



TMS User Guide for eIDP Creation



U.S. Department
of Veterans Affairs

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TMS Access

TMS may be accessed via this URL: <https://www.tms.va.gov>

TMS users should perform a software check to ensure their workstation meets the minimum system requirements for TMS usage. A link to the TMS software checker is provided in the following locations:

- The TMS login page—located below the “Sign In” button



- The TMS Home page—located in the upper right corner



Additionally, TMS users can run the [SkillSoft Browser Capabilities Check](#) to ensure their workstation is properly equipped to execute SkillSoft courses that are available in the TMS.

Getting Started/Basic Account Information

How Do I Log in to TMS?

Step 1: Navigate to [TMS](#).

Step 2: Type in the TMS user ID and password that were assigned to you. (You should have received these in an email message from your TMS Administrator.)



The screenshot shows the TMS login interface. On the left is the TMS logo (a blue circle with 'TMS' in white) and the text 'Talent Management System'. To the right are two input fields: 'USER ID' with the value 'DOE.JANE0515' and 'PASSWORD' with a masked password of ten dots. A 'SIGN IN' button is located at the bottom right of the form.

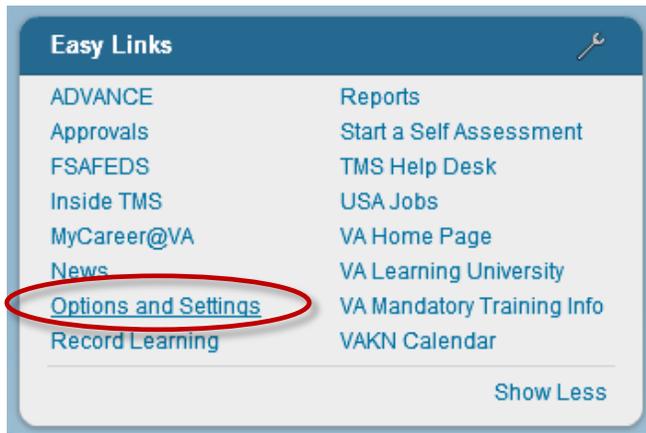
Note: If you did not receive a TMS user ID and password, please contact the [VA TMS Help Desk](#).

Step 3: Select the **SIGN IN** button.

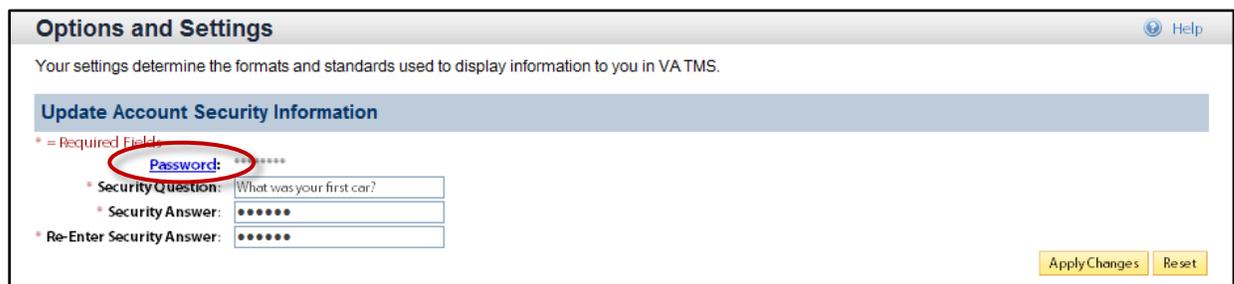
How Do I Change My TMS Password?

Step 1: Log in to [TMS](#).

Step 2: Select the "Options and Settings" link in the *Easy Links* section.

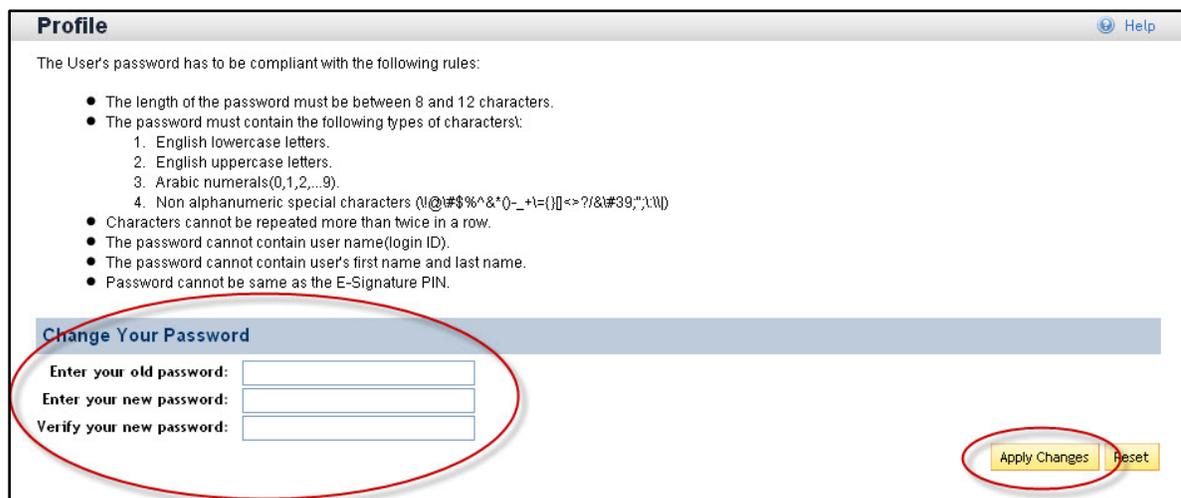


Step 3: Select the "Password" link.



Step 4: Input your old password, then enter and verify your new password.

Step 5: Select the **Apply Changes** button.



How Do I Update My TMS Profile?

Step 1: Log in to [TMS](#).

Step 2: Select your name (hyperlink).



Step 3: Select the pencil icon  next to "Contact Information" to edit the email address in your TMS record.

Step 4: Enter your email address.

Note: Use your VA email account in your TMS profile. Personal email accounts (e.g., Gmail, Yahoo, etc.) are not permitted.

Step 5: Select the **Save** button.

Step 6: Select the pencil icon  next to "Employee Information" to edit the supervisor identified in your TMS record.

Step 7: Select the magnifying glass icon to search for a supervisor.

Step 8: Enter your supervisor's name (the supervisor who approves your travel) in the appropriate search fields and select the **Search** button.

Step 9: Select the **Select** button next to your supervisor's name.

Step 10: Select the **Save** button.

Step 11: Select the **Home** tab.

Note that some TMS profile information is populated directly from the Personnel and Accounting Integrated Database (PAID). This information in the TMS profile is not able to be edited by the TMS user. To change any of the TMS profile information that is unable to be edited, you must contact your HR representative to first get the information updated in PAID.

eIDPs

The electronic individual development plan (eIDP) consists of the TMS To-Do List and the Completed Work area. Each of these is accessible from the TMS Home page.



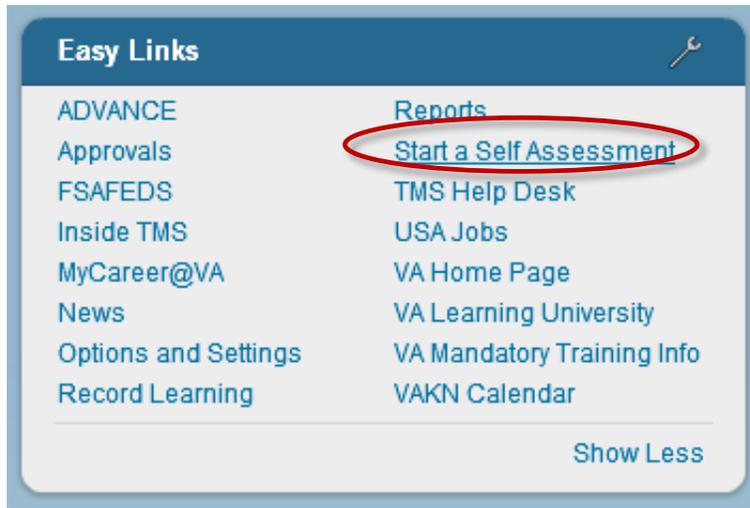
The screenshot displays the TMS Home page for user JOHN Q DOE. The page is titled "To-Do-List" and features a search bar for Learning Plans and a "Show: Everything" dropdown. The main content area is divided into two sections: "Due later" and "No due date". The "Due later" section shows a learning plan titled "VA Privacy and Information Security Awareness and Rules ..." available on 2/15/2013. The "No due date" section shows a learning plan titled "Success vs. Folklore in Project Management" available. The sidebar on the right contains several widgets: "Easy Links" with a grid of links including ADVANCE, Approvals, FSAFEDS, Inside TMS, MyCareer@VA, News, Options and Settings, Record Learning, Reports, Start a Self Assessment, TMS Help Desk, USA Jobs, VA Home Page, VA Learning University, VA Mandatory Training Info, and VAKN Calendar; "Learning Status" with a "Curricula" section showing a green circle and a legend for Overdue (0), Due in 30 days (0), and Due Later (1); "Completed Work" showing 1 item completed in the last 30 days; "Competencies" showing 60% of requirements met; and "Communities" with a link to see what's happening in the forums. A red arrow points to the "To-Do-List" header, and another red arrow points to the "Completed Work" section.

Development needs that are addressed in an eIDP are determined in the gap analysis that results from completing a competency self assessment.

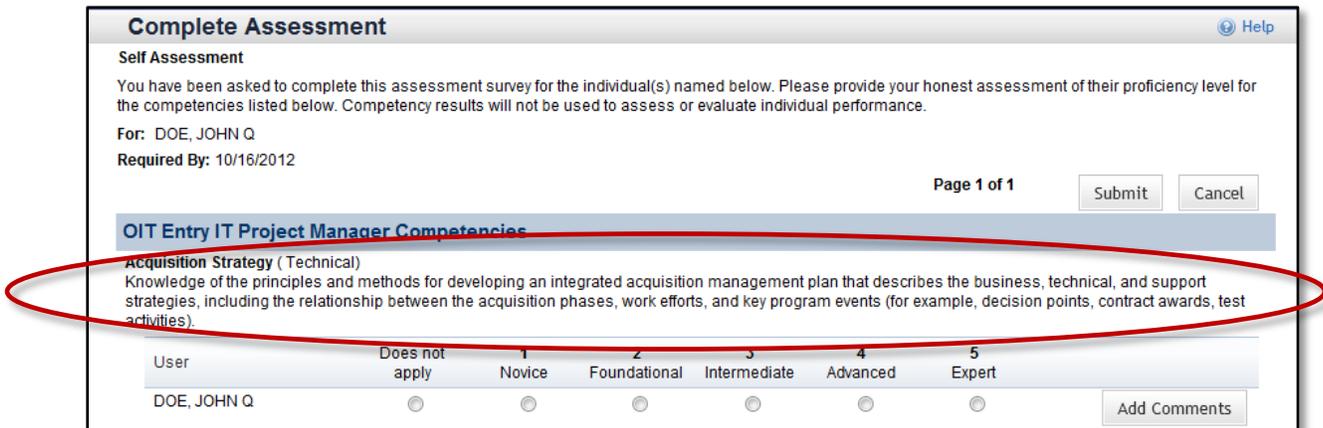
How Do I Complete My Competency Self Assessment?

Step 1: Log in to [TMS](#).

Step 2: Select the “Start a Self Assessment” link in the *Easy Links* section.



Step 3: Read the competency definition provided.



Step 4: Hover over each rating/proficiency level (1–5) and read the rating descriptions/behavioral indicators provided for each competency.

Complete Assessment Help

Self Assessment
 You have been asked to complete this assessment survey for the individual(s) named below. Please provide your honest assessment of their proficiency level for the competencies listed below. Competency results will not be used to assess or evaluate individual performance.
 For: DOE, JOHN Q
 Required By: 10/16/2012

Page 1 of 1 Submit Cancel

OIT Entry IT Project Manager Competencies

Acquisition Strategy (Technical)
 Knowledge of the principles and methods for developing an acquisition strategy, including the relationship between the acquisition strategy and the business, technical, and support activities).

Rating: 3 - Intermediate
 Rating Description: 3 Tracks complex contract administration actions and processes associated with acquisition planning. 3 Uses relevant data to help build a case for an integrated acquisition management plan.

User	Does not apply	1 Novice	2 Foundational	3 Intermediate	4 Advanced	5 Expert	
DOE, JOHN Q	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add Comments

Step 5: Select the radio button that corresponds with the appropriate rating/proficiency level for each competency.

Step 6: Repeat steps 3–5 for each assigned competency.

Step 7: Select the **Submit** button after assessing the last competency.

Veteran Service Motivation (All Employee)
 Shows a commitment to serve Veterans, and works to ensure all actions are focused on meeting and supporting Veterans' needs; aligns organizational objectives, processes, and practices with Veterans' and the public's interests.

User	Does not apply	1 Novice	2 Foundational	3 Intermediate	4 Advanced	5 Expert	
DOE, JOHN Q	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add Comments

Submit Cancel

Step 8: Select the **Confirm** button.

Complete Assessment Help

Self Assessment
 You have been asked to complete this assessment survey for the individual(s) named below. Please provide your honest assessment of their proficiency level for the competencies listed below. Competency results will not be used to assess or evaluate individual performance.
 For: DOE, JOHN Q
 Required By: 10/16/2012

You are about to submit your assessments for the individual(s) listed below. Please review this information before proceeding.

Assessment Confirmation

User Name	Status	Notes
DOE, JOHN Q	42 out of 42 competencies assessed	0 comments entered

Confirm Return To Survey

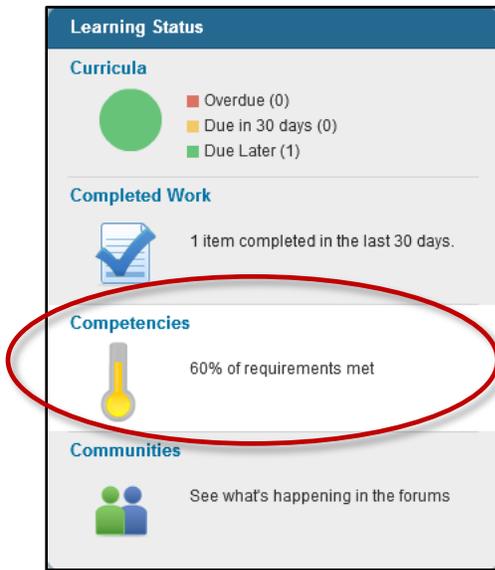
Step 9: Select the **Return** button.

Based on the results of the completed competency assessment, TMS will suggest learning events to address development needs.

How Do I View TMS-Suggested Training and Add Items to My To-Do List?

Step 1: Log in to [TMS](#).

Step 2: Select the *Competencies* pod.



Learning Status

Curricula

- Overdue (0)
- Due in 30 days (0)
- Due Later (1)

Completed Work

1 item completed in the last 30 days.

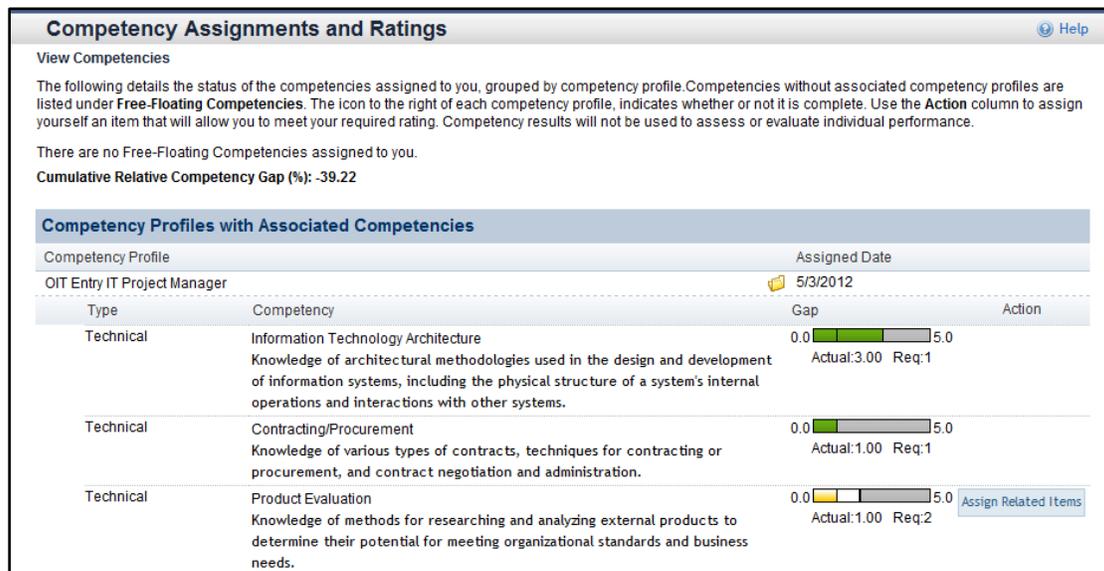
Competencies

60% of requirements met

Communities

See what's happening in the forums

The Competency Assignments and Ratings page will load, displaying the gap analysis.



Competency Assignments and Ratings Help

View Competencies

The following details the status of the competencies assigned to you, grouped by competency profile. Competencies without associated competency profiles are listed under **Free-Floating Competencies**. The icon to the right of each competency profile, indicates whether or not it is complete. Use the **Action** column to assign yourself an item that will allow you to meet your required rating. Competency results will not be used to assess or evaluate individual performance.

There are no Free-Floating Competencies assigned to you.

Cumulative Relative Competency Gap (%): -39.22

Competency Profiles with Associated Competencies			
Competency Profile	Assigned Date		
OIT Entry IT Project Manager	5/3/2012		
Type	Competency	Gap	Action
Technical	Information Technology Architecture Knowledge of architectural methodologies used in the design and development of information systems, including the physical structure of a system's internal operations and interactions with other systems.	0.0 5.0 Actual:3.00 Req:1	
Technical	Contracting/Procurement Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.	0.0 5.0 Actual:1.00 Req:1	
Technical	Product Evaluation Knowledge of methods for researching and analyzing external products to determine their potential for meeting organizational standards and business needs.	0.0 5.0 Actual:1.00 Req:2	Assign Related Items

Step 3: Look in the “Gap” column for items with yellow progress bars next to the competencies. Yellow indicates that the assessed (actual) proficiency level is below the targeted proficiency level.

Technical	Change Management Knowledge of change management principles, strategies, and techniques required for effectively planning, implementing, and evaluating change in the organization.	0.0 5.0 Actual:2.00 Req:3	Assign Related Items
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Step 4: Select the **Assign Related Items** button.

Technical	Change Management Knowledge of change management principles, strategies, and techniques required for effectively planning, implementing, and evaluating change in the organization.	0.0 5.0 Actual:2.00 Req:3	Assign Related Items
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A list of courses that can help increase proficiency in the competency will display. To see a description of the course, select the title link.

Competency Assignments and Ratings Help

Assign Items
Competency: Change Management

Previous Assign Selected Item

Related Items		
Item Title	Rating Provided	Action
Managing Your Team through Change	4	<input type="checkbox"/>
Leading Change Initiatives: Orchestrating as a Team Leader	4	<input type="checkbox"/>
Preparing for Organizational Change	3	<input type="checkbox"/>
Managing Self through Change	3	<input type="checkbox"/>
Managing Change: Building Positive Support for Change	3	<input type="checkbox"/>

Select the “Back” link to go back to the course list.

[← Back](#) ?

Item Details

Preparing for Organizational Change

▼ **Item Summary**

Non-Federal 1324363

Revision: 1 - 7/23/2010 02:15 PM America/New York

Description: Whether it's upsizing, downsizing, relocation, new processes, or a complete reorganization, organizational change is inevitable in today's business environment. Preparing yourself for such changes, and having the key skills and self-motivation you will need at the time, will mean not only surviving organizational change, but thriving in it. In this course you will learn the importance of being prepared for organizational change when it comes. This course covers essential skills for handling organizational change, including a willingness to take risks, having an openness to the unknown, and being able to manage yourself through change. Finally, this course details the importance and best practices of building self-motivation, which is a key to being prepared for organizational change.

Go to Content
Add to To-Do List

Length:	Source: SkillSoft On-Line Learning	Contact:
Training Non Duty Hours:	Credit Hours: 0.00	Learning Hours: 1.00
Delivery Method: Web/Computer Based	Audience: Individuals who wish to develop or refine their skills for dealing with organizational change	

Step 5: Select the checkbox(es) next to the desired course title(s).

Step 6: Select the **Assign Selected Item** button. The selected course(s) will be added to your eIDP, meaning the course(s) will appear on your *To-Do List*.



Competency Assignments and Ratings Help

Assign Items
Competency: Change Management

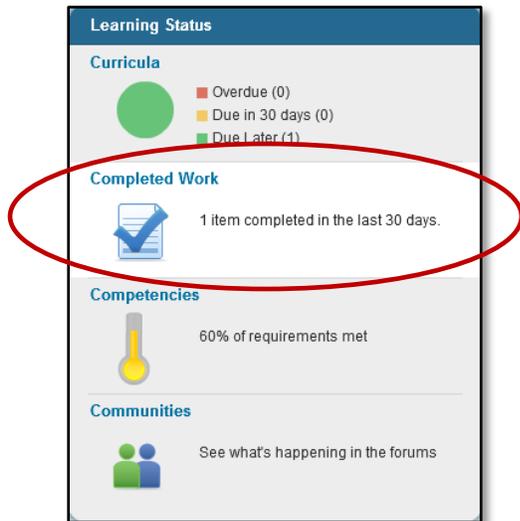
Previous **Assign Selected Item**

Item Title	Rating Provided	Action
Managing Your Team through Change	4	<input type="checkbox"/>
Leading Change Initiatives: Orchestrating as a Team Leader	4	<input type="checkbox"/>
Preparing for Organizational Change	3	<input checked="" type="checkbox"/>
Managing Self through Change	3	<input type="checkbox"/>
Managing Change: Building Positive Support for Change	3	<input type="checkbox"/>

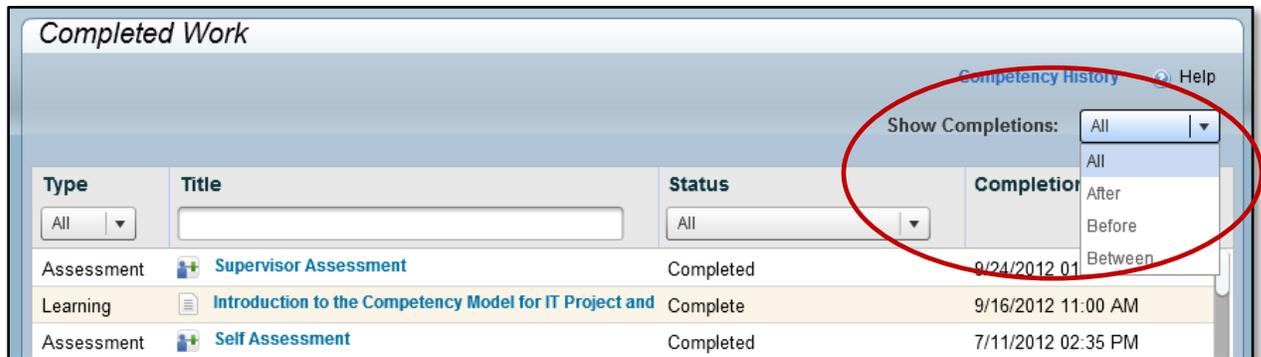
How Do I Review My Completed Work?

Step 1: Log in to [TMS](#)

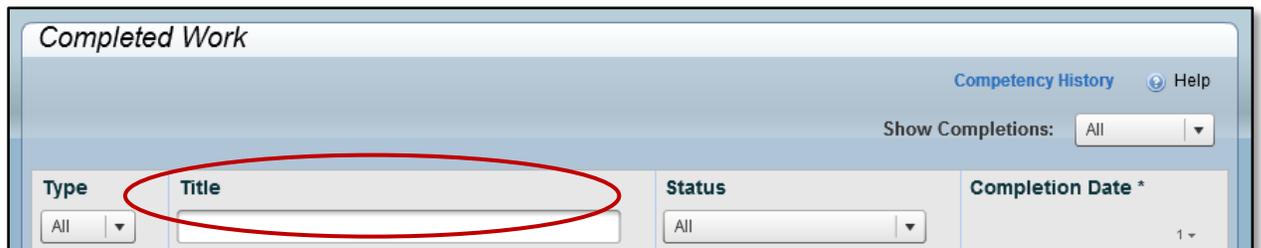
Step 2: Select the *Completed Work* pod.



Step 3: Select from the options in the **Show Completions** dropdown menu to filter *Completed Work* data with a date range.

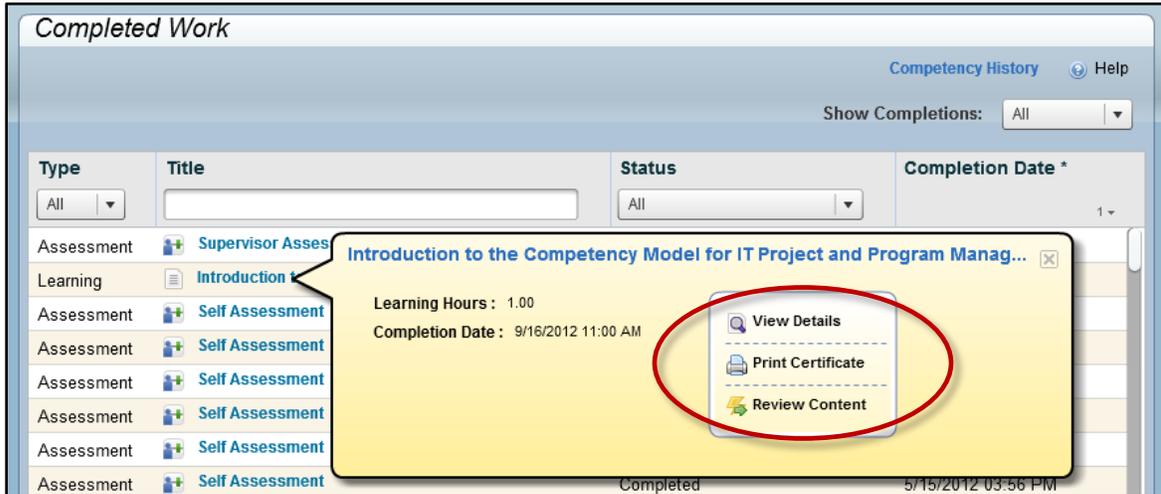


Enter keywords in the "Title" column textbox to search for a specific item.



Select a column header to reverse-sort the data by that column. For example, by default items are listed in reverse chronological order. Selecting the "Completion Date" column header reverses the order and sorts the items from oldest to most recent.

Step 4: Hover over an item in *Completed Work* to access additional information.

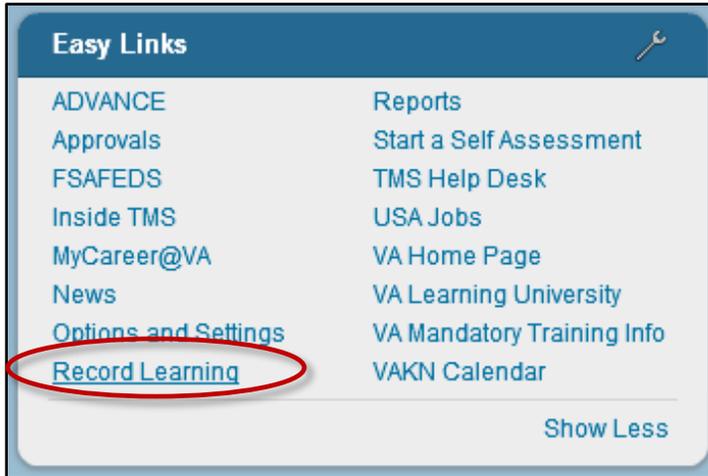


The screenshot displays the 'Completed Work' section of a software interface. At the top right, there are links for 'Competency History' and 'Help', and a 'Show Completions:' dropdown menu set to 'All'. Below this is a table with columns for 'Type', 'Title', 'Status', and 'Completion Date'. The table lists several items, including 'Supervisor Asses...', 'Introduction...', and multiple 'Self Assessment' entries. A tooltip is shown over the 'Introduction...' item, displaying 'Learning Hours: 1.00' and 'Completion Date: 9/16/2012 11:00 AM'. A red circle highlights three buttons in the tooltip: 'View Details', 'Print Certificate', and 'Review Content'. The status of the item is 'Completed' and the completion time is '5/15/2012 03:56 PM'.

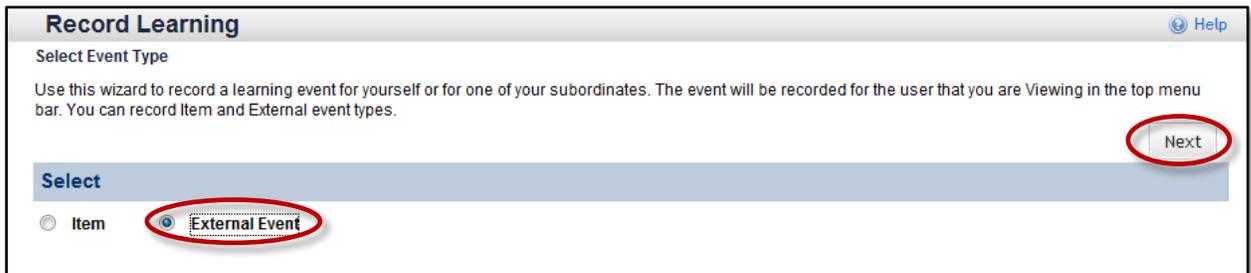
How Do I Add An External Event To My Completed Work?

Step 1: Log in to [TMS](#)

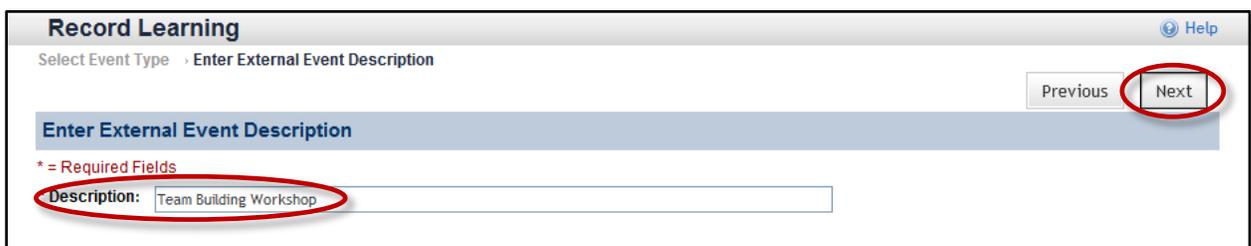
Step 2: Select the *Record Learning* link from the *Easy Links* section.



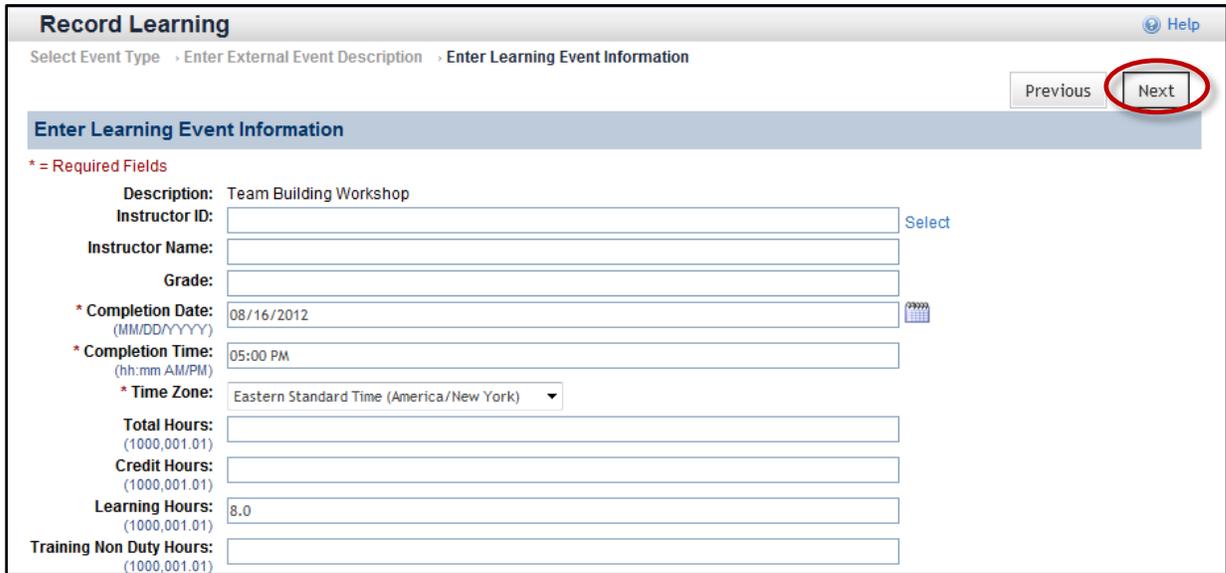
Step 3: Select the **External Event** radio button, and then select the **Next** button.



Step 4: Enter a **Description** of the external event, and then select the **Next** button.



Step 5: Enter information about the event in **required fields**, and then select the **Next** button.



Record Learning Help

Select Event Type > Enter External Event Description > Enter Learning Event Information

Previous **Next**

Enter Learning Event Information

* = Required Fields

Description: Team Building Workshop

Instructor ID: Select

Instructor Name:

Grade:

* Completion Date: 08/16/2012 Calendar icon
(MM/DD/YYYY)

* Completion Time: 05:00 PM
(hh:mm AM/PM)

* Time Zone: Eastern Standard Time (America/New York) ▼

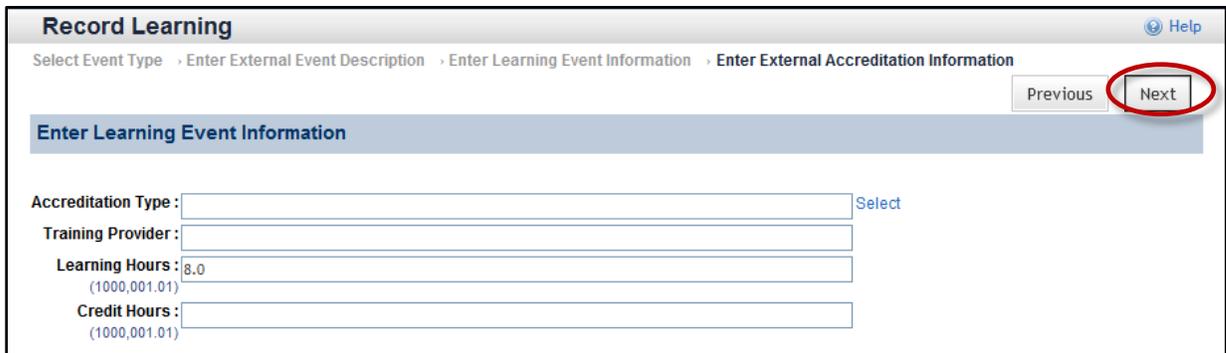
Total Hours:
(1000,001.01)

Credit Hours:
(1000,001.01)

Learning Hours: 8.0
(1000,001.01)

Training Non Duty Hours:
(1000,001.01)

Step 6: Enter any additional information about the event, and then select the **Next** button.



Record Learning Help

Select Event Type > Enter External Event Description > Enter Learning Event Information > Enter External Accreditation Information

Previous **Next**

Enter Learning Event Information

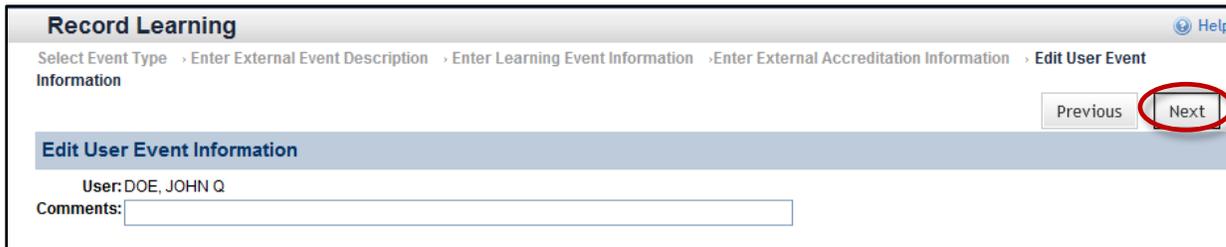
Accreditation Type: Select

Training Provider:

Learning Hours: 8.0
(1000,001.01)

Credit Hours:
(1000,001.01)

Step 7: Enter **Comments** if desired, and then select the **Next** button.



Record Learning Help

Select Event Type > Enter External Event Description > Enter Learning Event Information > Enter External Accreditation Information > Edit User Event Information

Previous **Next**

Edit User Event Information

User: DOE, JOHN Q

Comments:

Step 8: Select the **Finish** button.

Record Learning

Select Event Type > Enter External Event Description > Enter Learning Event Information > Edit User Event Information > **Record Learning**

Previous **Finish**

Record Learning

External Event Description: Team Building Workshop
Instructor:
Completion Date: 8/16/2012 05:00 PM America/New York
Total Hours:
Credit Hours:
Learning Hours: 8.00
Training Non Duty Hours:

Record Learning

User	Grade	Comments	Cost Name	Amount (1000,001.01)
DOE, JOHN Q				

How Do I Self-Certify My Participation in Learning Events?

Some learning events such as webinars or online tutorials require self-certification in order to obtain credit.

Step 1: Log in to [TMS](#).

Step 2: Enter the course title or ID# in the **Catalog** search field.

Step 3: Select the **Go To Content** button.

Step 4: Select the **Yes** button to indicate that you have completed 100% of the training.

Step 5: Select the **OK** button.

Step 6: Select the **Close Window** button.

Note: You may select the "Completed Work" link from this page or the "Completed Work" pod from the TMS Home page to print a certificate if necessary.

TMS Reports

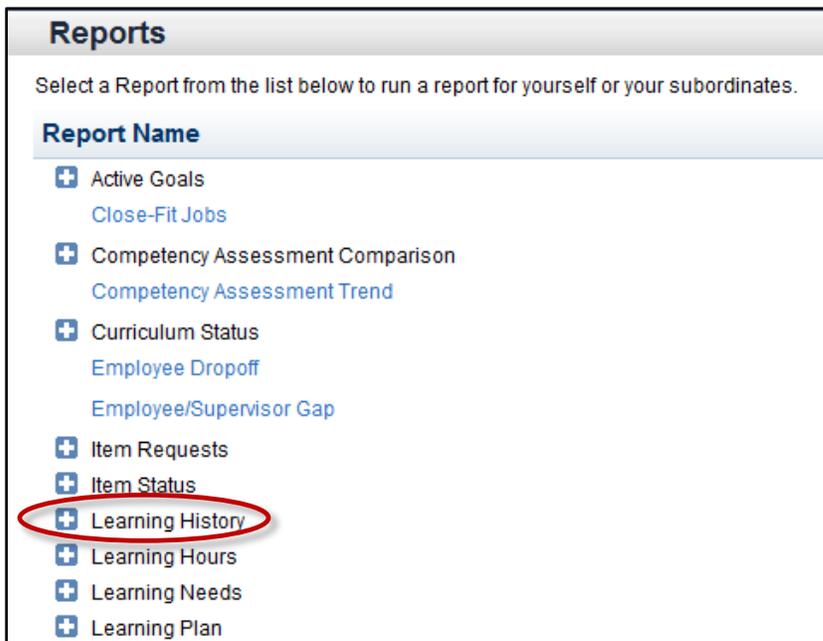
How Do I Generate A Learning History Report?

Step 1: Log in to [TMS](#).

Step 2: Select the *Reports* link from the *Easy Links* section.

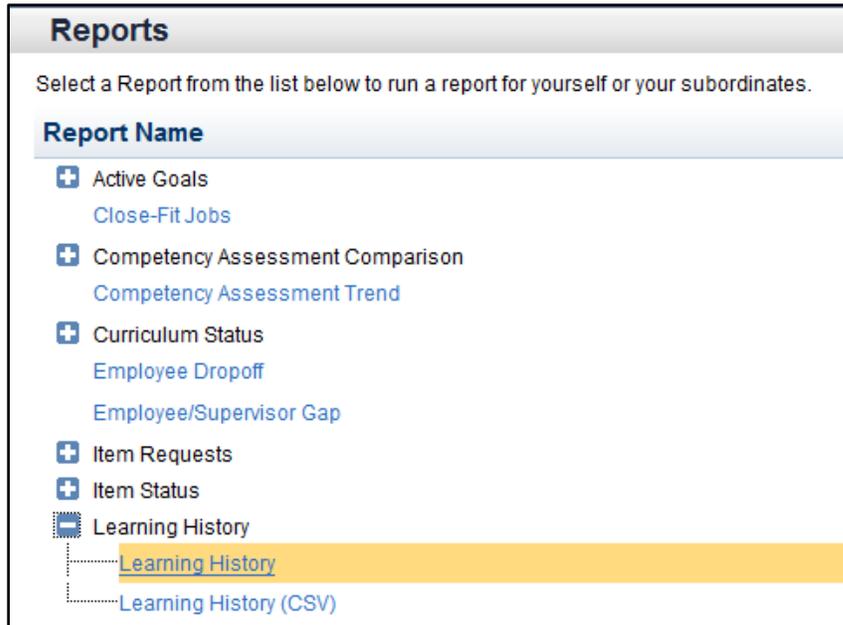


Step 3: Select the + button to expand the *Learning History* category.



Step 4: Select either the “Learning History” or the “Learning History (CSV)” report link.

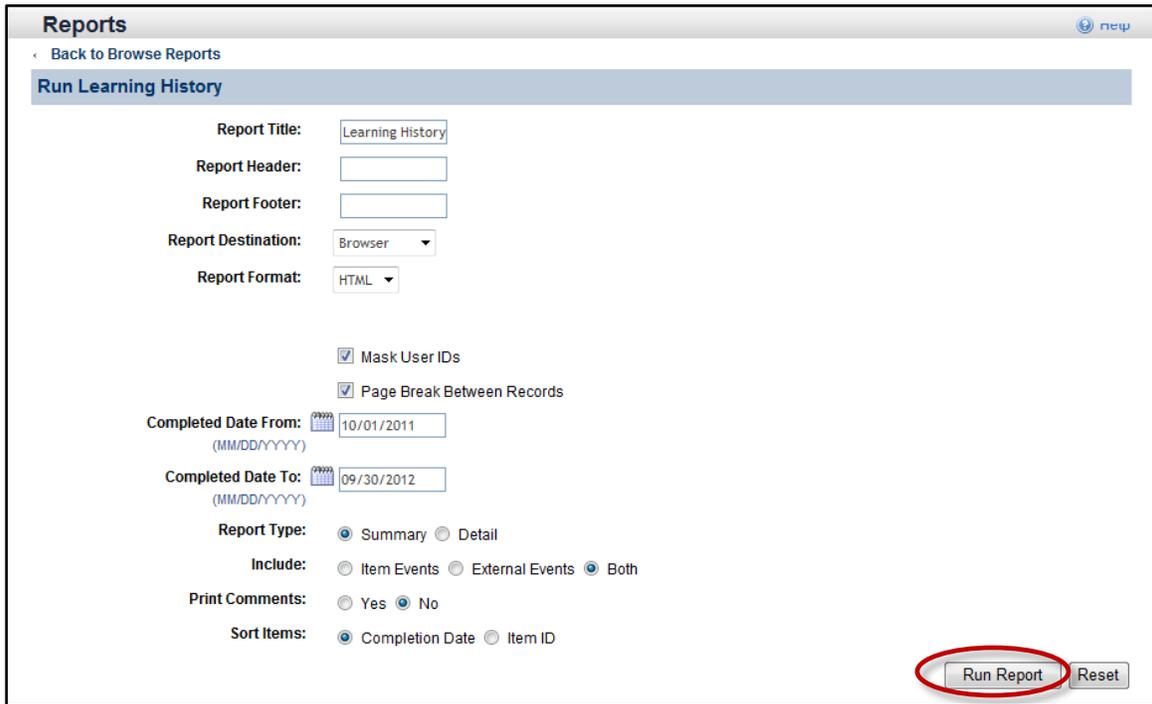
Note: The “Learning History” option outputs either an HTML or PDF file that can be viewed in a browser or saved locally. The “Learning History (CSV)” option outputs a .csv file that can be imported to Excel, or other applications that accept .csv files, for further analysis.



Step 5: Enter report parameters, and then select the **Run Report** button.

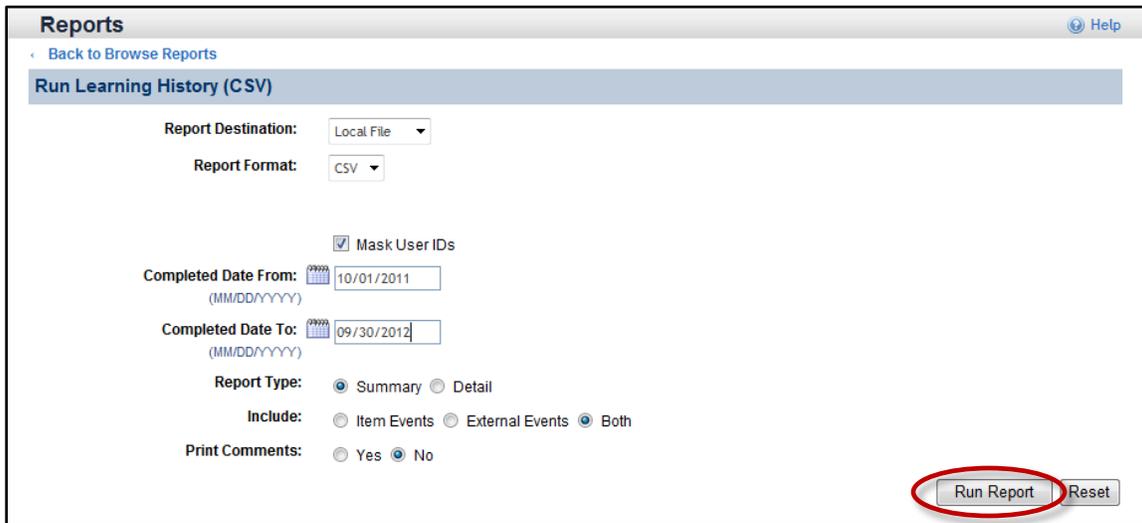
For example, if you want the report to contain all items you have completed in the current period of performance, enter “10/01/2011” in the Completed Date From: field and “09/30/2012” in the Completed Date To: field. Ensure the “Both” radio button is selected in the “Includes:” field so that the report will include both TMS items and external events you entered in your TMS record.

“Learning History” report parameters:



The screenshot shows the 'Run Learning History' report configuration page. The 'Report Title' is 'Learning History'. 'Report Header' and 'Report Footer' are empty. 'Report Destination' is set to 'Browser' and 'Report Format' is 'HTML'. There are checkboxes for 'Mask User IDs' and 'Page Break Between Records', both of which are checked. The 'Completed Date From' is '10/01/2011' and 'Completed Date To' is '09/30/2012'. 'Report Type' is 'Summary'. 'Include' is 'Both'. 'Print Comments' is 'No'. 'Sort Items' is 'Completion Date'. A red circle highlights the 'Run Report' button.

“Learning History (CSV)” report parameters:



The screenshot shows the 'Run Learning History (CSV)' report configuration page. 'Report Destination' is 'Local File' and 'Report Format' is 'CSV'. There is a checked checkbox for 'Mask User IDs'. The 'Completed Date From' is '10/01/2011' and 'Completed Date To' is '09/30/2012'. 'Report Type' is 'Summary'. 'Include' is 'Both'. 'Print Comments' is 'No'. A red circle highlights the 'Run Report' button.

TMS Resources

[Inside TMS website](#)

InsideTMS is a website sponsored by VA Learning University (VALU). It is a source for training, toolkits, news, and information on the TMS. The site contains a [list of local TMS Administrators](#) as well as contact information for the [VA TMS Help Desk](#).

The Human Resources Academy webpage, www.vahracademy.va.gov, contains links to additional resources for supervisors.

TMS users and supervisors in HR can email the [HRA mailbox](#) with specific questions or concerns. Please include the TMS User ID of the concerned account in the email.