

TMS
2.0

VA

User Job Aid

Manage Your Home Page

User Job Aid: Manage Your Home Page

Purpose

The purpose of this job aid is to guide you through the step-by-step process of managing your Home page in TMS 2.0.

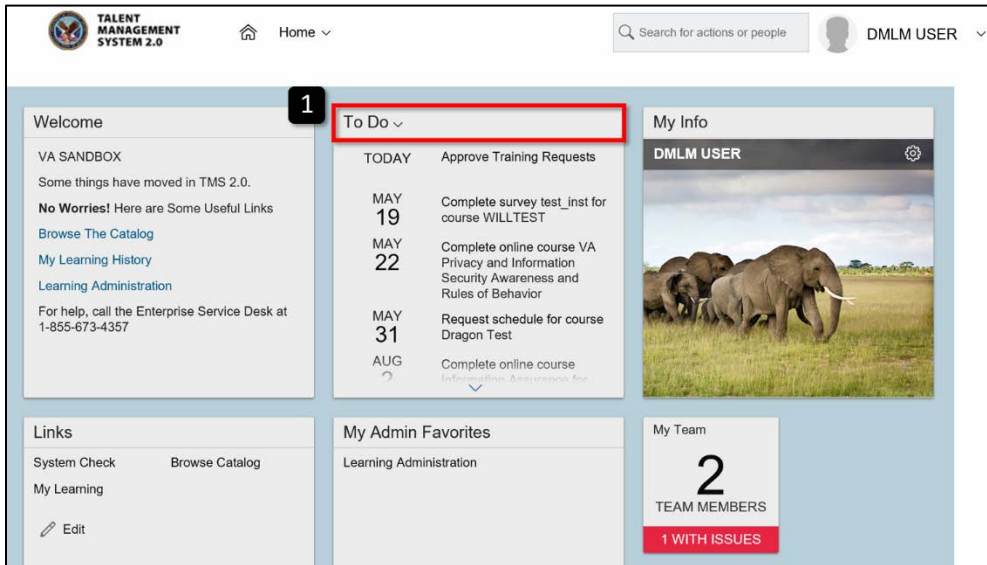
In this job aid, you will learn how to:

- Manage your Home page

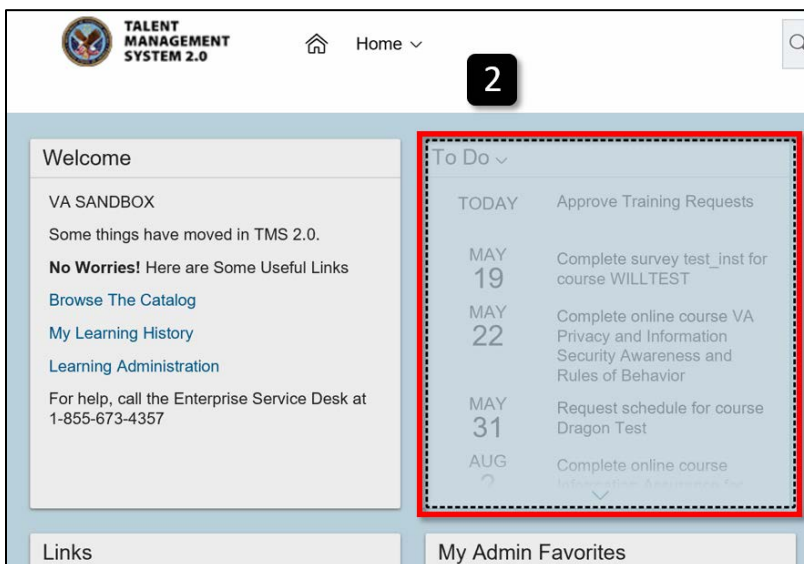


Manage Your Home Page

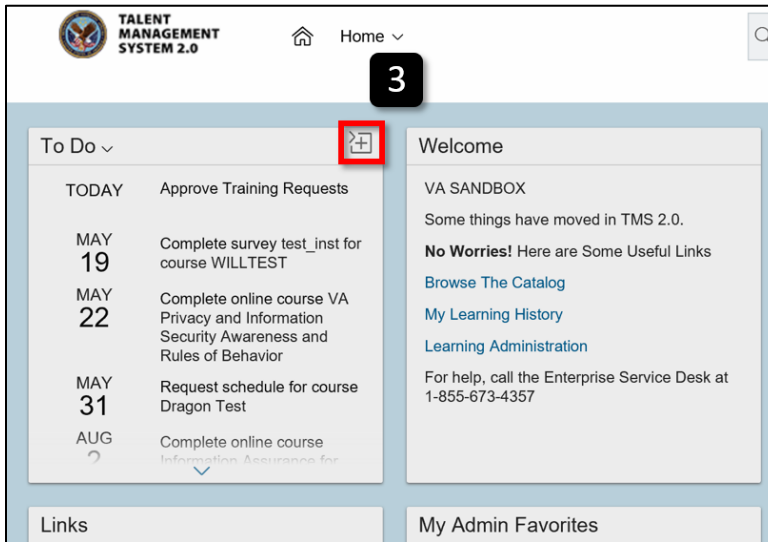
1. After logging into the TMS 2.0, your Home page displays, which features your tiles. To re-order your tiles, select the **title bar** of the tile.



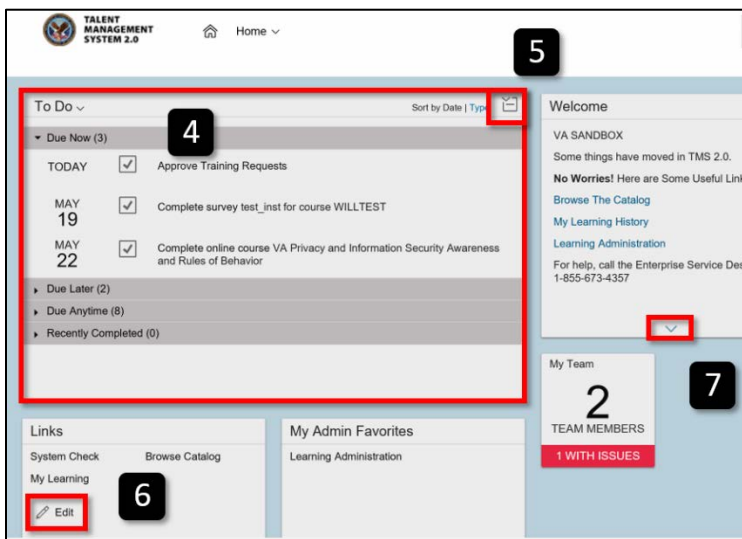
2. A dotted outline displays and the tile becomes transparent. Move the tile to the desired location.



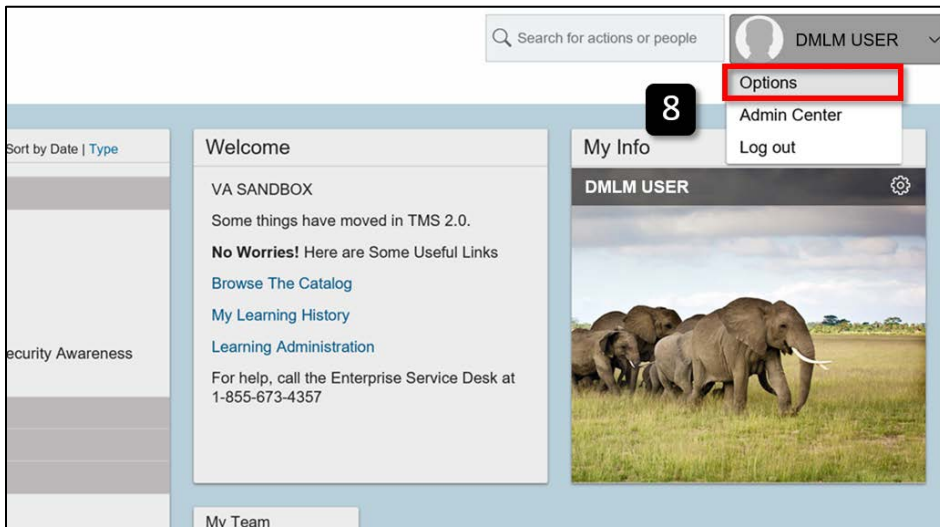
- Notice the To Do tile is now to the left of the Welcome tile. Select the **Expand tile** button to expand the tile.



- The To Do tile is expanded.
- Select the **Shrink tile** button to shrink the tile. Tiles can shrink to display just the tile title.
- Select the **Edit** button to customize the links that display in the Links tile.
- Select the **Show More** arrow to expand the Welcome tile.

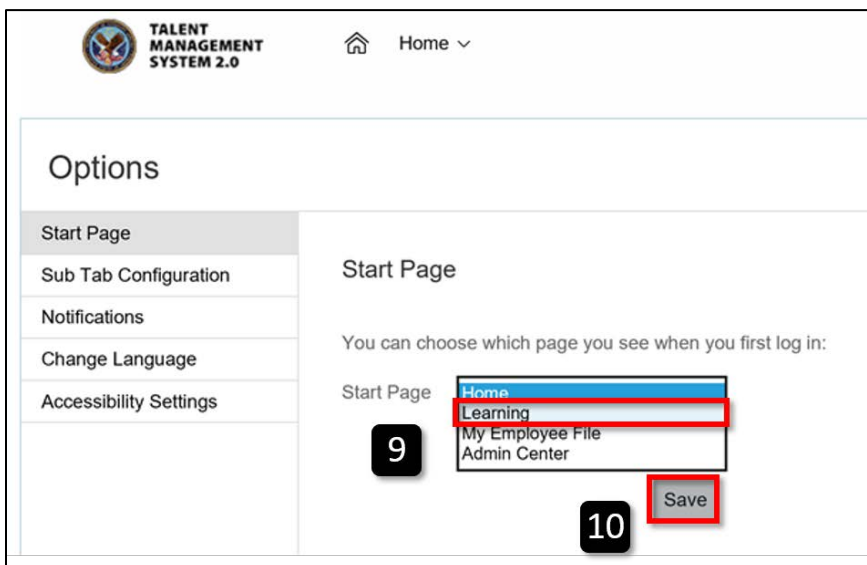


- You have the ability to set your default home page. Select **Options** from the Account Navigation drop-down menu.



- The Start Page tab displays on the Options page. Select your new start page. In this case, **Learning** is selected.

- Select **Save**.



11. Log out and log back into the TMS 2.0. The first page you see is now your My Learning page.

12. Select the **Home** button to return to your home page at any time.

