User Job Aid: Navigate the VA TMS 2.0

Purpose

The purpose of this job aid is to help users identify and navigate all the updated links and areas in the VA TMS 2.0 system, including:

- My Learning link
- My Learning
- My History
- My Team link

In this job aid, you will learn how to:

- Identify and Navigate all Updated VA TMS 2.0 tabs and areas
Identify and Navigate All Updated VA TMS 2.0 Tabs and Areas

1. Log into TMS 2.0 (https://www.tms.va.gov/SecureAuth35) and select Learning from the Home dropdown menu.

![TMS 2.0 Navigation](image)

2. My Learning includes the My Learning section and all learning items assigned to you to be completed. In this area, Overdue items are always listed first and highlighted in red. Items Due Later are listed next, and items Due Anytime are posted last.
3. The **History** section contains all learning events you have completed. In this section, you can view completed training events, record the completion of learning, and rate courses you have taken.

**NOTE:** **History** was previously called **Completed Work**.
4. Select the **My Team** link to access the Supervisor Home page that includes My Learning and statuses for your employees, as well as Supervisor Links.