



TMS Common Tasks Quick Reference Guide



Introducing
VA Talent Management System



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How Do I Access the VA TMS?

1. Select the TMS icon on your desktop display

Or

2. Enter the Web address (URL) <https://www.TMS.va.gov> in your Web browser's address field and select GO. If you have a previously issued LMS user ID and password, go straight to page 7.



Helpful Hint:

If you already have an LMS user ID and password, it will automatically transfer to the new TMS.

How Do I Sign In to the TMS as a New User?

From the TMS sign-in screen:

1. Enter your **user ID** in the textbox provided
2. In the **Password** textbox enter "Password#1" with an uppercase P, no spaces, and without the quotation marks
3. Select **Sign in**
4. If the AutoComplete dialog box appears, select **No**



Helpful Hint:

Your user ID is in this format: **LASTNAME.FIRSTNAMEmmdd**

- LASTNAME = Your last name, with no hyphen, followed by a period (.)
- FIRSTNAME = Your first name
- mm = The two-digit month of your birth (January = 01, June = 06, December = 12)
- dd = The two-digit day of your birth (01, 15, 30)

How Do I Create a New Password?

After signing in with the temporary password, the Password Expired page appears and you must follow steps 1-6 below to create a new password:

1. Enter the temporary password (Password#1) in the **Old Password** textbox
2. Create a new password and enter it in the **New Password** textbox
3. Enter your new password again in the **Verify Password** textbox
4. Select Apply Changes
5. You will see a page telling you that your password change was successful
6. Select **Sign in** to sign in again using the new password you just created



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Password Expired

User Password has expired. Please Change User Password.

* = Required Fields

The User's password has to be compliant with the following rules:

- The length of the password must be between 8 and 40 characters.
- The password must contain the following types of characters:
 1. English lowercase letters.
 2. English uppercase letters.
 3. Arabic numerals(0,1,2,...9).
 4. Non alphanumeric special characters (!@#\$\$%^&*()-_+=\{}[]<>?/'";:~\|)
- Characters cannot be repeated more than twice in a row.
- The password cannot contain user name(login ID).
- The password cannot contain user's first name and last name.
- Password cannot be same as the E-Signature PIN.

1 * Old Password:

2 * New Password:

3 * Verify Password:

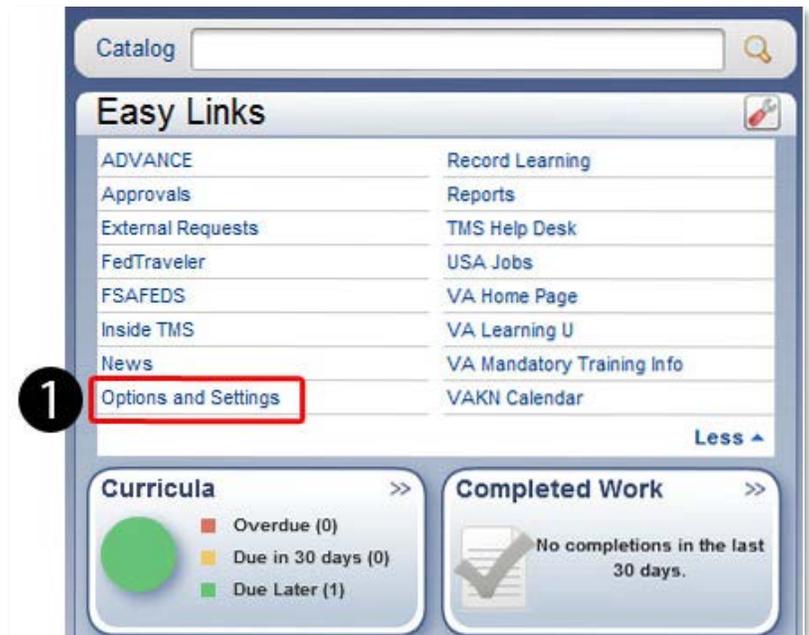
Helpful Hint:

To meet VA “strong password” rules, your password must:

- Be eight-40 characters long
- Contain both uppercase and lowercase letters, and at least one of the following:
 - Arabic numeral (e.g., 0, 1, 2, 3, 4, 5, 6, 7, 8, 9)
 - Special character (e.g., !@#\$\$%^&*()-_+=\{}[]<>?/'";:~\|)
 - Not contain your user ID, first name or last name

How Do I Create My Security Question and Answer?

1. From your user home page, select the **Options and Settings** link from the **Easy Links** area
2. On the **Options and Settings** page, enter a security question
3. Enter a security answer. Your answer is case-sensitive
4. Re-enter the security answer to ensure you typed it correctly
5. Select **Submit**

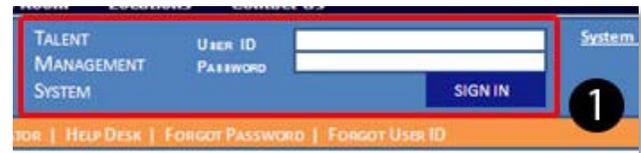


Helpful Hint:

Remember your security answer is case-sensitive.

How Do I **Sign In** and **Sign Out** as an Established User?

1. Go to <https://www.TMS.va.gov>. On the sign-in page, enter your user ID and password in the text boxes provided, and select **Sign In**
2. To end your current session and correctly sign out of TMS, select the **Sign Out** link located in the upper-right corner of every TMS page

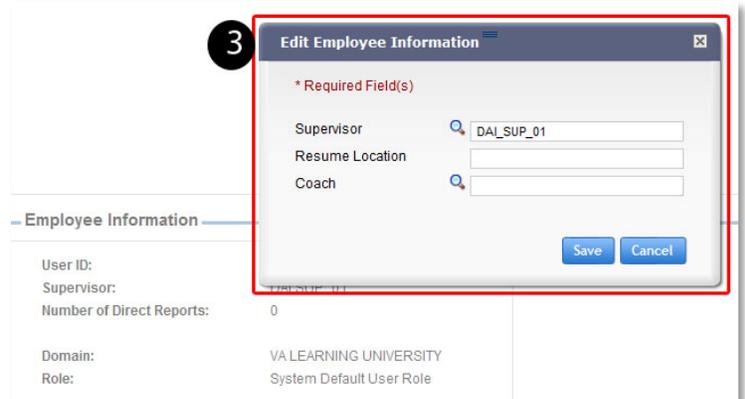
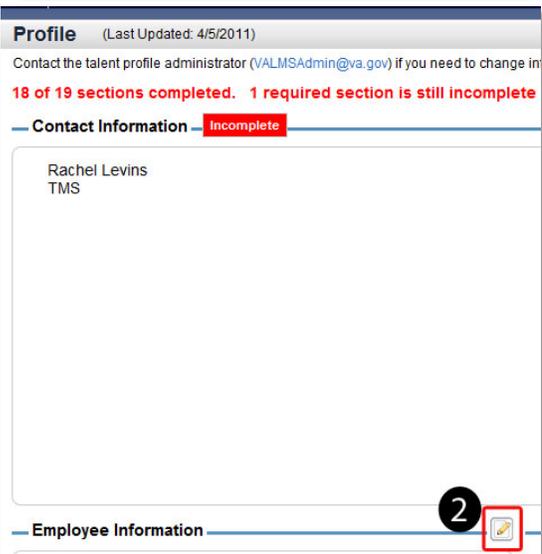


Helpful Hint:

Remember to always sign out of the system when you're finished!

How Do I Update My TMS Profile?

1. Sign in to the TMS and select your **Name** link
2. Fill in all required information on your **Profile** page by selecting the **pencil icon** to edit the desired area
3. Select your direct supervisor by using the name search feature under **Employee Information**
4. Select **Submit**



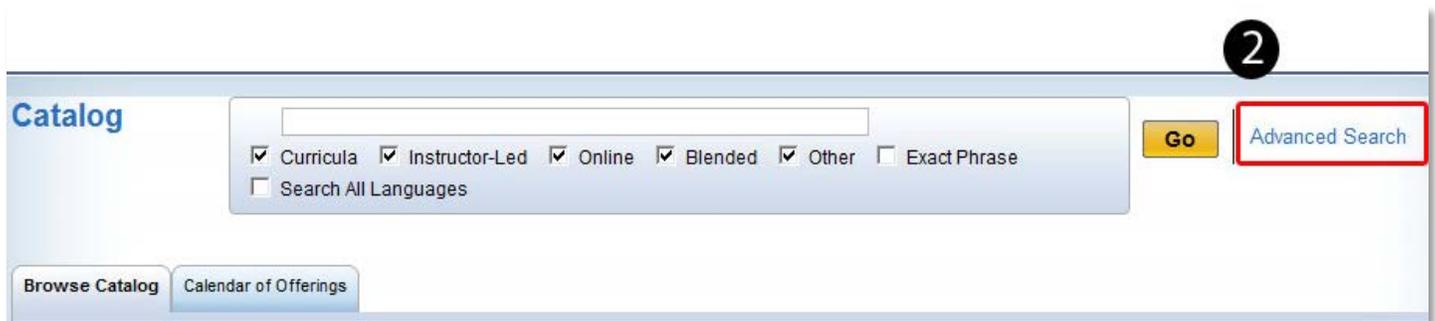
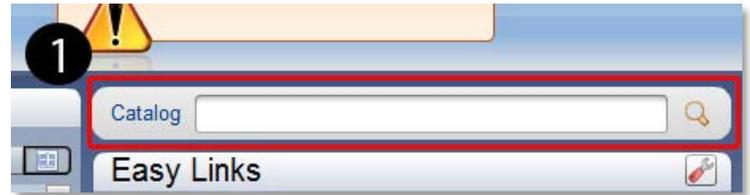
Helpful Hint:

Enter your direct supervisor's name accurately in the TMS so that training approvals and notifications can be processed in a timely manner.



How Do I Search the TMS Catalog?

1. Select the **Catalog** link or enter a keyword in the **Catalog** search box and select **GO**
2. If needed, select **Advanced Search** to make your search more specific

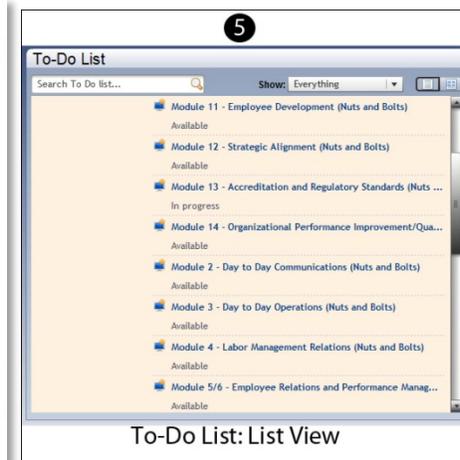
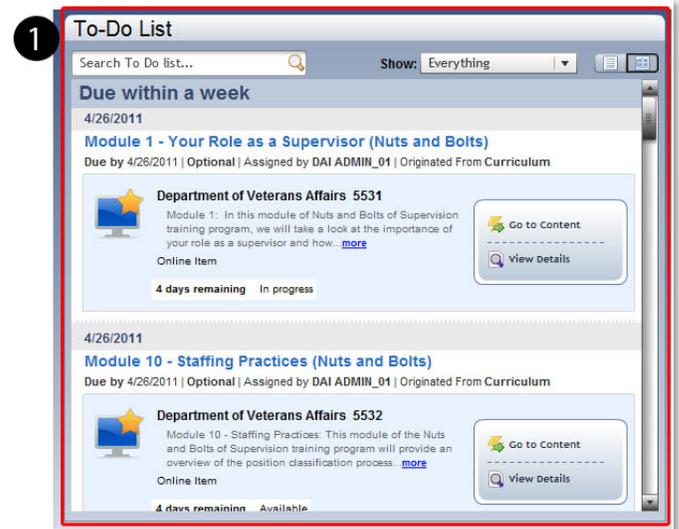


Helpful Hints:

- Be sure to enter as much accurate information as possible
- Look for training items by numeric item number for faster and easier searches
- You can browse by subject area, date, learning item name, instructor and more

How Do I View My Learning Plan?

1. After signing in to the TMS, your **Learning Plan** will appear on your home page as the **To-Do List**
2. When you have many items in your **To-Do List**, you can filter the view to show only certain items
3. You can also switch from list view to card view. To switch between views, select the appropriate view toggle button in the upper-right-hand corner of the **To-Do List**
4. In **list view** you can view more list items simultaneously
5. In **card view** you can see the details of each list item and access all of its functions

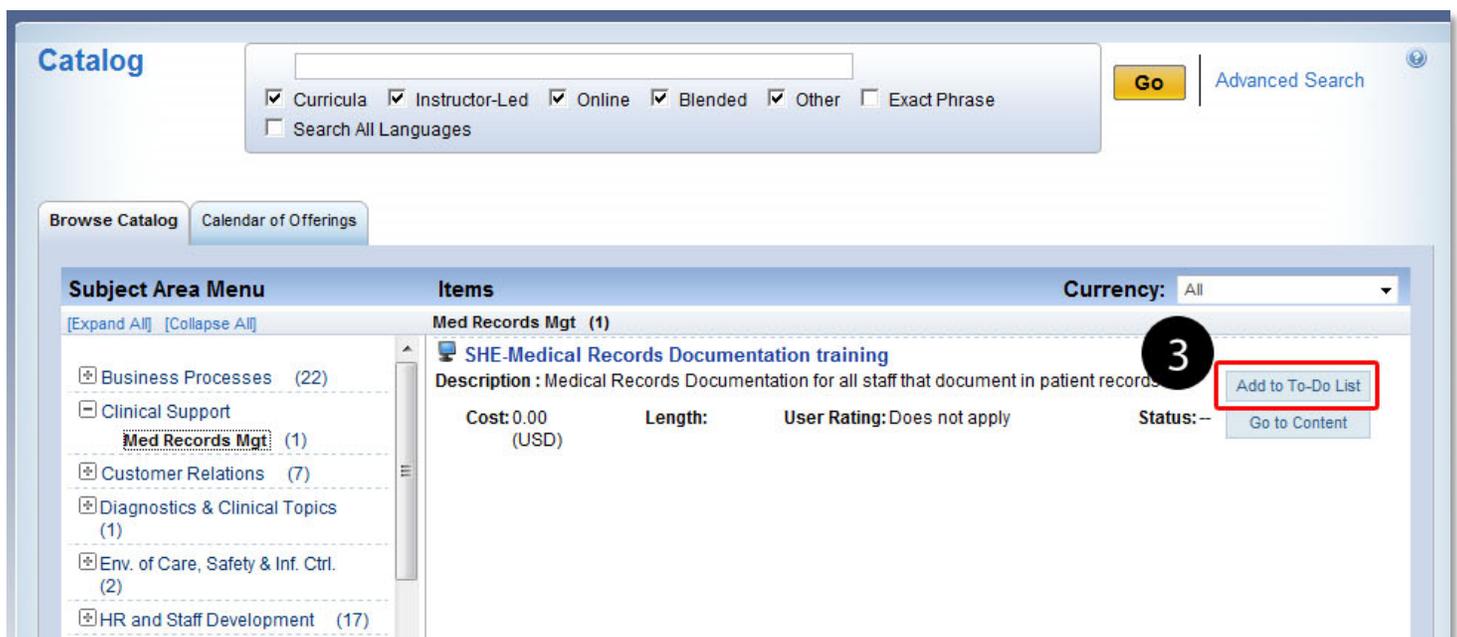
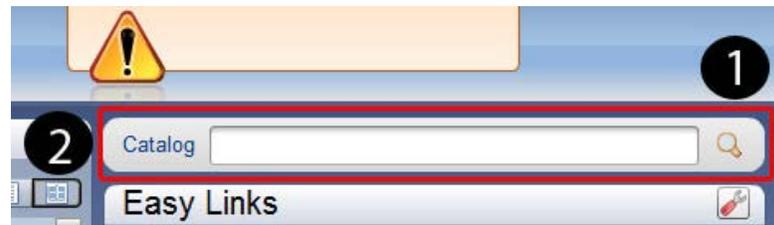


Helpful Hints:

- You can filter the To-Do List to show only courses that meet certain criteria
- You can use the Search To-Do List box to perform a "type ahead" filter on your current view. Start typing in this box, and if you have one or more list items that contain the text you typed, the system will show only those list items. The type-ahead filter is not case-sensitive.

How Do I Add a Course to My To-Do List?

1. Select the **Catalog** search bar at the right of the screen to search for the desired course
2. You can also select the Catalog link to the left of the Catalog search bar to browse for desired courses
3. Select **Add to To-Do List** when you find the course you want

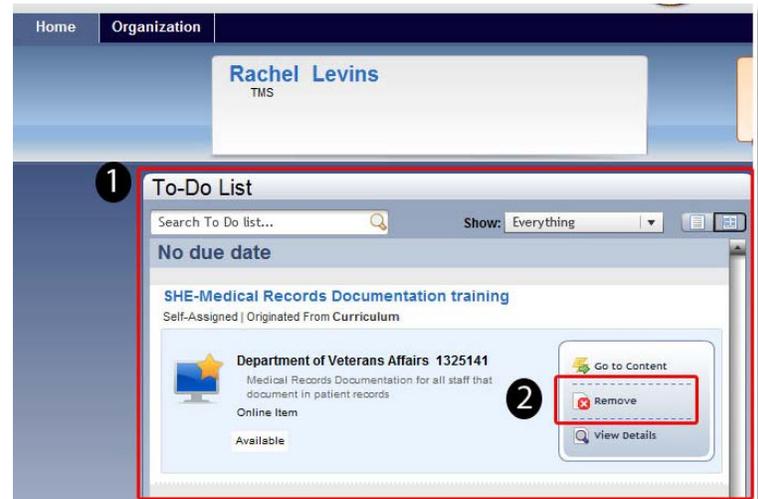


Helpful Hints:

- Not all items can be automatically added to your To-Do List. However, you can usually self-register for an online course and add it to your own learning plan, and some classroom-based training may also allow self-registration.
- For TMS items that do not allow self-registration, follow the TMS prompts to request registration pending approval from your supervisor or a TMS administrator.

How Do I Remove Items From My To-Do List?

1. To remove an item, go to your **To-Do List** on your home page
2. Select the **Remove** option next to the course description
3. Confirm that you want to delete the item



Helpful Hints:

- You can only remove items that you have added yourself. Items assigned by someone else can only be removed by an approved administrator.
- Supervisors can remove assigned learning from their direct reports' learning plans only if they added the item.

How Do I View My Learning History?

1. Navigate to the **Easy Links** area on the right side of your home page
2. Select **Completed Work**

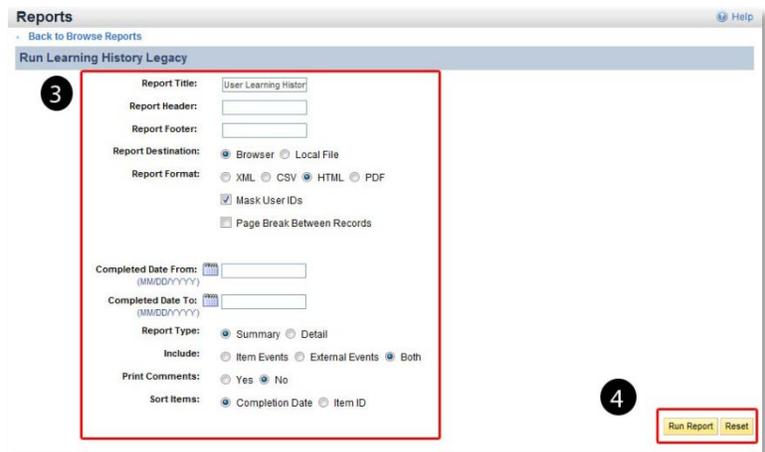
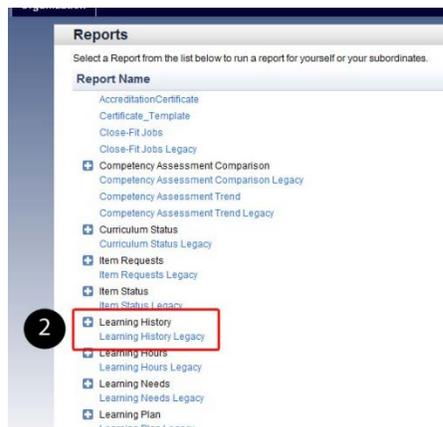


Helpful Hint:

All completed courses can be viewed in this location. You can also print copies of training certificates and review online certificates here.

How Do I Print My Learning History?

1. Select **Reports** from the **Easy Links** area
2. Select the **Learning History** link
3. Set report parameters (date range, etc.)
4. Select **Run Report**



Helpful Hint:

The learning history report is best viewed as a PDF file, but you can also select other formats.

How Do I Access My To-Do List and Learning Content?

1. From the TMS home page, go to the **To-Do List**, where you can view all of your active courses
2. Type the title of the training you wish to see into the **Search** textbox or scroll through the courses in the **To-Do List** window



Helpful Hint:
Your **Learning Plan** is now called your **To-Do List**.

How Do I Change My Password?

From your user home page:

- Select the **Options** and **Settings** link from the **Easy Links** area

On the Options and Settings page, select the **Password** link

Enter your old password in the first textbox, and then enter your new password. After you have done this, re-enter your new password into the textboxes provided to make sure you typed it correctly.



Helpful Hint:

To meet VA “strong password” rules, your password must:

- Be between eight and 40 characters.
- Contain the following types of characters:
 - a. English lowercase letters
 - b. English uppercase letters
 - c. Arabic numerals (e.g., 0,1,2,...9)
 - d. Non-alphanumeric special characters (e.g., !@#\$%^&*()-_+={}[]<>?/&\#39;";:|)
- Not repeat a character more than twice in a row
- Not contain your user name (login ID), first name or last name
- Not be the same as your E-Signature PIN

How Do I Retrieve a Forgotten Password?

If you forget your password:

1. Select the **Forgot Password?** link on the TMS sign-in page (<https://www.TMS.va.gov>).
2. Enter your user ID in the textbox provided and select **Submit**. Your password will be emailed to your email account

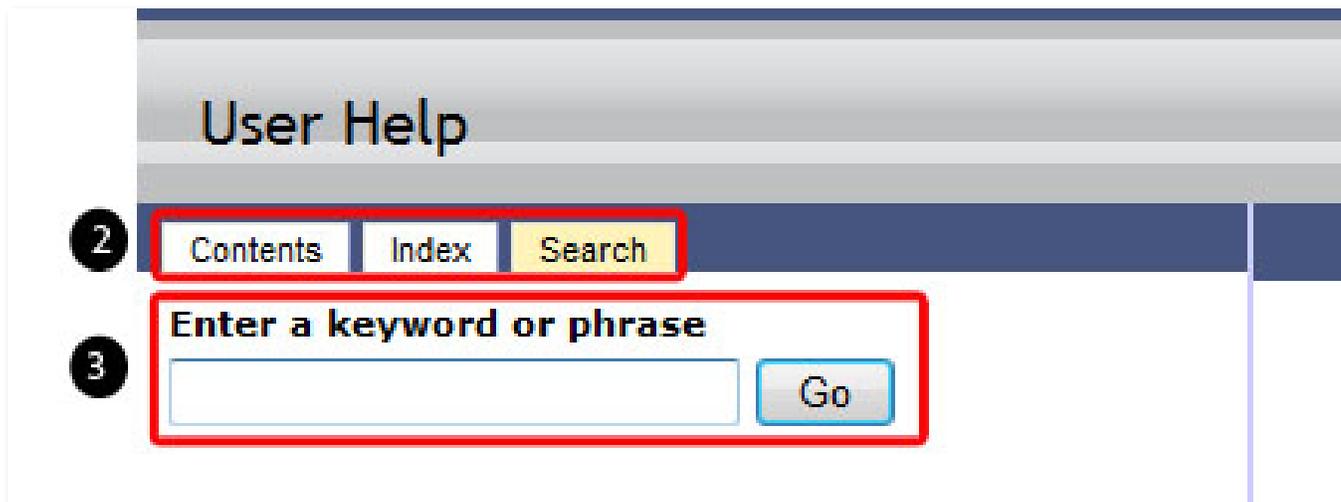


Helpful Hint:

After you've completed the steps above, contact your supervisor or local TMS administrator for your new password if you are unable to receive it via email.

How Do I Access the Help Page?

1. Select **Help** (the question mark icon) located in the upper-right portion of any page
2. Here you can access the three Help functions:
 - a. Contents: Select a topic to find out more about it
 - b. Index: Conduct a keyword search using pre-existing keywords
 - c. Search: Use the textbox to type in and search for keywords
3. You can now use the **Search** textbox to search for specific terms related to the questions you may have.



Helpful Hints:

- For any other TMS problems, follow your facility's problem escalation or Help Desk procedures
- For more information, select the [InsideTMS](#) link from the TMS sign-in page or user home page