User Job Aid
Navigate Updated TMS
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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.
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 supervisor links.