User Job Aid

Sticky View Preferences for the My Learning Page
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Purpose

The way users choose to view the My Learning page is retained when they exit the VA TMS 2.0 and is presented in the same way the next time the user logs in, without having to reapply the settings. The purpose of this job aid is to demonstrate this “sticky view” feature to users.

In this job aid, you will learn how to:

- Apply Sticky View Preferences to the My Learning Page
Apply Sticky View Preferences to the My Learning Page

1. After logging in to TMS 2.0, select the My Learning link from the Links tile.

2. Select the **Switch to Card View** icon in the **My Learning Assignments** area.

3. Select the **Show More** arrow in the **Links** area.
4. Notice the new set up of the **My Learning** area.
5. Notice the new set up of the **Links** area.
6. Select and hold the top portion of the **History** area to drag it to a new location.
7. Select **Log out**.

8. After logging back in to TMS 2.0, navigate to your **My Learning** page again.
9. Notice how the **My Learning** page has retained the settings you applied previously using the sticky view preferences feature.