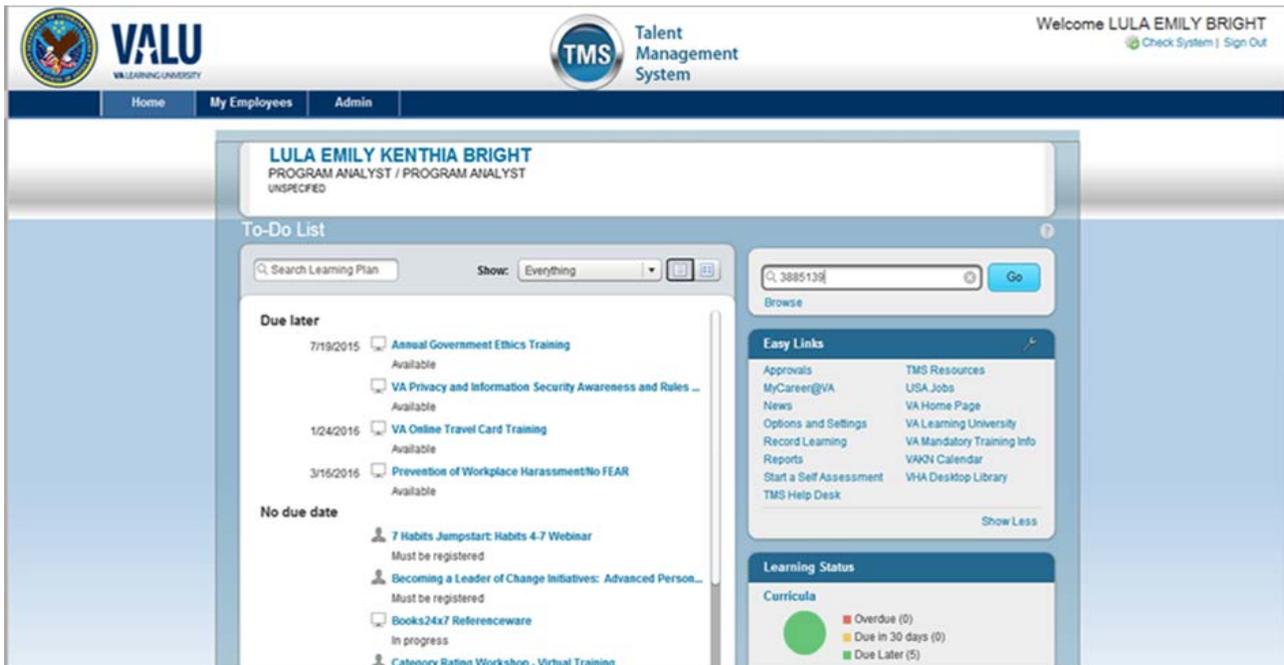


SELF-CERTIFY DIRECTIONS

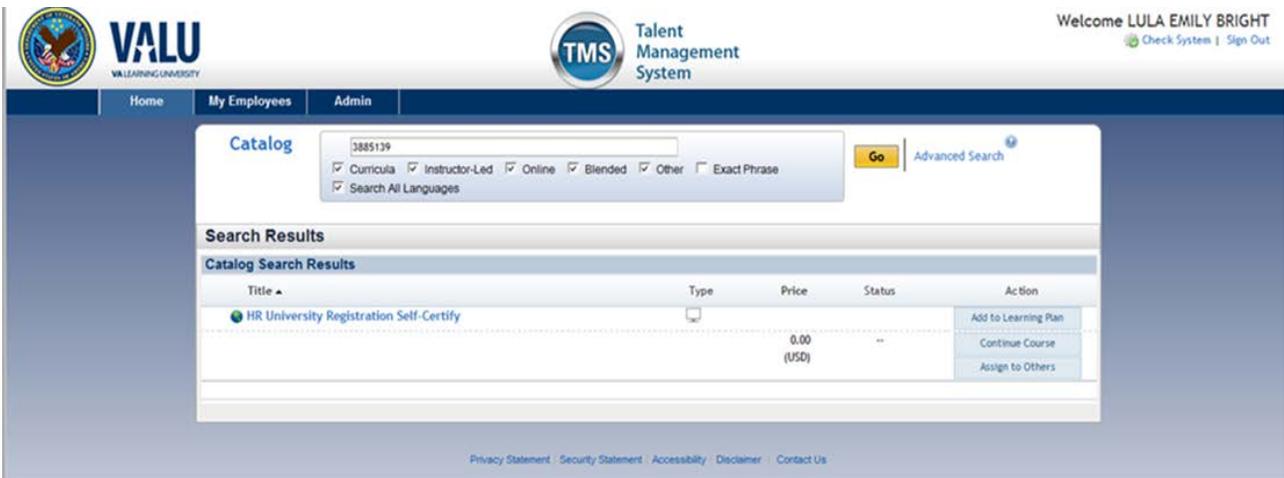
Employees can self-certify they have registered for HRU in TMS with the following Item ID #: 3885139. After employees complete, a course in HRU they can self-certify in TMS with the following Item ID #: 3885140. The self-certify steps are below for employees to receive credit in TMS:

Step 1: Type Item ID # into Browse Bar and Click Go



The screenshot shows the TMS Talent Management System interface. At the top, there are logos for VALU (VA Learning University) and TMS. The user is identified as LULA EMILY BRIGHT, a PROGRAM ANALYST. The main area displays a 'To-Do List' with a search bar and a 'Show: Everything' dropdown. Below this, there are sections for 'Due later' and 'No due date' tasks. On the right, there is a search bar with '3885139' entered and a 'Go' button. Below the search bar is an 'Easy Links' section with various navigation options like 'Approvals', 'MyCareer@VA', and 'TMS Resources'. At the bottom right, there is a 'Learning Status' section with a progress indicator showing 'Overdue (0)', 'Due in 30 days (0)', and 'Due Later (5)'.

Step 2: Click Continue Course



The screenshot shows the TMS Catalog search results page. The search criteria include '3885139' and 'Search All Languages'. The search results table shows one result: 'HR University Registration Self-Certify' with a price of 0.00 (USD) and an action button labeled 'Continue Course'. The table has columns for Title, Type, Price, Status, and Action.

Title	Type	Price	Status	Action
HR University Registration Self-Certify		0.00 (USD)	--	Add to Learning Plan Continue Course Assign to Others



Step 3: Click Yes

Self Certification of Training

Click YES to certify completion of the training

I certify that I have completed 100% of this training event.

A. YES

B. NO

Step 4: Click Ok

Self Certification of Training

Very good. Please click on the "OK" button to record the training event.

I certify that I have completed 100% of this training event.

A. YES

B. NO

Step 5: Click Close Window

Congratulations, this learning event has been recorded!

Click on the "Close Window" button to close this window and return to the VA TMS.

Please contact Lula Bright, HR Academy, Office of Human Resources Management, at lula.bright@va.gov or (202) 632-6867 if you experience any technical problem in TMS or have additional questions about this requirement.

