



TMS
2.0

VA

User Job Aid

Register for and Withdraw from VA TMS 2.0 Courses

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

Purpose

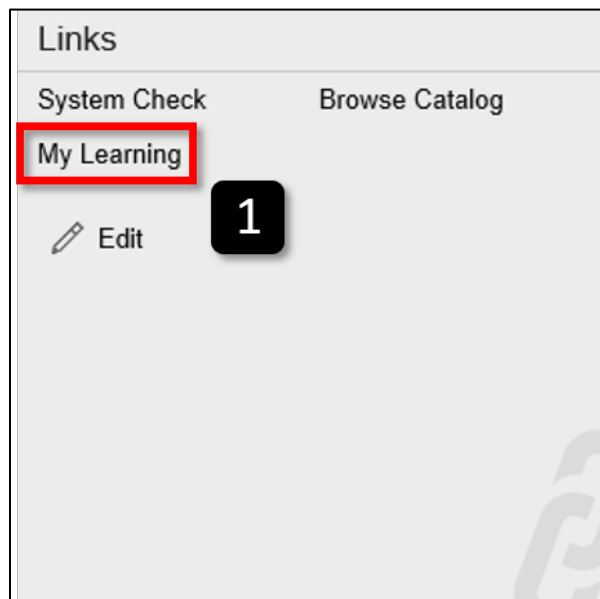
The purpose of this job aid is to help you register for and withdraw from training events in the VA TMS 2.0. You can only register for a course after it has been added to My Learning Assignments from the catalog by you or your supervisor.

In this job aid, you will learn how to:

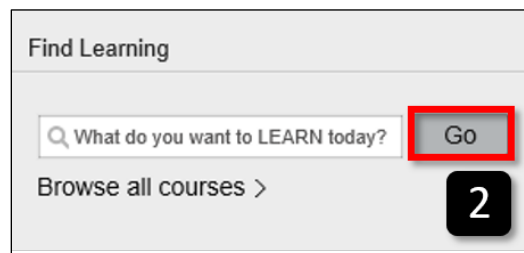
- Register for VA TMS 2.0 Courses
- Withdraw from VA TMS 2.0 Courses

 Register for VA TMS 2.0 Courses

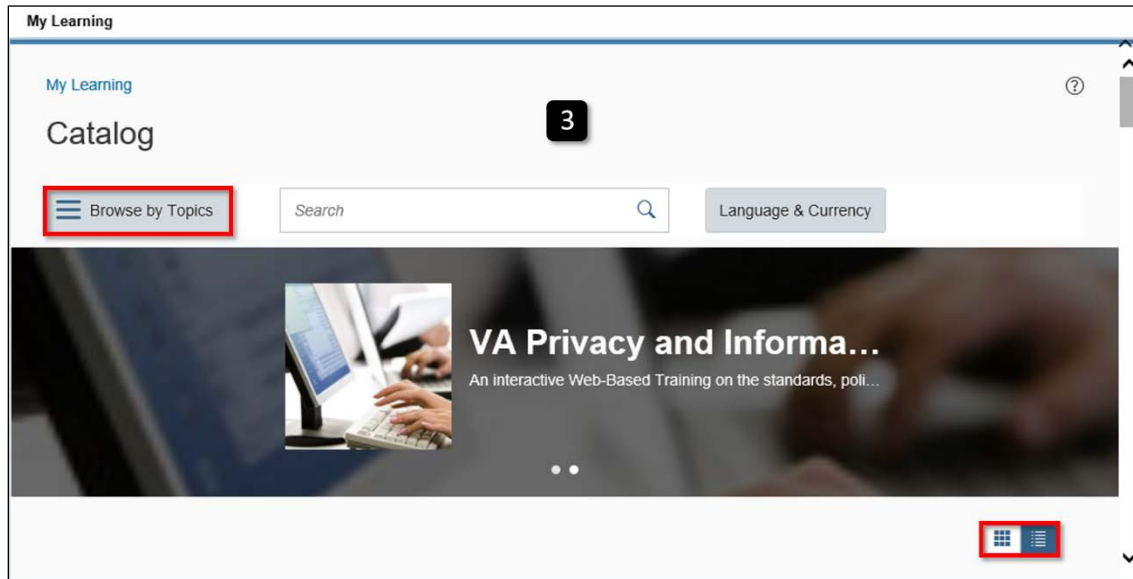
1. After logging in to TMS 2.0, select the **My Learning** link to navigate to your home page.



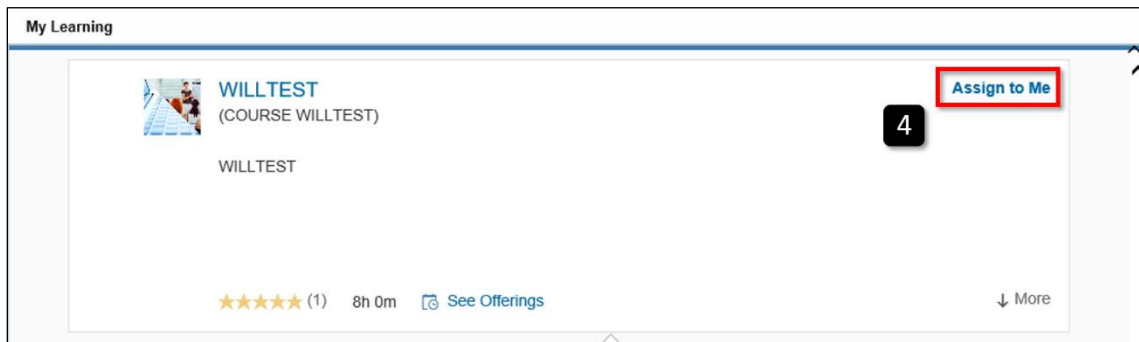
2. Select the **Go** icon next to the **Find Learning** search box.



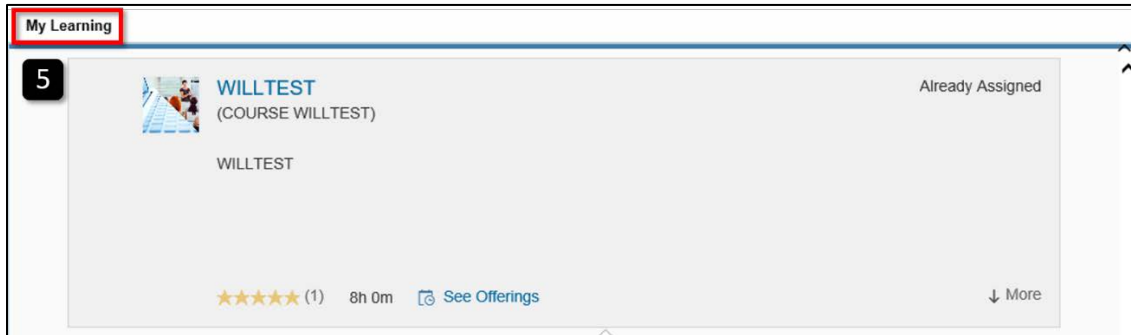
3. Browse the available topics by selecting **Browse by Topics**. Change the view of results by selecting the **Switch to Card View** or **Switch to List View** buttons.



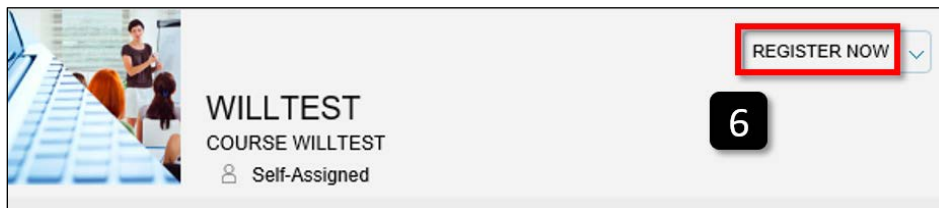
4. Hover over the desired training and select **Assign to Me**.



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.


▼ AVAILABLE SCHEDULED OFFERINGS

Records per Page: 10 ▼

Description	Day(s)	Start	End	Location	Available Seats	Price	Action
	1	4/27/2018 12:00 PM America/New York	4/27/2018 08:00 PM America/New York	test ad hoc facility -	19	Free	View Details 7 Register Now
	1	5/4/2018 12:00 PM America/New York	5/4/2018 08:00 PM America/New York	test ad hoc facility -	20	Free	View Details Register Now

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.

Scheduled Offering
WILLTEST 

COURSE WILLTEST
Start Date: 4/27/2018 12:00 PM America/New York
End Date: 4/27/2018 08:00 PM America/New York
Capacity: 1 of 20 enrolled, 0 waitlisted
Price: Free

Registration Comments

User Name: USER, DMLM
Registration Status: Active Enrollment (Enrolled) **8**
Comments:

9
Previous **Confirm**


 **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.

Links

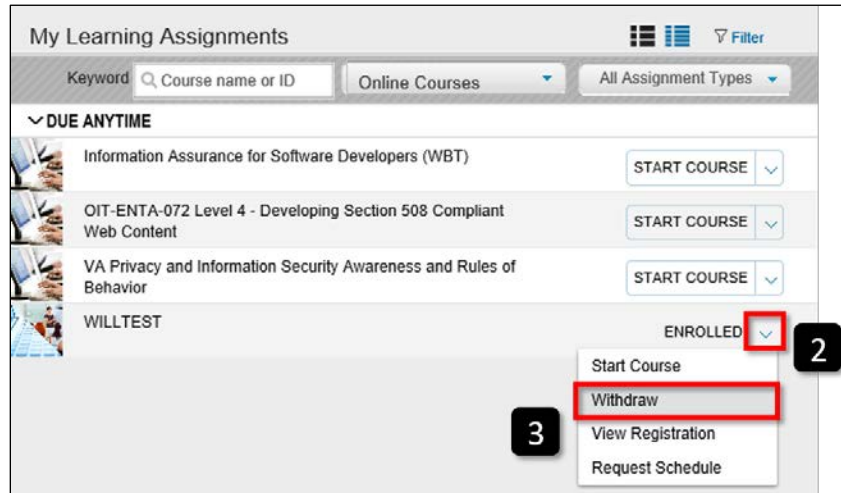
System Check Browse Catalog

My Learning **1**

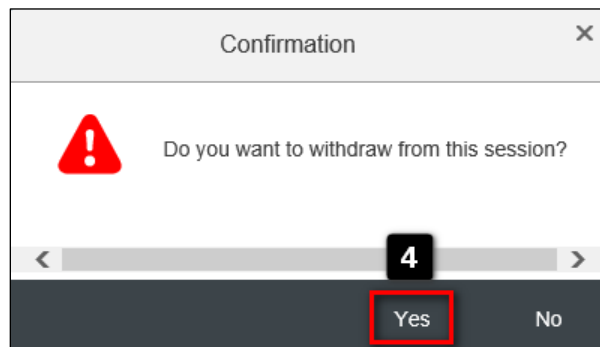
 Edit

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

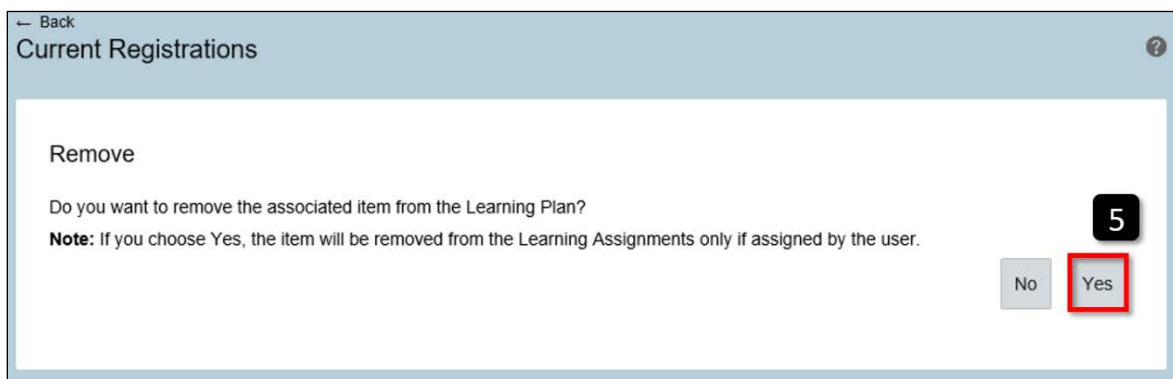
3. Select **Withdraw**.



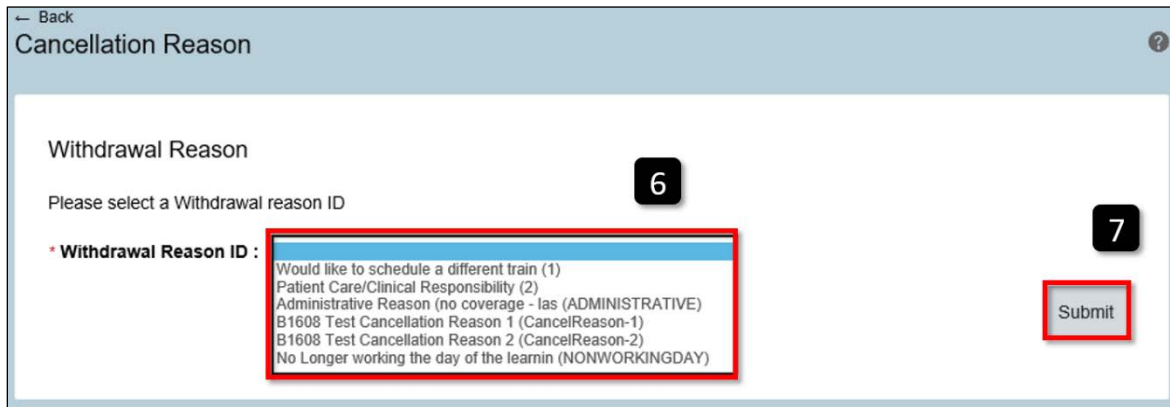
4. In the Confirmation window, select **Yes** to confirm.



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.



— Back Cancellation Reason ?

Withdrawal Reason

Please select a Withdrawal reason ID

* Withdrawal Reason ID :

- Would like to schedule a different train (1)
- Patient Care/Clinical Responsibility (2)
- Administrative Reason (no coverage - las (ADMINISTRATIVE))
- B1608 Test Cancellation Reason 1 (CancelReason-1)
- B1608 Test Cancellation Reason 2 (CancelReason-2)
- No Longer working the day of the learnin (NONWORKINGDAY)

Submit