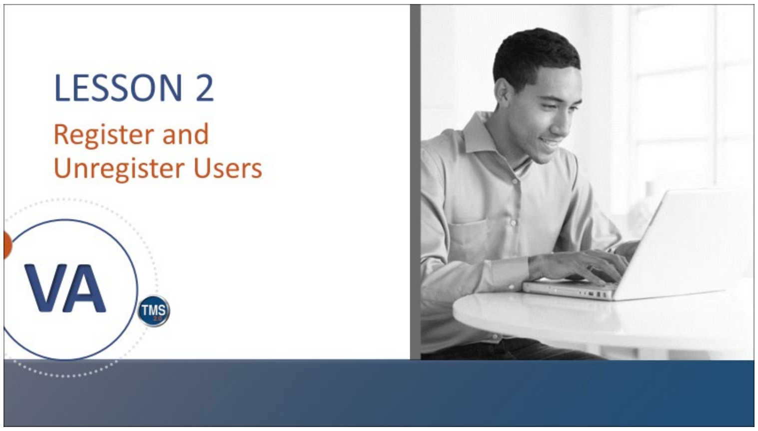
Slide 23: Questions?

Questions?

What questions can I answer for you about the material we have covered so far?

Notes:____

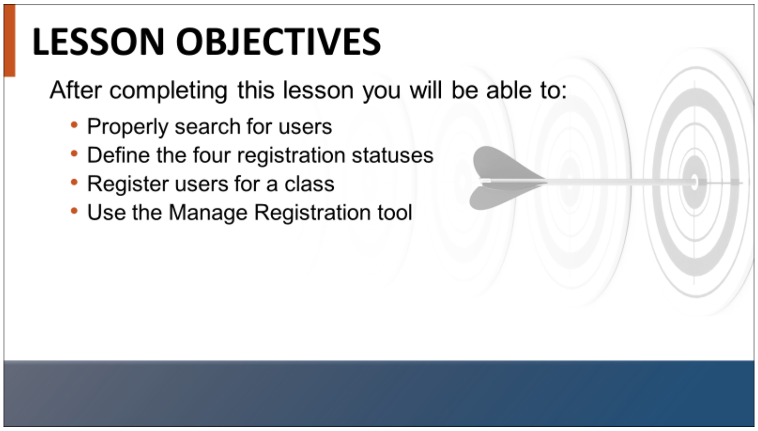
2.3 Lesson 2: Register and Unregister Users



Slide 24: Lesson 2: Register and Unregister Users

Lesson 2: Register and Unregister Users

Now that you know how to search for classes in VA TMS, you can now focus on registering users. In this lesson, you will learn to register and unregister users for classes.



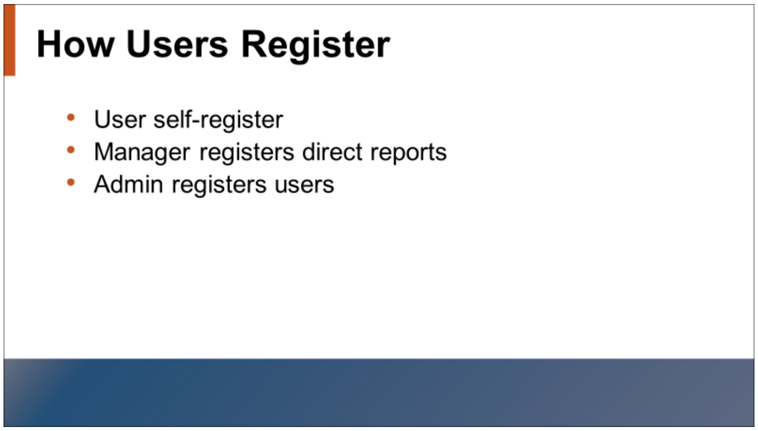
Slide 25: Lesson 2 Objectives

Lesson 2 Objectives

After completing this lesson, you will be able to:

- Properly search for users
- Define the four registration statuses
- Register users for a class
- Use the Manage Registration tool

Notes:____

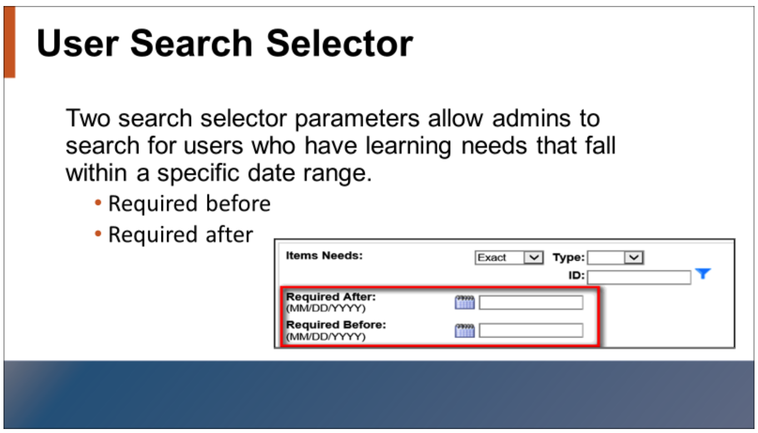


Slide 26: How Users Register

How Users Register

How a user registers for a class is determined on a class-by-class basis. If configured, users may self-register. Managers may also be given the ability to register their direct reports. Otherwise, admins must register users in classes.

When users are officially registered and have a status of Enrolled, the system can generate email notifications and send them to the user, his or her immediate manager, the instructor, and any other contact associated with the class.



Slide 27: User Search Selector

User Search Selector

When admins are selecting users to register for a course, they may need to view users' item needs.

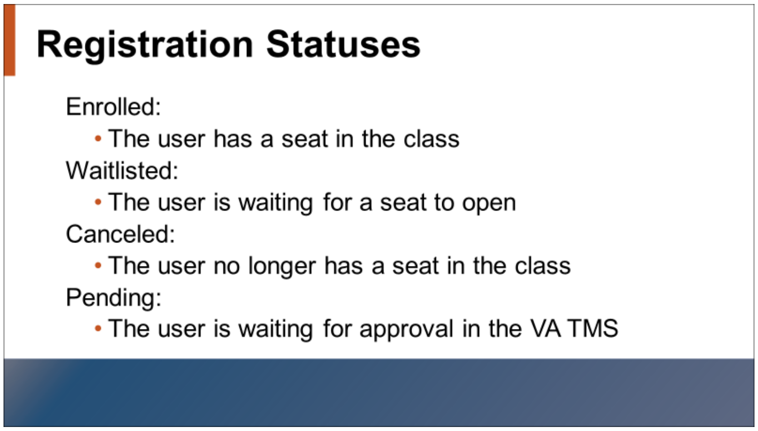
Two search selector parameters allow admins to search for users who have learning needs that fall within a specific date range:

- Required before
- Required after

Note: Steps to add criteria to search:

People > Users > Add/Remove Criteria > Item Needs > Select

Notes:____



Slide 28: Registration Statuses

Registration Statuses

A user may have one of the following VA TMS defined registration statuses:

- **Enrolled:** The user has a seat in the class.
- **Waitlisted:** The user is waiting for a seat to open. If **Auto Enroll from Waitlist** is set to yes then, the VA TMS automatically registers a waitlisted user when another user cancels/withdraws.
- **Canceled:** The user no longer has a seat in the class (either the user withdrew or the instructor canceled the class).
- **Pending:** The user is pending approval in VA TMS.

Slide 29: Demonstration: Registration

Demonstration: Registration

Now the instructor will demonstrate how to register a user for a class in VA TMS.

Notes:____

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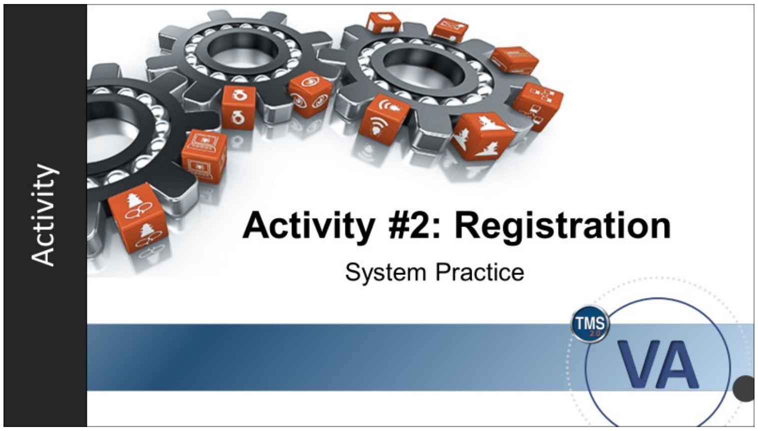
Demonstration: Registration

1. Navigate to **Learning Activities > Classes**.
2. Enter search criteria to search for the class you were assigned. You can also find the record in your Recents. In the search results, select the **Class ID** for the desired class.
3. Select the **Registration** tab in the Related area.
4. Select the **Add Users** button and choose Add Users.
5. Enter search criteria to search for users with User ID containing **DMLM**.
6. Select **Search**.
7. Select the **Add** checkbox next to the user you want to register.
8. Select **Add**.
9. Confirm that the user has been added by verifying the user's name has been added in the **Active Registration** section.

Note: The Core Area of the class record will also display the number of seats taken and the number that remain open as users are registered.

Note: In Live TMS, the admin should send the TMS notifications to all parties involved. In the Train Environment, there are no emails, so we must skip this step to avoid an error message.

Notes:____



Slide 30: Activity #2: Registration

Activity #2: Registration

Now you will have an opportunity to practice using the registration feature in the VA TMS.

Please complete the steps for Activity #2 on the following page.

If you have any questions during the activity, you may ask them using the Chat feature.

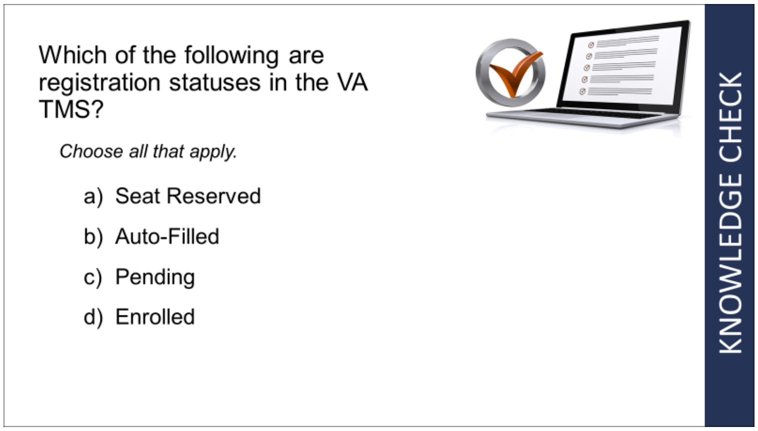
Notes:____

Activity #2: Registration

1. Navigate to **Learning Activities > Classes**.
2. Enter search criteria to search for the class you were assigned. You can also find the record in your Recents. In the search results, select the **Class ID** for the desired class.
3. Select the **Registration** tab in the Related area.
4. Select the **Add Users** button and choose Add Users.
5. Enter search criteria to search for users with User ID containing **TMS** or **DMLM**.
6. Select **Search**.
7. Select the **Add** checkbox next to the user you want to register.
8. Select **Add**.
9. Confirm that the user has been added by verifying the user's name has been added in the **Active Registration** section.

Job Aid: Available on the TMS Resource site.

Notes:____



Slide 31: Knowledge Check

Knowledge Check

Answer the following question using the chat feature.

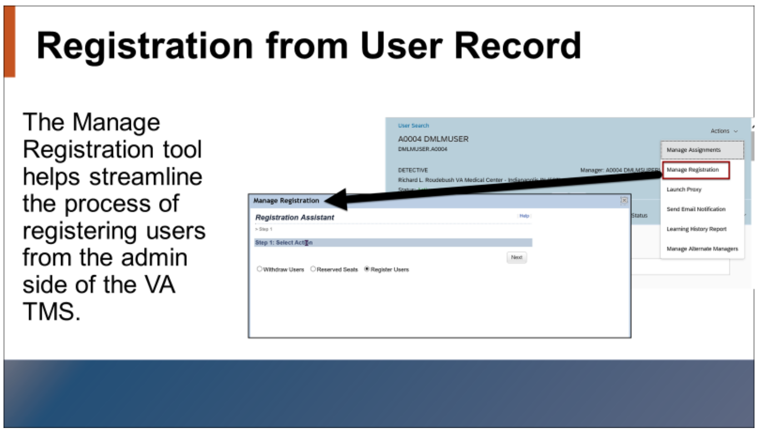
Which of the following are registration statuses in the VA TMS? (Choose all that apply)

a) Seat Reserved

b) Auto-Filled

c) Pending

d) Enrolled



Slide 32: Manage Registration Tool

Manage Registration Tool

Manage Registration is a tool that helps streamline the process of registering users from the admin side of VA TMS. Using this tool, you may register users, withdraw users, or reserve seats for an organization's users.

This tool can be useful for administrators who have the responsibility of registering users for classes but do not have any setup or maintenance responsibilities for the class record itself.

The Manage Registration tool can be found in the Actions area of a user record. Multiple users can be added through this process.

Notes:____

Slide 33: Demonstration: Manage Registration Tool

Demonstration: Manage Registration Tool

Now the instructor will demonstrate the Manage Registration Tool function in VA TMS.

Notes:____

Demonstration: Manage Registration Tool

1. Navigate to **People > Users**.
2. Search for **User IDs** that start with **DMLMUSER** and open a User Profile by selecting the User ID hyperlink in the search results.
3. Navigate to the **Actions** area. Select **Manage Registration.**
4. **Step 1: Select Action**. Ensure Register Users is the active radio button and select **Next**.
5. **Step 2: Select Class**. Select the magnifying glass icon. Search for your assigned class.
6. Choose **Select** next to the class for which you would like to register users.
7. Select **Next**.
8. **Step 3: Add Users**. Select **Add** next to the user already listed. You can add more users by selecting **add one or more from list.**
9. After adding all your users, select **Next**.

   Note: If you receive a warning message about scheduling conflicts with the user you've selected, choose Yes to bypass the message.
10. **Step 4: Edit Assignment**. Add any comments you would like. Select **Next** to move on.
11. **Step 5: Edit Financial Data**. Select **Next** to bypass this step.
12. **Step 6: Record Registration**. Review your selections. If you need to make any changes, select Previous to return to the appropriate step. Unselect any active buttons in the Email confirmations to area and select **Finish**.

    Note: In Live TMS, the admin should send the TMS notifications to all parties involved. In the Train Environment, there are no emails, so we must skip this step to avoid an error message.

The process status now confirms you are finished and will note: "All registrations in this class were successful."

Notes:____

Slide 34: Activity #3: Manage Registration Tool

Activity #3: Manage Registration Tool

Now you will have an opportunity to practice using the manage registration feature in the VA TMS.

Please complete the steps for Activity #3 on the following page.

If you have any questions during the activity, you may ask them using the Chat feature.

Notes:____

Activity #3: Manage Registration Tool

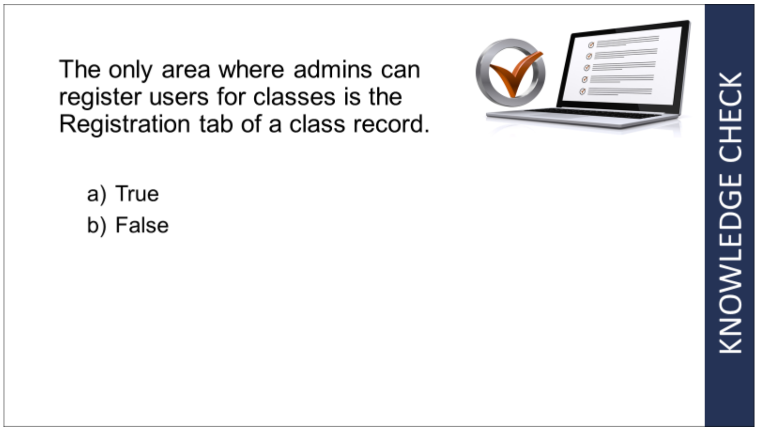
1. Navigate to **People > Users**.
2. Search for **User IDs** that start with **DMLMUSER** and open a User Profile by selecting the User ID hyperlink in the search results.
3. Navigate to the **Actions** area. Select **Manage Registration.**
4. **Step 1: Select Action**. Ensure Register Users is the active radio button and select **Next**.
5. **Step 2: Select Class**. Select the magnifying glass icon. Search for your assigned class.
6. Choose **Select** next to the class for which you would like to register users.
7. Select **Next**.
8. **Step 3: Add Users**. Select **Add** next to the user already listed. You can add more users by selecting **add one or more from list.**
9. After adding all your users, select **Next**.

   Note: If you receive a warning message about scheduling conflicts with the user you've selected, choose Yes to bypass the message.
10. **Step 4: Edit Assignment**. Add any comments you would like. Select **Next** to move on.
11. **Step 5: Edit Financial Data**. Select **Next** to bypass this step.
12. **Step 6: Record Registration**. Review your selections. If you need to make any changes, select Previous to return to the appropriate step. Unselect any active buttons in the Email confirmations to area and select **Finish**.

   Note: In Live TMS, the admin should send the TMS notifications to all parties involved. In the Train Environment, there are no emails, so we must skip this step to avoid an error message.

The process status now confirms you are finished and will note: "All registrations in this class were successful."

Notes:____



Slide 35: Knowledge Check

Knowledge Check

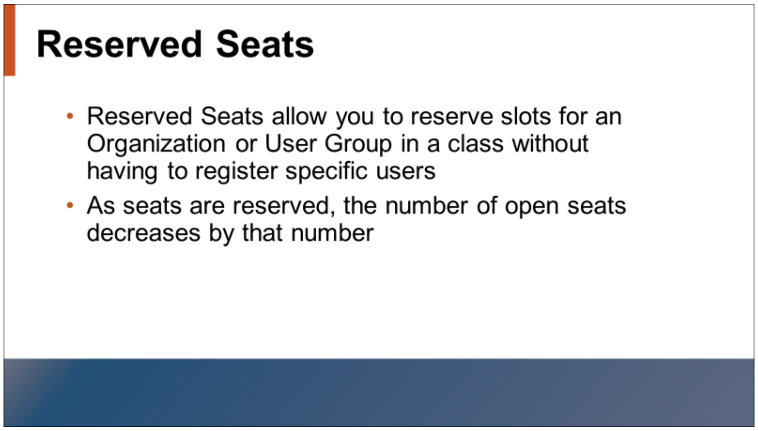
Answer the following question using the chat feature.

The only area where admins can register users for classes is the Registration tab of a class record.

a) True

b) False

Notes:____



Slide 36: Reserved Seats

Reserved Seats

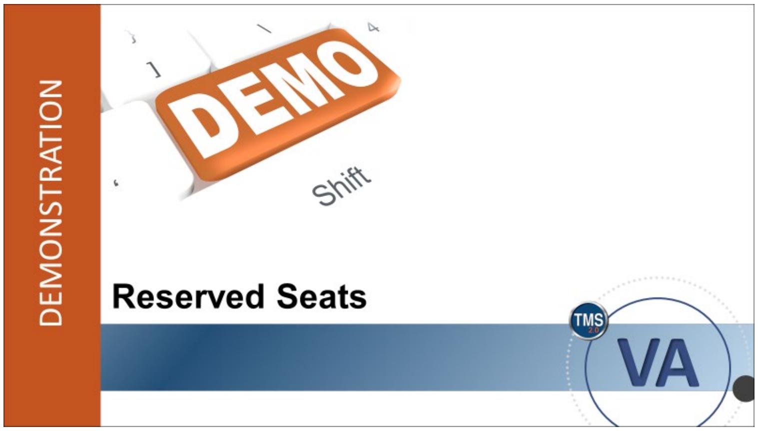
When an organization within the VA requests seats in a class but cannot provide the names of the individuals who will attend, you can use the Reserved Seats feature of the VA TMS. Reserved Seats allow you to reserve slots in a class without having to register specific users. For example, if a specific class requires 10 employees, but the specific employees are not known, reserved seats can hold those places.

Reserved Seats are reserved for organizations, enabling only users who belong to the organization or user group to self-register (if self-registration is enabled) or be registered by a manager or admin. If the class is full but reserved seats are remaining, users who are not a member of the organization or user group may only join the registration as Waitlisted.

Admins can register any user regardless of whether the reserved seats have been filled and will not affect the number of reserved seats if the user does not belong to the correct organization or user group.

As reserved seats are reserved, the number of open seats decreases by that number in the Core Area.

Notes:____



Slide 37: Demonstration: Reserved Seats

Demonstration: Reserved Seats

Now the instructor will demonstrate the reserved seats function in the VA TMS.

Notes:____

Demonstration: Reserved Seats

1. Navigate to **Learning Activities> Classes**.
2. Enter search criteria to search for the class (Use "Exact" and the Class ID you created, or just use **Recents** to access the record).
3. Select the **Seat Reservations** tab in the Related area.
4. Select the **Add** button.
5. In the Reserve Seats window, ensure the **Organization** radio button is selected.
6. Select the search icon and search for any organization. Select an organization from the search results by choosing the **Select** link next to the listed record.
7. Enter "10" in the **Reserved Seats** field.
8. Select **Save**.

Once seats are reserved, the number of open seats decreases by that number. For example, if there are 15 seats available in the class and the admin reserves three seats, 12 seats remain available for other users.

Notes:____

Slide 38: Activity #4: Reserved Seats

Activity #4: Reserved Seats

Now you will have an opportunity to practice reserving seats in the VA TMS.

Please complete the steps for Activity #4 on the following page.

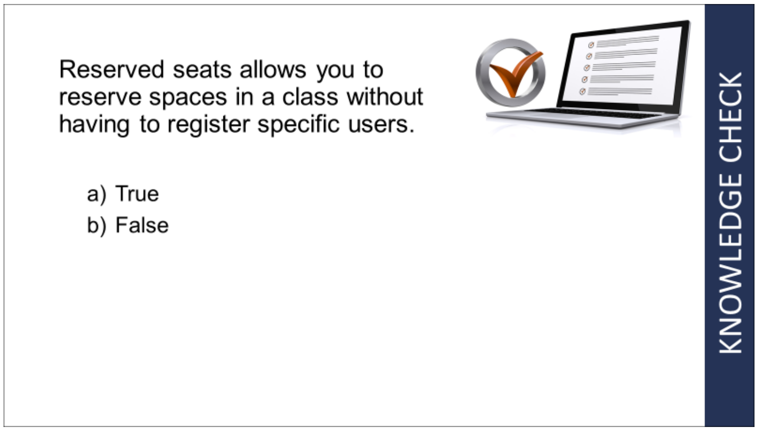
If you have any questions during the activity, you may ask them using the Chat feature.

Notes:____

Activity #4: Reserved Seats

1. Navigate to **Learning Activities> Classes**.
2. Enter search criteria to search for the class (Use "Exact" and the Class ID you created, or just use **Recents** to access the record).
3. Select the **Seat Reservations** tab in the Related area.
4. Select the **Add** button.
5. In the Reserve Seats window, ensure the **Organization** radio button is selected.
6. Select the search icon and search for any organization. Select an organization from the search results by choosing the **Select** link next to the listed record.
7. Enter "10" in the **Reserved Seats** field.
8. Select **Save**.

Notes:____



Slide 39: Knowledge Check

Knowledge Check

Answer the following question using the chat feature:

Reserved Seats allow you to reserve spaces in a class without having to register specific users.

a) True

b) False

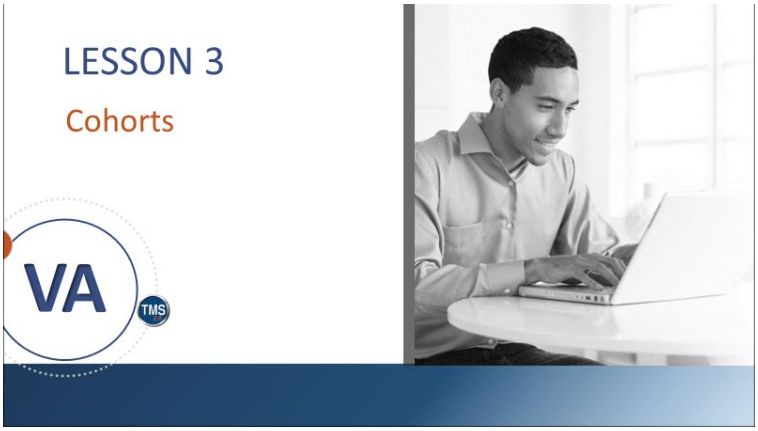
Slide 40: Questions?

Questions?

If you have any questions about the material covered so far, please ask them using the chat feature at this time.

Notes:____

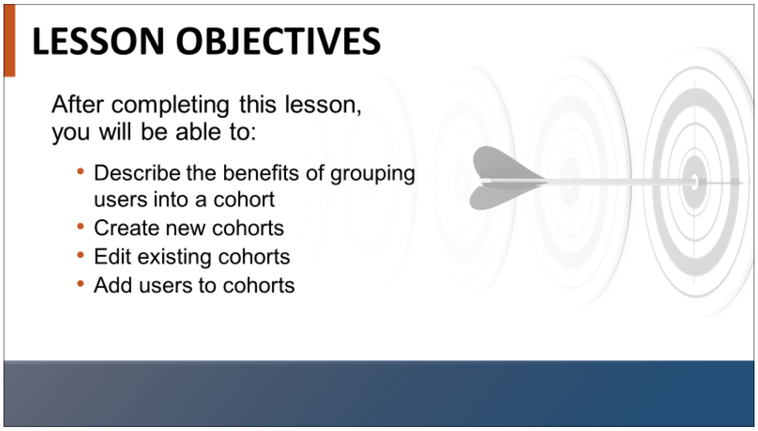
2.4 Lesson 3: Cohorts



Slide 41: Lesson 3: Cohorts

Lesson 3: Cohorts

This lesson shows you how to create, edit, and add users to a cohort in the VA TMS. Let's look at the learning objectives for Lesson 3.



Slide 42: Lesson Objectives

Lesson 3 Objectives

After completing this lesson, you will be able to:

- Describe the benefits of grouping users into a cohort
- Create new cohorts
- Edit existing cohorts
- Add users to cohorts

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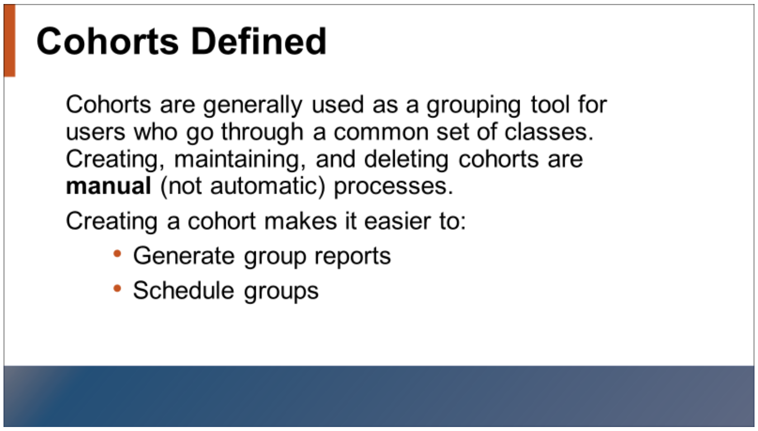

Slide 43: Cohorts Defined

Cohorts Defined

Cohorts are generally used as a grouping tool for users who go through a common set of classes. When you use a cohort, group reporting and group scheduling are easier for those who need to attend the same classes. A cohort is created to schedule all group members and to produce reports on their achievements.

Creating, maintaining, and deleting cohorts are manual processes that must be completed by an administrator. They are not automatically generated by VA TMS.

While cohorts generally include a list of users with related classes, it is possible to have one without the other. For example, you can add classes to a cohort and add users later, or you can add users to a cohort and later add the class.

Slide 44: Demonstration: Working with Cohorts

Demonstration: Working with Cohorts

Now the instructor will demonstrate how to create a cohort, edit a cohort, and add users to a cohort.

Notes:____

Demonstration: Working with Cohorts

Create a Cohort:

1. Go to **People > Cohorts > Add New**.

2. Enter a **Cohort ID (TRA-Your Initials-Today's Month and Day)**.

   Note: The VA currently requests a specified naming convention for cohorts. The first part of the ID is the three or four-character security domain ID, followed by a hyphen. The next part is a three-digit, sequential number. *You must perform a search each time to find the next number to use.*
   Note: This 3-digit number must change each time the course is taught. If not, the record will already exist.
3. Enter **Training Cohort for Demo Purposes only** as the **Description**.
4. Select the magnifying glass in the **Security Domain** field. Enter **Train** in the **Security Domain ID** field. Select **Search**. Select **TRAIN**.

5. Explain that Curriculum is not mandatory. Typically, admins will build a curriculum for the cohort first and then search for it on this page. However, for this demonstration, choose an existing curriculum within the TRAIN domain.

6. Leave **Max Size** blank.

7. Select a **Start Date** and **End Date**. Use today's date for the start date and one year out for the end date.

8. Select **Add**. You have successfully added a cohort.

Add Users to a Cohort:

1. From the Cohort record, select the **Users** tab.

2. Select **Add one or more from list.**

3. Enter search criteria of User ID **contains DMLMUSER** and select **search**. If User ID is not listed, use Add/Remove Criteria to add it to your listing.

Notes:____

4. Select the checkbox(es) of the User(s) you want to add to the cohort.
5. Select the **Add** button. You have successfully added users to a cohort.

Edit a Cohort:

1. Navigate to **People > Cohorts**.
2. Enter search criteria for the cohort you just created. Select **Search.**
3. Select the **edit icon (e.g., pencil)** next to the cohort you are searching for.
4. Change the **Start Date**.
5. Select **Apply Changes**. You have successfully edited a cohort.

Notes:____

Slide 45: Activity #5: Creating a Cohort

Activity #5: Creating a Cohort

Now you will have an opportunity to create and edit a cohort in the VA TMS.

Please complete the steps for Activity #5 on the following page.

If you have any questions during the activity, you may ask them using the Chat feature.

Notes:____

Activity #5: Creating a Cohort

Create a Cohort:

Complete the activities below. In this training, use the naming convention we showed in the demonstration. In the live TMS, be sure to follow VA business policy naming conventions when creating your Cohort ID.

1. Go to **People > Cohorts > Add New**.
2. Enter a **Cohort ID (TRA-Your Initials-Today's Month and Day)**.

   Note: The VA currently requests a specified naming convention for cohorts. The first part of the ID is the three or four-character security domain ID, followed by a hyphen. The next part is a three-digit, sequential number. *You must perform a search each time to find the next number to use.*
   Note: This 3-digit number must change each time the course is taught. If not, the record will already exist.
3. Enter **Training Cohort for Demo Purposes only** as the **Description**.
4. Select the magnifying glass in the **Security Domain** field. Enter **Train** in the **Security Domain ID** field. Select **Search**. Select **TRAIN**.
5. The Curriculum is not mandatory. Typically, admins will build a curriculum for the cohort first and then search for it on this page. However, for this demonstration, choose an existing curriculum within the TRAIN domain.
6. Leave **Max Size** blank.
7. Select a **Start Date** and **End Date**. Use today's date for the start date and one year out for the end date.
8. Select **Add**. You have successfully added a cohort.

Add Users to a Cohort:

1. From the Cohort record, select the **Users** tab.
2. Select **Add one or more from list.**

Notes:____

3. Enter search criteria of User ID **contains DMLMUSER** and select **search**. If User ID is not listed, use Add/Remove Criteria to add it to your listing.
4. Select the checkbox(es) of the User(s) you want to add to the cohort.
5. Select the **Add** button. You have successfully added users to a cohort.

Edit a Cohort:

1. Navigate to **People > Cohorts**.
2. Enter search criteria for the cohort you just created. Select **Search.**
3. Select the **edit icon (e.g., pencil)** next to the cohort you are searching for.
4. Change the **Start Date**.
5. Select **Apply Changes**. You have successfully edited a cohort.

Job Aid: Available on the TMS Resource site.

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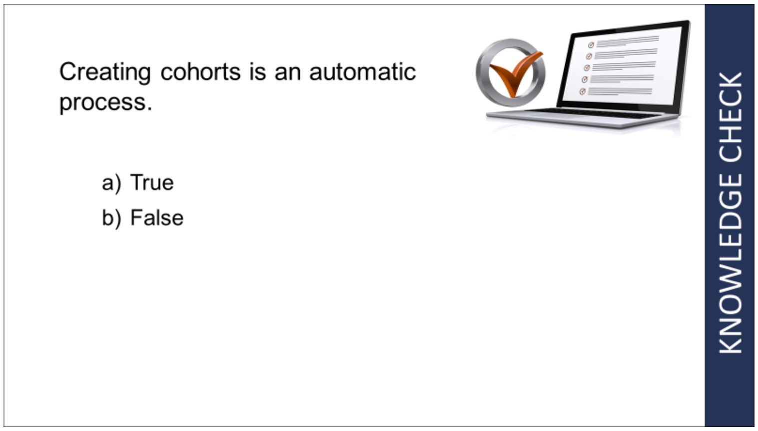


Slide 46: Knowledge Check

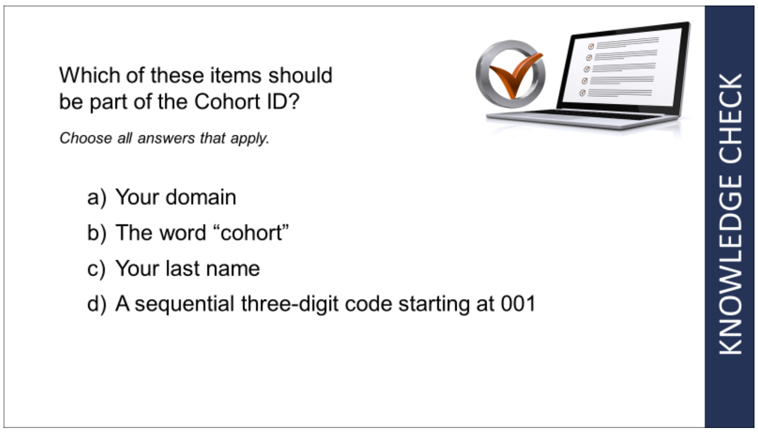
Knowledge Check

Answer the following question using the chat feature.

Creating cohorts is an automatic process.

a) True

b) False



Slide 47: Knowledge Check

Knowledge Check

Answer the following question using the chat feature.

Which of these items should be included in the Cohort ID? (Choose all answers that apply)

a) Your domain

b) The word "cohort"

c) Your last name

d) A sequential three-digit code starting at 001

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Slide 48: Questions?

Questions?

If you have any questions about the material covered so far, please ask them using the chat feature at this time.

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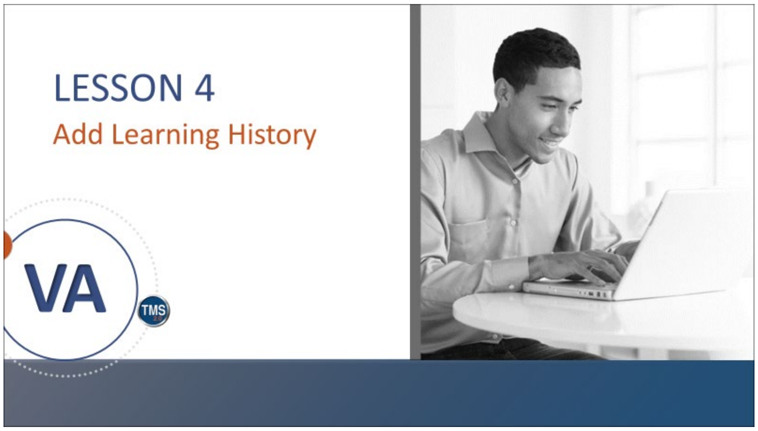
2.5 Lesson 4: Add Learning History

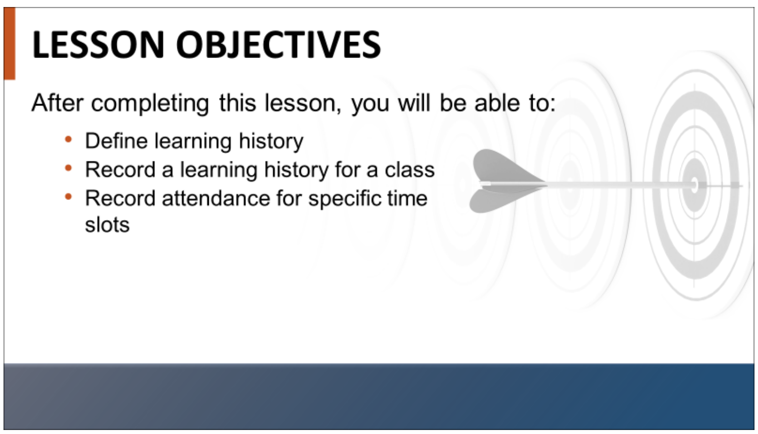


Slide 49: Lesson 4: Add Learning History

Lesson 4: Add Learning History

After a class has been completed, you must then add learning history for all participants. In this lesson, you will learn how to add a learning history.

Adding learning history creates a record for users and allows those users who successfully completed an item the opportunity to generate a certificate of completion.



Slide 50: Lesson 4 Objectives

Lesson 4 Objectives

After completing this lesson, you will be able to:

- Define learning history
- Record a learning history for a class
- Record attendance for specific time slots

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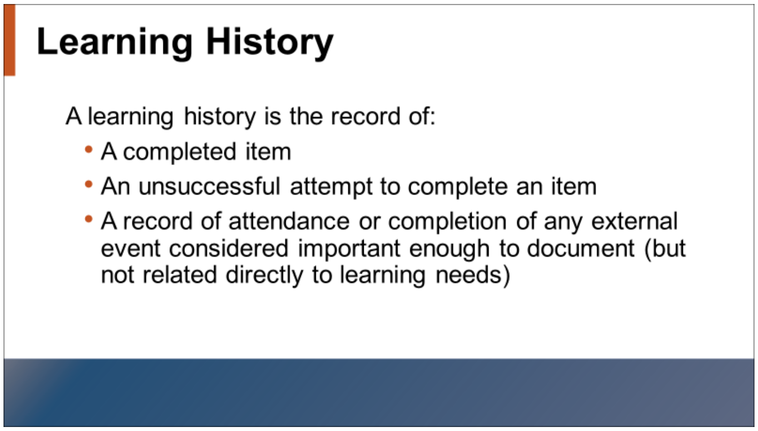

Slide 51: Learning History

Learning History

Using the Add Learning History tool, you may record the completed learning for users.

When you are informed that training has been completed, you can use the Add Learning History tool to capture this information. Once the event is recorded, a Learning History (Completed Work) record is created that captures the completed item, the date/time of completion, and the status the user was given. If an error is recorded, you can edit it with the Edit Learning History tool.

A learning history is a record of:

- A successful completion of an item
- An unsuccessful attempt to complete an item
- A record of attendance or completion of any external event considered important enough to document but not related directly to learning needs.

Using the Add Learning History for Multiple Courses, you may choose to record completions for all users registered in a selected class.

The system also lets you record history for those users who were never registered! This is useful for last-minute

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participants who were not registered in the class but did attend. However, it is recommended for you to register users (reconcile the roster) in the class even after the delivery date has passed for reporting purposes.

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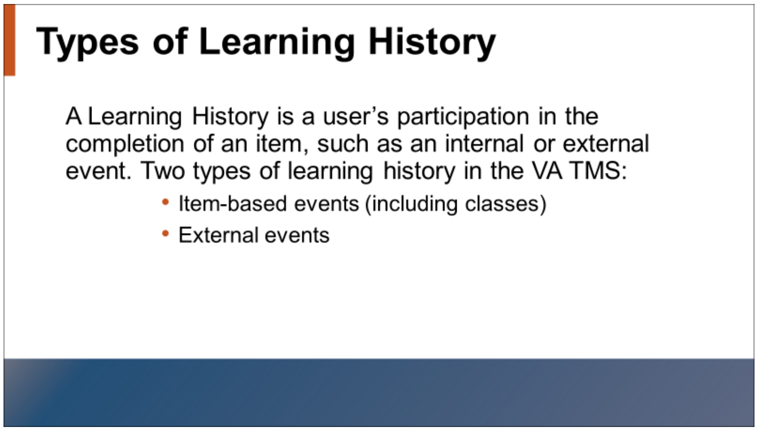

Slide 52: Types of Learning History

Types of Learning History

A Learning History is a user's participation in the completion of an item, such as an internal or external event. There are two types of learning events in VA TMS:

- Item-based events (including classes)
- External events

Item-Based Events

Item-based events are the primary events found in the user's list of learning events. Learning histories for items include those created as classes and those with online content, where the system records the learning history when the user completes the content.

External Events

An external event is a learning activity, such as a college course or a seminar outside of the organization, for which there is no item record in VA TMS and which may be recorded in a user's Learning History. This external event has a description and comment field to further identify the nature of the training.

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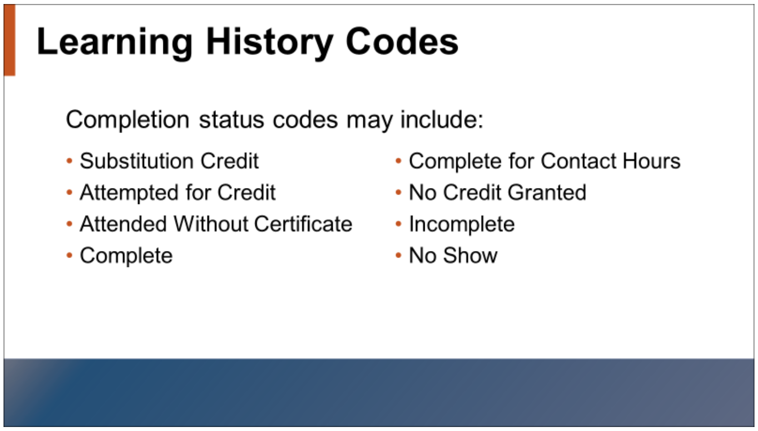
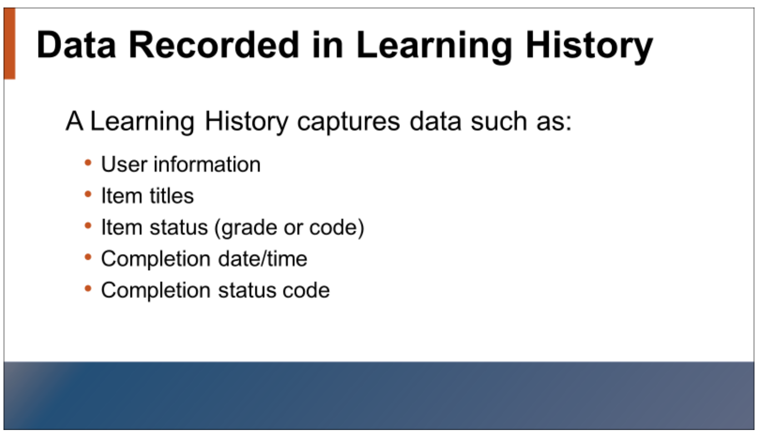


Slide 53: Learning History Codes

Learning History Codes

Completion status codes may include:

- Substitution Credit
- Attempted for Credit
- Attended Without Certificate
- Complete
- Complete for Contact Hours
- No Credit Granted
- Incomplete
- No Show



Slide 54: Data Recorded in Learning History

Data Recorded in Learning History

Recording a learning history captures data such as:

- User information
- Item title
- Item status (grade or code)
- Completion date/time
- Completion status code (indicates whether an item was successfully completed)

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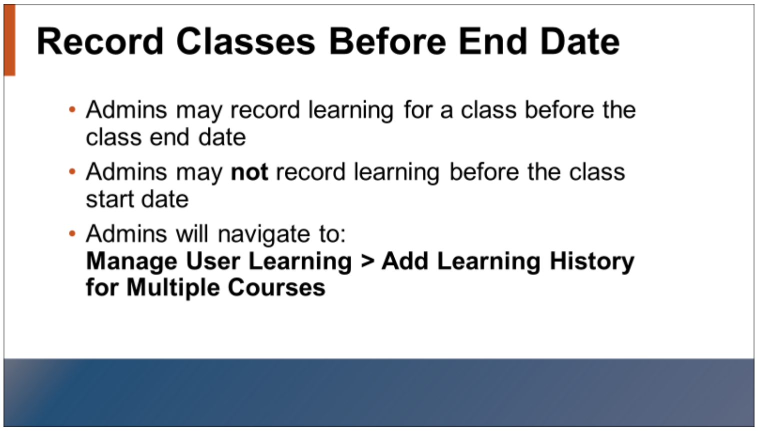
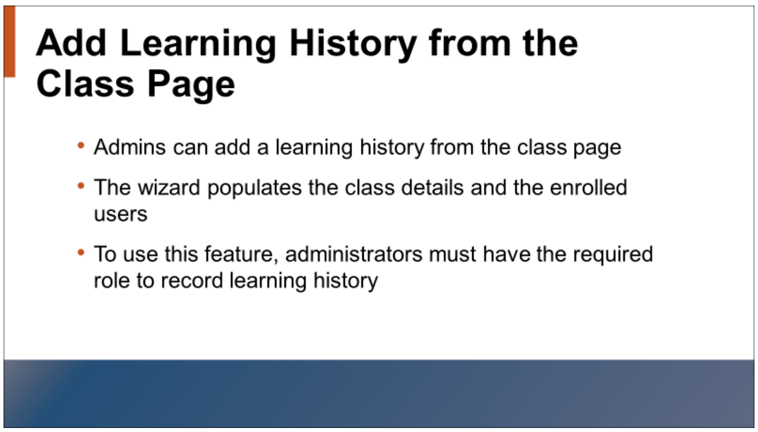


Slide 55: Record Classes Before End Date

Record Classes Before End Date

Admins may record learning for a class before the class end date. However, they may not record learning before the start date.

Navigate to: **Manage User Learning> Add to Learning History for Multiple Courses**



Slide 56: Add Learning History from the Class Page

Add Learning History from the Class Page

Administrators can also record a learning history from the class page.

The advantage of recording learning from the class page is that the wizard populates the class details and the enrolled users.

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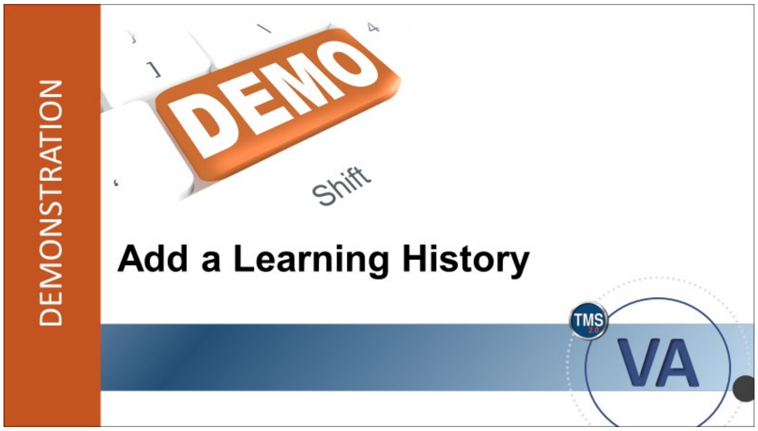

Slide 57: Demonstration: Add a Learning History

Demonstration: Add a Learning History

Now the instructor will demonstrate how to add a learning history in the VA TMS.

Notes:____

Demonstration: Add a Learning History

Using the Add Learning History for Multiple Courses Tool:

1. From the learning administration menu, select **Manage User Learning > Add Learning History for Multiple Courses** (there is no Add Learning History for Single Course).
2. Choose the **Class** radio button.
3. Select the magnifying glass icon next to **Class ID**.
4. Enter search criteria for your assigned class and select **Search**.
5. Select the **Add** checkbox(es) of the Class(es) for which you want to record learning history.
6. Select **Add**.
7. Choose **User ID**s by selecting the magnifying glass.
8. Enter search criteria (User ID: DMLMUSER) and select **Search**.
9. Select the **Add** checkbox(es) of the user(s) to for which you want to record the learning history.
10. Select **Add**.
11. Select the **Next** button at the top of the page.
12. Edit details. Choose the required completion type from the drop-down list. Select **VA Complete (VA Complete) - for credit.**
13. Select the **Next** button at the top of the page.
14. Confirm all selections listed on the page. You can also change the way competencies are assessed by selecting **Assess all items**, **Do Not Assess**, or leaving **Assess based on item setting** selected.

Notes:____

15. Select the **Submit** button at the top of the page.

A completion page confirms that the Learning events were recorded successfully. A button also allows you to start over and record more learning events.

From the Class Record:

1. From the learning administration menu, navigate to **Learning Activities > Classes**.
2. Enter search criteria to find your assigned class.
3. Delete the **Start Date After**.
4. Select **Search.**
5. Select a **Class ID** hyperlink from the search results listing.
6. Select the **Actions Menu**.
7. Select **Add to Learning History**.
8. The registered users will display as selected users by default.
9. To select additional users, choose the **add one or more from list** text link.
10. Enter search criteria and select **Search**.
11. Select the checkbox(es) of the user(s) for which you want to record the learning history.
12. Select **Add**.
13. Select the **Next** button at the top of the page.
14. To add a default status for all users, select the **Apply Default Status** drop-down menu and select **VA Complete (VA Complete) – for credit** status.
15. Select **Apply** to automatically fill each user's completion status.
16. Enter **Comments,** and if still needed, add the **Status** of the learning event for each user.

    Note: VA TMS does not recognize Grades so leave this field blank.

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17. Select **Next**.
18. Select **Next** on the Financial Data page. Admins do not currently add any financial data.
19. Review all data on the confirmation page, then select **Finish**.
20. A message dialog box appears, noting that the process may take more than a few seconds. Select **OK**.
21. A Finish screen appears, confirming that the learning event has been successfully recorded.

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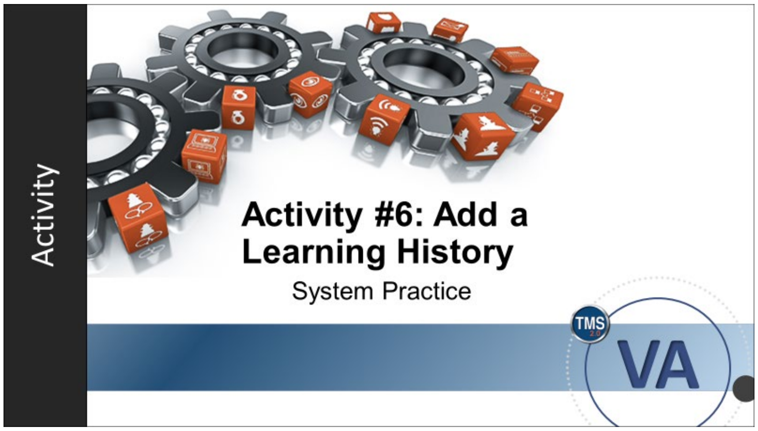

Slide 58: Activity #6: Add a Learning History

Activity #6: Add a Learning History

Now you will have an opportunity to practice recording learning in the VA TMS.

Please complete the steps for Activity #6 on the following page.

If you have any questions during the activity, you may ask them using the Chat feature.

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Activity #6: Add a Learning History

1. From the learning administration menu, select **Manage User Learning > Add Learning History for Multiple Courses** (there is no Add Learning History for Single Course).
2. Choose the **Class** radio button.
3. Select the magnifying glass icon next to **Class ID**.
4. Enter search criteria for your assigned class and select **Search.**
5. Select the **Add** checkbox(es) of the Class(es) for which you want to record learning history.
6. Select **Add**.
7. Choose **User IDs** by selecting the magnifying glass.
8. Enter search criteria (User ID: DMLMUSER) and select **Search**.
9. Select the **Add** checkbox(es) of the user(s) to for which you want to record the learning history.
10. Select **Add**.
11. Select the **Next** button at the top of the page.
12. Edit details. Choose the required completion type from the drop-down list. Select **VA Complete (VA Complete) - for credit.**
13. Select the **Next** button at the top of the page.
14. Confirm all selections listed on the page. You can also change the way competencies are assessed by selecting **Assess all items**, **Do Not Assess**, or leaving **Assess based on item setting** selected.
15. Select the **Submit** button at the top of the page.

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A completion page confirms that the Learning events were recorded successfully. A button also allows you to start over and record more learning events.

Job Aid: Available on the TMS Resource site.

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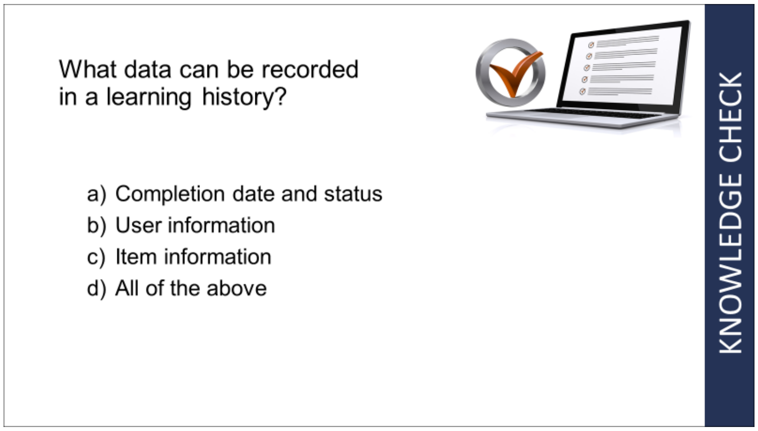


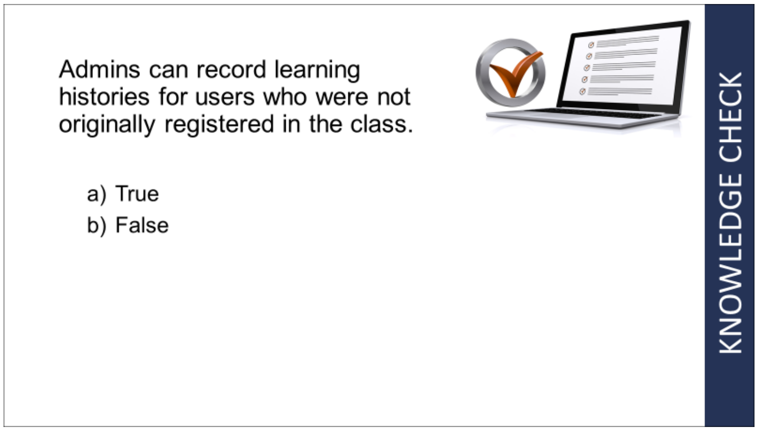
Slide 59: Knowledge Check

Knowledge Check

Answer the following question using the chat feature:

What data can be recorded in a learning history?

a) Completion date and status
b) User information
c) Item information
d) All of the above



Slide 60: Knowledge Check

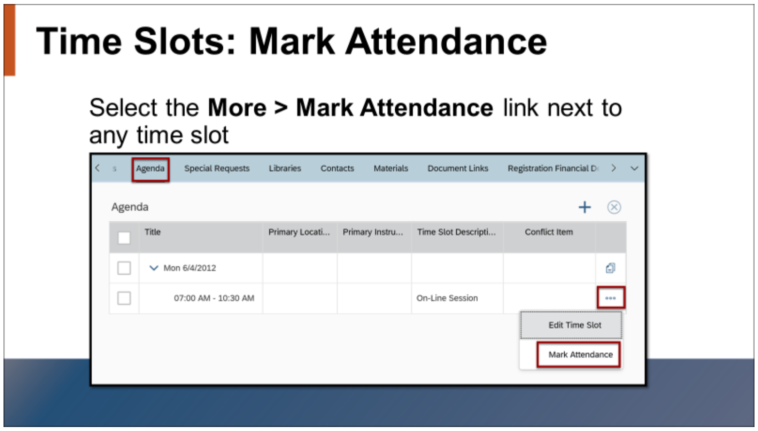
Knowledge Check

Answer the following question using the chat feature:

Admins can record learning histories for users who were not originally registered in the class.

a) True
b) False

Notes:____

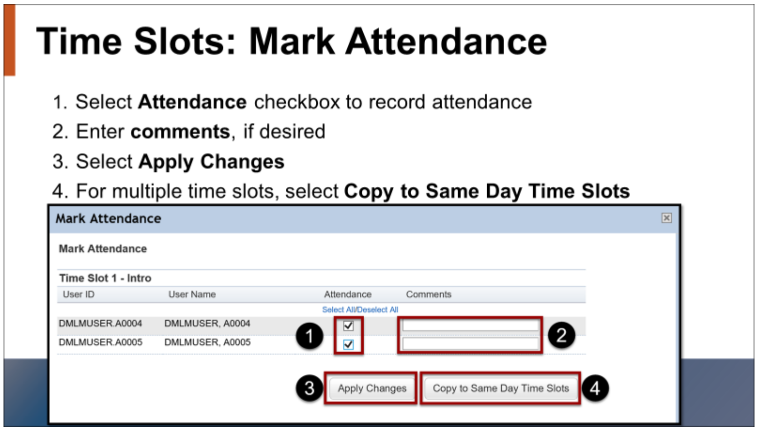


Slide 61: Mark Attendance

Mark Attendance

To record a user's attendance, select the **More** link next to any time slot of the class. Once the more menu is opened, select **Mark Attendance**.

When you select this link, the **Mark Attendance** window opens, enabling you to record a user's attendance for that time slot.



Slide 62: Record Attendance (continued)

Mark Attendance (continued)

Record the user's attendance by selecting the **checkbox in the Attendance column**. You can enter any comments for each user as well. Then, select **Apply Changes** to save your record.

If the class has multiple time slots, select **Copy to Same Day Time Slots** to copy the attendance record and any comments for all users from the current time slot to all time slots that start on the same day.

NOTE: Recording time slot attendance is for administrative use only. The system does not store this attendance with the user's learning history.

Notes:____

Slide 63: Questions?

Questions?

If you have any questions about the material covered so far, please ask them using the chat feature at this time.

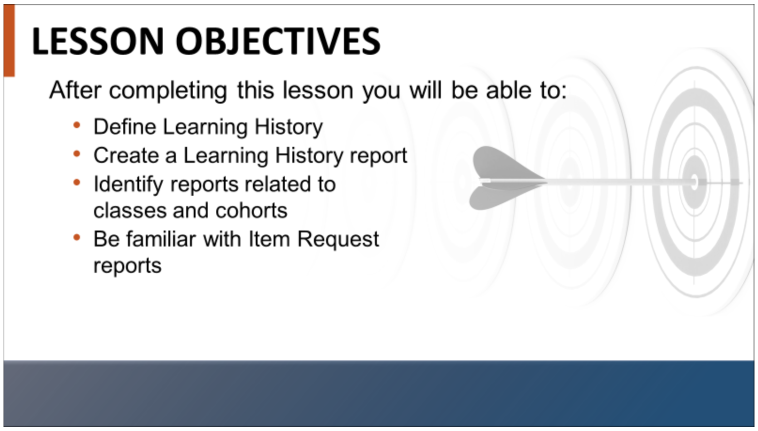
Notes:____

2.6 Lesson 5: Learning History and Reports

Slide 64: Learning History and Reports

Lesson 5: Learning History and Reports

As previously mentioned, recording a learning event creates a Learning History record for users. In this last lesson, we will view and run learner history reports. We will also look at other reports helpful to your job function.



Slide 65: Lesson 5 Objectives

Lesson 5 Objectives

After completing this lesson, you will be able to:

- Define Learning History
- Create a Learning History report
- Identify reports related to classes and cohorts
- Be familiar with Item Request reports

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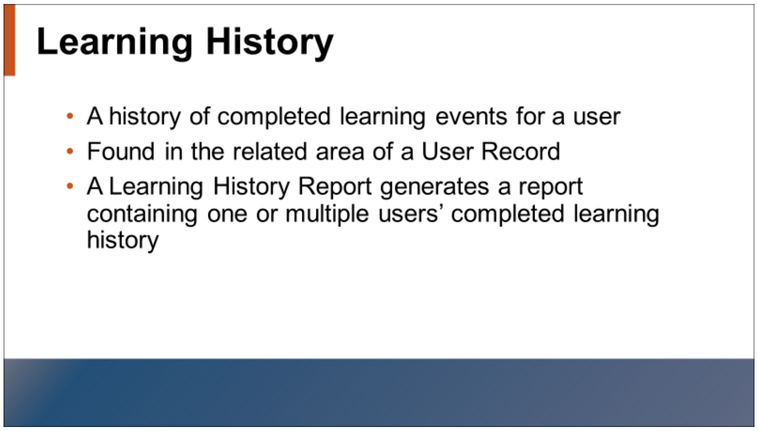


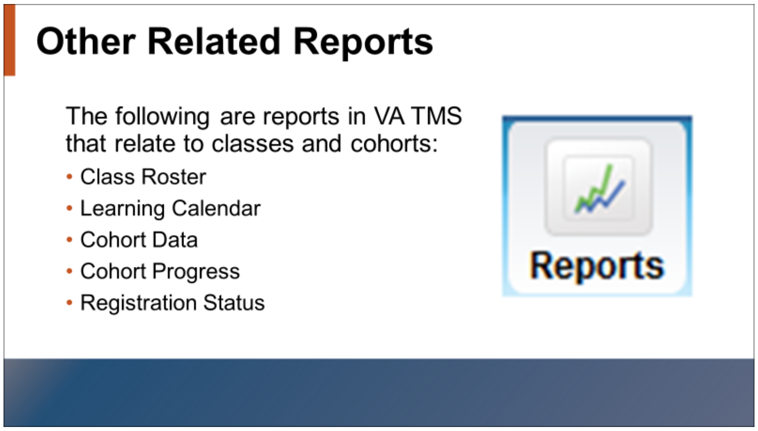
Slide 66: Learning History

Learning History

A learning history is a record of completed learning events for a user, which is found in the related area of a User Record.

A Learning History Report generates a report which contains one or multiple users' completed learning events.

Notes:____



Slide 67: Other Related Reports

Other Related Reports

There are several reports in VA TMS that relate specifically to classes and cohorts:

Class Roster: The Class Roster report returns the roster of users in a class.

Learning Calendar: The Learning Calendar report returns all the daily classes or resource blocks scheduled between two dates.

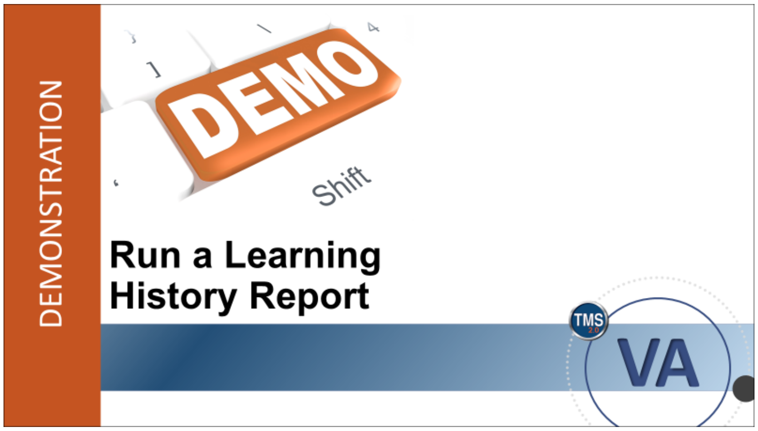
Cohort Data: The Cohort Data report describes a cohort, including the learning items, curricula, and classes associated with the cohort, the users in the cohort, and other attributes of the cohort.

Cohort Progress: The Cohort Progress report returns the progress of users in a cohort toward completion of the cohort's learning.

Registration Status: The Registration Status report returns, for classes and users, a detailed list of registration information, including registration dates and times, enrollment numbers, instructors, and class details.

Note: Admins can also run an Items Request report, which will generate a report to the point of contact.

Notes:____



Slide 68: Demonstration: Run a Learning History Report

Demonstration: Run a Learning History Report

Now, the instructor will demonstrate running a Learning History report.

Notes:____

Demonstration: Run a Learning History Report

Reports

The most common use of the Reports tab is to run available reports within the system.

1. To find the desired report, browse the provided list under the Reports tab or use the **Search** textbox and **Browse By** options on the left side of the report interface to search for reports by the title or description.

2. To further assist in the search for a desired report, narrow the search results by checking the corresponding checkbox on the left-hand side to select very specific categories of reports; for instance, choosing the **User Management**, **Learning,** or **Content** categories.

3. The functions that you may perform in the reports section are controlled by report workflows given to you by the system administrator.

Remember, to run User-related reports, select User from the Application section on the bottom right of the screen.

Saved Reports

Once you create a saved report, you can access the report and run it without reentering filtering options.

1. Saved reports are located under the Saved Reports tab and are specific to your admin account, meaning that saved reports are not shared among admins in the system.

2. A saved report is very similar to a saved search in the VA TMS—only the admin who created the saved report is able to see it.

Enter the redundant search criteria before selecting save. This will allow you to save information for later use. If you change any of the criteria, don't forget to save the report again to keep your changes.

Report Jobs

The **Report Jobs** tab lists the current report jobs, which are automatically running in the background.

Notes:____

1. Reports that are scheduled to run only once display under **System Admin > Background Jobs**. They will also display on the **Report Jobs** tab.

Jobs are created under this tab when you schedule the report to occur on a recurring basis. On this tab, you can delete jobs from recurring or edit the schedule of when the report should run.

Run A Report

1. Select the **Reports** tab in the navigation area.
2. Type **My History** in the Search Category area and select submit. Remember, you can select one or more categories from the search options or scroll through all reports listed.
3. From the search results, locate the **My History** report and select the link.
4. Choose the **User Learning History Condensed Version** report. The Run Report screen displays.

Formatting

The top section of the Run Report screen contains the following formatting options:

1. Modify the report title, header, and footer
2. Determine the report destination (the location where the report engine returns the data). You can return the data to the browser or to a local file. When you select **Browser**, the report is displayed in the internet browser window. When **Local File** is selected, you must save the report to a local drive before you can open it. The VA does NOT use **Remote File.**
3. Determine the report format

Note: If you select a **CSV** (Comma Separated Value) **Report**, the only report destination you will select is Local File, and the only report format that is displayed is CSV.

Criteria

Remember, the selected report dictates the criteria displayed at the bottom of the Run Report screen. This section provides all the tools and functionality for searching. Report pages filter the data that the report returns using specific search fields. Many reports, however, also contain the following controls for filtering the data that you want to return:

Notes:____

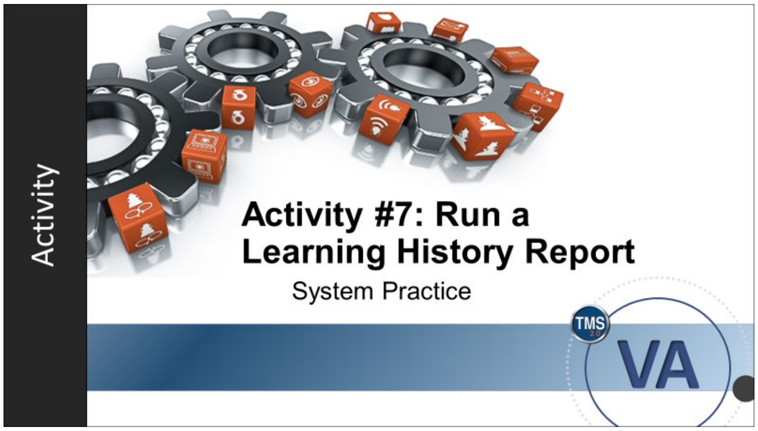
- **Mask User IDs:** For security reasons, the VA TMS can mask the user IDs, so they display as a series of asterisks. Check the checkbox to hide user IDs
- **Case sensitive search:** You can choose to perform a case-sensitive search or a case-insensitive search. Case-sensitive searches return data elements only when the characters and case match. Case-sensitive searches run faster than case-insensitive searches
- **Page Break between Records:** In order to segregate data, there is an option to insert page breaks between records

Filter by Criteria: Some fields in the report pages contain a Filter by Criteria link. When you select the link, a page opens that contains multiple search fields in which you can select a set of data rather than a single data element. For example, you can return the set of users who are in the job location, Washington, DC, rather than entering multiple users in the search field.

1. Select the additional parameters needed for your report, including the users checked by the report.
2. Also, select **Completed To** and **Completed From** dates using the calendar icon to select the dates. If left blank, they will use the current date.
3. Select the **Schedule Job** button from the bottom right.
4. Choose the radio bullet next to **Run this job immediately, if allowable.** For certain reports, you may want to schedule a report to run at night or over the weekend. They can also be set up to run on a recurring basis.
5. **For Training Only –** uncheck the **Notify via email on completion** checkbox.
6. Select the **Finish** button.

You can edit the schedule details and status of this background report job in the **Background Jobs** module until it has completed successfully, after which it will appear in your Report Jobs list.

Notes:____



Slide 69: Activity #7: Run a Learning History Report

Activity #7: Run a Learning History Report

Now you will have an opportunity to practice running a Learning History report.

Please complete the steps for Activity #7 on the following page.

If you have any questions during the activity, you may ask them using the Chat feature.

Notes:____

Activity #7: Run a Learning History Report

Run A Report

1. Select the **Reports** tab.
2. To search for a report, make sure to select the middle **Reports** icon in the navigation area.
3. Type **Learning History** in the **Search Category** area and select submit. Remember, you can select one or more categories from the search options or scroll through all reports listed.
4. From the search results, locate the **Learning History** report. Expand the sub-reports by choosing the plus icon. Within the options, select the Learning History link. The Run Report screen displays.

Formatting

In the top section of the Run Report screen, choose the following formatting options:

1. Enter today's date before the report title.
2. Enter **Test Report** in the **Report Header** field.
3. Enter **For Training Use Only** in the **Report Footer** field.
4. Choose **Browser** in the Report Destination dropdown menu. If Local File was selected, you must first save the file to a local drive before you can open it.
5. Select **HTML** from the Report Format drop-down menu

Note: If you select a CSV (Comma Separated Value) Report, the only report destination you will select is Local File, and the only report format that is displayed is CSV.

Notes:____

Criteria

Remember, the selected report dictates the criteria displayed at the bottom of the Run Report screen. This section provides all the tools and functionality for searching. Report pages filter the data that the report returns using specific search fields. Many reports, however, also contain the following controls for filtering the data that you want to return:

1. Select the Mask User IDs button.

Note: For security reasons, the VA TMS can mask the user IDs, so they display as a series of asterisks. Check the checkbox to hide user IDs

2. Select **Yes** to perform a Case sensitive search.

Note: You can choose to perform a case-sensitive search or a case-insensitive search. Case-sensitive searches return data elements only when the characters and case match. Case-sensitive searches run faster than case-insensitive searches

3. Select the Page Break Between Records button.

Note: In order to segregate data, there is an option to insert page breaks between records

Note: Some fields in the report pages contain a Filter by Criteria link. When you select the link, a page opens that contains multiple search fields in which you can select a set of data rather than a single data element. For example, you can return the set of users who are in the job location, Washington, DC, rather than entering multiple users in the search field.

4. Select the additional parameters needed for your report. Choose the filter icon next to users.
5. You can also select **Completed To** and **Completed From** dates using the calendar icon to select a particular timeframe. If left blank, they will use the current date.
6. Leave the **defaulted** selections for Report Type, Include, Print Comments, and Sort By fields.

Notes:____

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7. Select the **Schedule Job** button from the bottom right.
8. Choose the radio bullet next to Run this job immediately, if allowable. For certain reports, you may want to schedule a report to run at night or over the weekend. They can also be set up to run on a recurring basis.
9. For Training Only – uncheck the **Notify via email on completion** checkbox.
10. Select the **Finish** button.

You can edit the schedule details and status of this background report job in the Background Jobs module under the System Admin Tab until it has completed successfully, after which it will appear in your Report Jobs list.

Job Aid: Available on the TMS Resource site.

Notes:____

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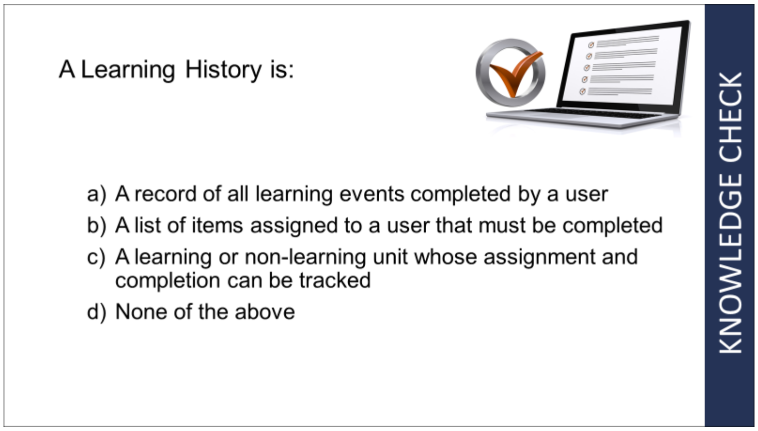


Slide 70: Knowledge Check

Knowledge Check

Answer the following question using the chat feature:

A Learning History is:

a) A record of all learning events completed for the user

b) A list of items assigned to a user that must be completed

c) A learning or non-learning unit whose assignment and completion can be tracked

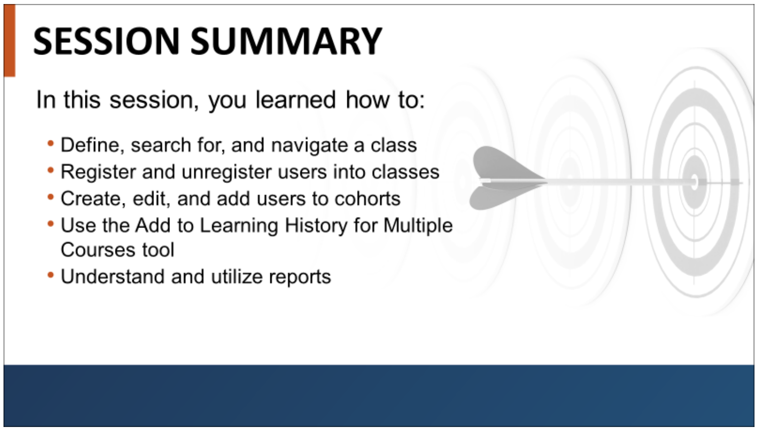
d) None of the above

Slide 71: Questions?

Questions?

If you have any questions about the material in the lesson, please ask them using the chat feature at this time.

Notes:____



Slide 72: Session Summary

Session Summary

To recap: In this session, you learned how to:

- Define, search for, and navigate a class
- Register and unregister users into classes
- Create, edit, and add users to cohorts
- Use the Add to Learning History for Multiple Courses tool
- Understand and utilize reports

Slide 73: Questions?

Questions?

If you have any questions about the material in the session, please ask them using the chat feature at this time.

Notes:____

Additional Resources

- TMS Resource Site: https://www.hcsc.va.gov/
  - Job Aids
  - Participant Guides for each session
- TMS Administrators Community of Practice (COP)
  - For more information: VATMSCoP@va.gov
- Help Desk
  - 1-855-673-4357
- Dr. Clarence Bashshar: clarence.bashshar@va.gov

Slide 74: Additional Resources

Additional Resources

Here are some additional resources:

- TMS Resource Site:
  - https://www.hcsc.va.gov/
- TMS Administrators Community of Practice (COP):
  - VATMSCoP@va.gov
- Help Desk
  - 1-855-673-4357
- Dr. Clarence Bashshar: clarence.bashshar@va.gov

Note: Once you receive your admin roles for the TMS Production Environment, you will be able to log in to TRAIN with your regular TMS credentials and maintain the same roles. This can be very helpful in case you need to test anything before you create it or work with it in the live TMS.

Notes:____