



# HCSC



**U.S. Department of Veterans Affairs**  
**Manager Job Aid**  
Register Employees



## Manager Job Aid: Register Employees

(Revision Date: June 7, 2024)

### Purpose

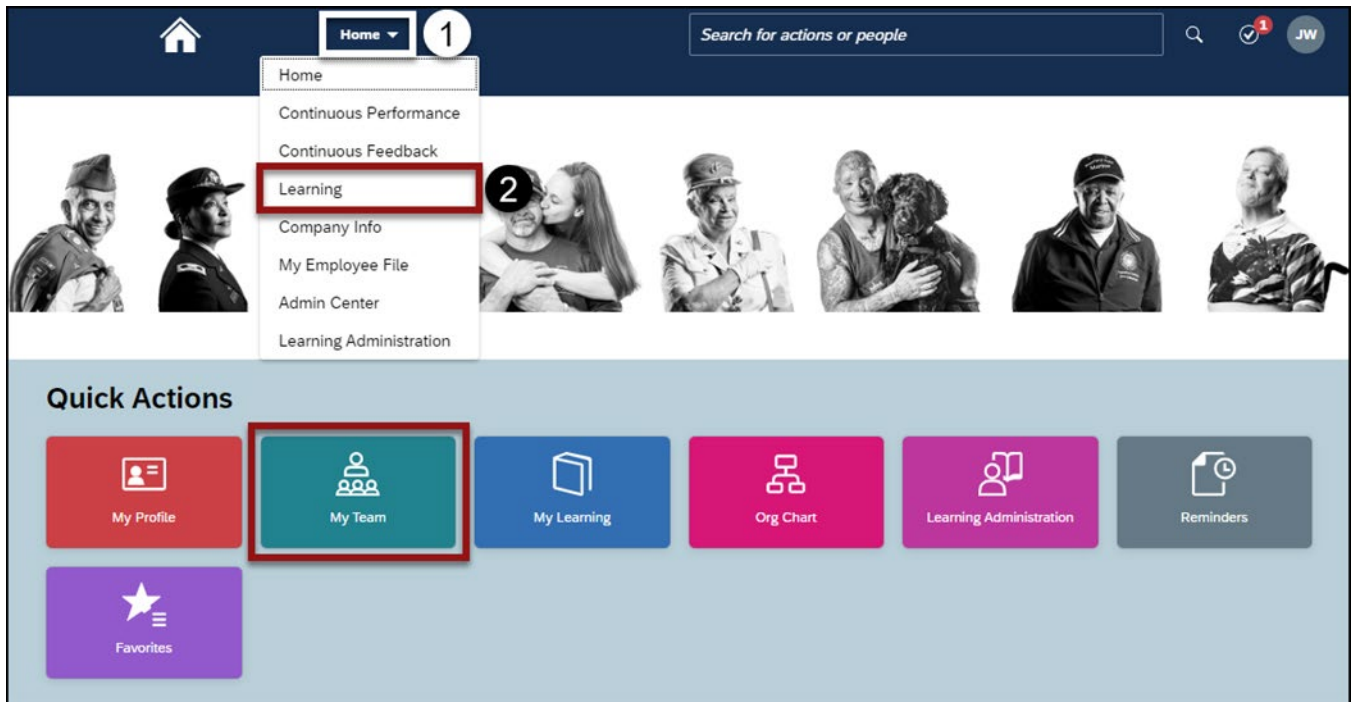
The purpose of this job aid is to guide you through the step-by-step process for registering employees into training. As a manager, you know your employees' needs based on their performance. Therefore, you are the best person to register them in specific courses to meet their learning needs.

In this job aid, you will learn how to:

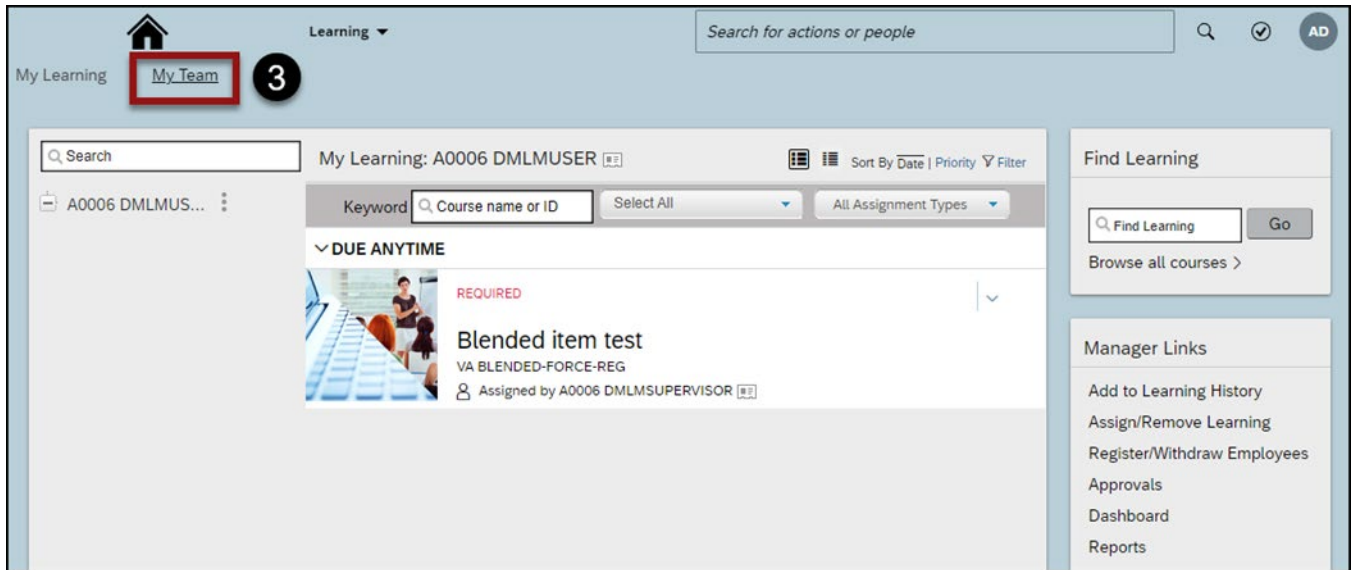
- Task A. Navigate to the My Team View
- Task B. Register Employees in Training

## Task A. Navigate to the My Team View

1. From the VA TMS landing page, select the **Home** dropdown menu.
2. Select the **Learning** option. This will navigate you to the My Learning area of the TMS.



3. Select the **My Team** tab.



## Task B. Register Employees in Training

1. Select the **Register/Withdraw Employees** link under **Manager Links**.

The screenshot shows the 'My Learning' page in TMS 2.0. The top navigation bar includes 'My Learning', 'My Team', and 'Instructor View'. A search bar is present at the top left. The main content area is titled 'My Learning:' and features a 'Keyword' search field, a 'Select All' dropdown, and an 'All Assignment Types' dropdown. Below this, a section titled 'DUE WITHIN A MONTH' displays two course cards, each with a date of 6/17/2024 and a thumbnail image of smiley faces. On the right side, there is a 'Find Learning' section with a search bar and a 'Go' button, and a 'Manager Links' section with three options: 'Add to Learning History', 'Register/Withdraw Employees' (highlighted with a red box and a circled '1'), and 'Reports'.

2. Select the **Register Users** tab.

The screenshot shows the 'Register/Withdraw Employees' dialog box. The title is 'Register/Withdraw Employees'. Below the title, it says 'Select the type of action you would like to take:'. There are two options presented in boxes: 'Register Users' (with a person icon and the description 'Register users into a class.') and 'Withdraw Users' (with a person icon and an 'x' and the description 'Withdraw users from a class.'). The 'Register Users' option is highlighted with a red box and a circled '2'. A 'Cancel' button is located at the bottom right of the dialog.



3. Select the **Add** button under the class section.

### Enter Registration Details

\* Required

▼ **Class**

No class selected

**3** Add

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▼ **Employees**

No employees selected

Add

Continue
Cancel

4. Enter **keywords** to search for the class for which you want to register the employee(s).
5. Narrow your search by using the **Refine By** section on the left-hand side of the page.
6. (Optional) Select the **More** link to see more information on the class. The information includes the number of open seats, agenda, Registration Close Date, and Last Date to Withdraw.
7. Choose the **Select** link next to the class record.

### Select Desired Courses from Library

**4** Search

Language & Currency

11 Courses

Instructor Led 6/10/2024 - 6/12/2024 x

Sort By Relevance ▼

**5** **Refine By** Clear All

JUN 10 2024

Mon	Tue	Wed	Thu	Fri	Sat
22	27	28	29	30	31
23	24	25	26	7	8
10	11	12	13	14	15
25	17	18	19	20	21
26	24	25	26	27	28
					29

**7** Select

**Introduction to Rodeo Clowning**

6/10/2024 08:00 AM - 6/10/2024 04:00 PM Eastern Time

Unlimited seats

**6** ↓ More

**Microsoft Power BI Training - Fundame...**

6/10/2024 10:00 AM - 6/12/2024 05:00 PM Eastern Time

Online Training


0 seats available

↓ More

8. Select the **Add** button under the Employees section.

### Enter Registration Details

\* Required

▼ **Class: Introduction to Rodeo Clowning**  Change Class

**Start Date/Time:** 6/10/2024 04:00 AM Alaska Time      **Description :** In this class, you will learn how to be a top-notch rodeo clown. We will guide you through the fun, yet dangerous, world of rodeos. By the end of this session, you will be better equipped to handle any live animal situation the universe can throw at you.

**Facility & Location:**      **Associated Item:** VA 4659019

**Available Seats:** 0 enrolled, 0 waitlisted

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▼ **Employees** 8 Add

No employees selected

Continue Cancel

9. Select the **checkbox** next to the employee(s) that you want to register into the class.  
**NOTE:** You can register multiple employees in a class at the same time by selecting more than one employee. Select the checkbox in the upper corner to select all employees.
10. Select the **Add** button.

**Select Employees**

Employees	Region	Job Code	Manager	Organization
<input type="checkbox"/>	<input type="text" value="Enter Employees"/>	<input type="text" value="Enter Region"/>	<input type="text" value="Enter Job Code"/>	<input type="text" value="Enter Manager"/>
			<input checked="" type="checkbox"/> Indirect Employees	<input checked="" type="checkbox"/> Sub Organization
<input checked="" type="checkbox"/> 9				HCSC.NVA

Employees selected: 1

10  
Add Cancel



- 11. **Active Registration** is the default Registration Status. **Waitlist** can also be chosen.
- 12. Once the correct Registration Status is chosen, select the **Continue** button.

### Enter Registration Details

\* Required

▼ **Class: Introduction to Rodeo Clowning** Change Class

**Start Date/Time:** 6/10/2024 04:00 AM Alaska Time

**Description :** In this class, you will learn how to be a top-notch rodeo clown. We will guide you through the fun, yet dangerous, world of rodeos. By the end of this session, you will be better equipped to handle any live animal situation the universe can throw at you.

**Facility & Location:** **Associated Item:** VA 4659019

**Available Seats:** 0 enrolled, 0 waitlisted

▼ **Employees** Add

Name	* Registration Status	Payment Method	Account	Comments	Remove
	Active Registration (Enrolled)				

11

12 Continue Cancel

13. Review and confirm registration details.

14. Select the **Register Users** button.

### Confirm Registration Details 13

**Class:** Introduction to Rodeo Clowning

**Start Date/Time:** 6/10/2024 04:00 AM Alaska Time

**Description:** In this class, you will learn how to be a top-notch rodeo clown. We will guide you through the fun, yet dangerous, world of rodeos. By the end of this session, you will be better equipped to handle any live animal situation the universe can throw at you.

**Facility & Location:**

**Associated Item:** VA 4659019

**Employees**

Name	Registration Status	Payment Method	Comments
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14 **Register Users** Cancel

15. A confirmation message displays indicating that the employee(s) was successfully registered into the class. Select the **Close** button. You have successfully registered an employee(s) in training.

**Successfully Registered**

All registrations in this class were successful.

Register or withdraw more employees

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Close