



**U.S. Department of Veterans Affairs**  
**User Job Aid**  
2023 TMS Upgrade

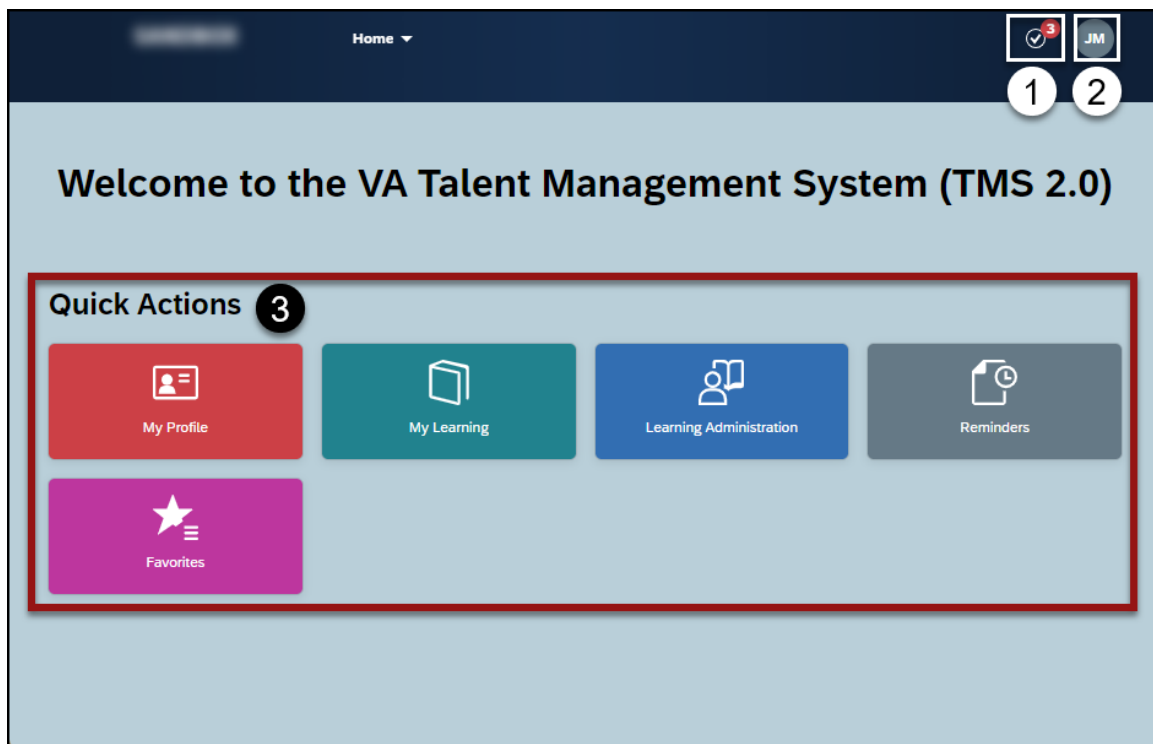


## User Job Aid: 2023 TMS Upgrade

(Revision Date: November 29, 2023)

### Purpose

The purpose of this job aid is to guide you through the upgrade changes that will impact the TMS Home Page. These changes will go into effect on **December 11, 2023**.



1. The **Checkmark icon** provides another way to access your To Do List and launch training. There will be a red notification that indicates how many pending assignments are currently on your To Do List in My Learning. Your To Do List in My Learning will look and function the same.
2. The **User icon** will display your initials instead of an outline of a person.
3. The **Quick Actions** area consolidates several key areas of TMS. With a simple icon selection, you will be navigated to that area. For example, you can select My Learning.

**NOTE:** Beneath the Quick Actions area, the **Surveys** section will be available. This section will only be visible when a survey has been assigned.