User Job Aid
Register for and Withdraw from VA TMS 2.0 Courses
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Purpose

The purpose of this job aid is to help you register for and withdraw from training events in the VA TMS 2.0. You can only register for a course after it has been added to My Learning Assignments from the catalog by you or your supervisor.

In this job aid, you will learn how to:

- Register for VA TMS 2.0 Courses
- Withdraw from VA TMS 2.0 Courses
Register for VA TMS 2.0 Courses

1. After logging in to TMS 2.0, select the **My Learning** link to navigate to your home page.

2. Select the **Go** icon next to the **Find Learning** search box.
3. Browse the available topics by selecting **Browse by Topics**. Change the view of results by selecting the **Switch to Card View** or **Switch to List View** buttons.

4. Hover over the desired training and select **Assign to Me**.
5. Select the **My Learning** link to return to My Learning Assignments.

6. Locate the item in My Learning Assignments and select **Register Now** from the list.

7. Select **Register Now** for the scheduled offering in which you wish to participate.

8. Enter any **comments** you would like associated with your registration.

9. Select **Confirm**. You have successfully registered for a VA TMS 2.0 course.
Withdraw from VA TMS 2.0 Courses

1. After logging in to TMS 2.0, select the My Learning link to navigate to your home page.

2. Select the drop-down arrow next to the course for which you are enrolled.
3. Select **Withdraw**.

4. In the Confirmation window, select **Yes** to confirm.

5. Select **Yes** to remove the associated item from the Learning Plan. 
**NOTE:** You can withdraw from a course only if you registered for it yourself.
6. Select a **Withdrawal Reason ID** from the drop-down list.

7. Select **Submit**. You have successfully withdrawn from a VA TMS 2.0 course.