



HCSC



U.S. Department of Veterans Affairs
Manager Job Aid
Withdraw Employees

Manager Job Aid: Withdraw Employees

(Revision Date: June 7, 2024)

Purpose

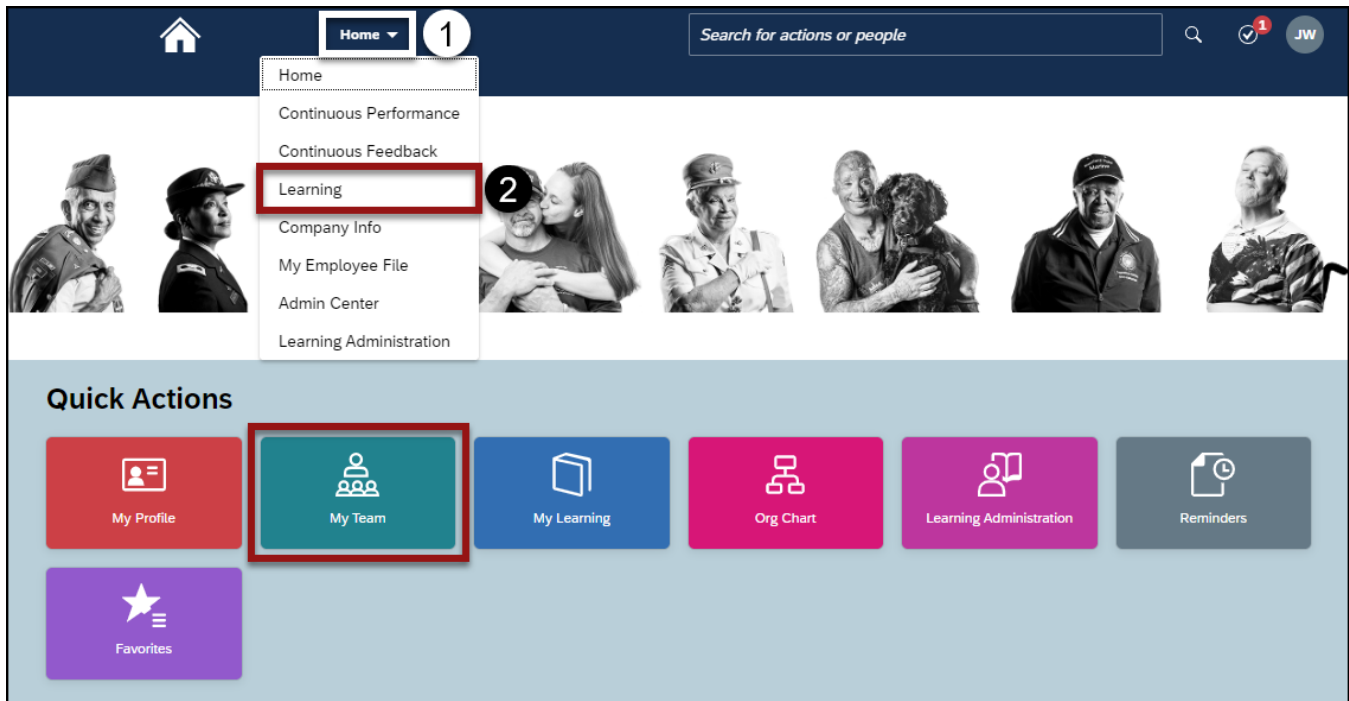
The purpose of this job aid is to guide you through the step-by-step process of withdrawing an employee from training.

In this job aid, you will learn how to:

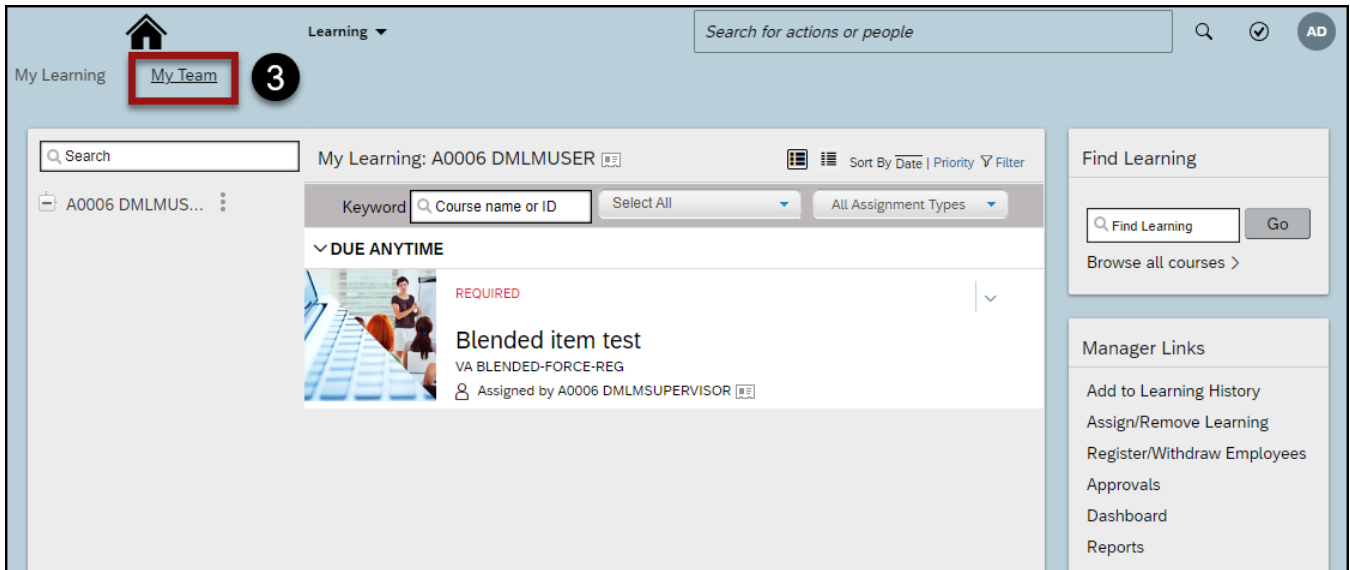
- Task A. Navigate to the My Team View
- Task B. Withdraw Employees from Training

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.
NOTE: Selecting the My Team tile under Quick Actions will navigate you to that area in one step.



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



Task B. Withdraw Employees from Training

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

The screenshot shows the 'Instructor View' interface. At the top, there are tabs for 'My Learning', 'My Team', and 'Instructor View'. Below the tabs is a search bar and a 'My Learning' section with filters for 'Keyword', 'Course name or ID', and 'All Assignment Types'. A 'Find Learning' sidebar is on the right. The 'Manager Links' section is highlighted with a red box, and the 'Register/Withdraw Employees' link is circled with a red circle containing the number 1.

2. Select **Withdraw Users**.

The screenshot shows the 'Register/Withdraw Employees' dialog box. It has a title bar 'Register/Withdraw Employees' and a subtitle 'Select the type of action you would like to take:'. There are two options: 'Register Users' (with a person icon) and 'Withdraw Users' (with a person and an 'x' icon). The 'Withdraw Users' option is highlighted with a red box, and a red circle containing the number 2 is next to it. A 'Cancel' button is at the bottom right.

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

Enter Registration Details

* Required

▼ **Class** 3 **Add**

No class selected

▼ **Employees** **Add**

No employees selected

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. Choose the **Select** link for the class record you desire.

Select Desired Courses from Library

4 Search

Language & Currency

11 Courses

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

Sort By Relevance

Refine By Clear All

5

JUN 2024

Mon	Tue	Wed	Thu	Fri	Sat
22	27	28	29	30	31
23	3	4	5	6	7
24	10	11	12	13	14
25	17	18	19	20	21
26	24	25	26	27	28

JUN 10 Introduction to Rodeo Clowning

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

Unlimited seats

6 Select

JUN 10 Microsoft Power BI Training - Fundame...

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


Online Training

0 seats available

7. Select a **Withdraw Reason** from the dropdown list.
8. Enter a **checkmark** next to the employee you want to withdraw from the class. **NOTE:** Choose the Select All checkbox to **select all** users listed.
9. 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

▼ **Enrolled Employees**

Name	Registration Status	* Withdraw Reason	<input type="checkbox"/> Select All	Withdraw
	Active Registration(Enrolled)	7 <input data-bbox="880 1243 1128 1325" type="text"/>	<input type="checkbox"/> 8	

9 Cancel

10. Review and confirm withdrawal details.

11. Select the **Withdraw Users** button.

Confirm Withdrawal Details

Class: Introduction to Rodeo Clowning 10

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.

Primary Location:

Associated Item: VA 4659019

Employees to be Withdrawn

User	Organization	Item	Title	Class ID	User can Self-Register
MCKENZIE				Introduction to	

11
Withdraw Users
Cancel

12. Select the **Close** button. You have successfully withdrawn an employee from training.

Successfully Withdrawn

All withdrawals in this class were successful. Where applicable a refund has been issued to the withdrawn users.

[Register or withdraw more employees](#)

12 [Close](#)