TMS User Guide for eIDP Creation

U.S. Department of Veterans Affairs

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Table of Contents

TMS Access **1**

Getting Started/Basic Account Information **2**

How Do I Log in to TMS? 2

How Do I Change My TMS Password? 3

How Do I Update My TMS Profile? 4

eIDPs **5**

How Do I Complete My Competency Self Assessment? 6

How Do I View TMS-Suggested Training and Add Items to My To-Do List? 8

How Do I Review My Completed Work? 11

How Do I Add An External Event To My Completed Work? 13

How Do I Self-Certify My Participation in Learning Events? 16

TMS Reports **17**

How Do I Generate A Learning History Report? 17

TMS Resources **20**

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

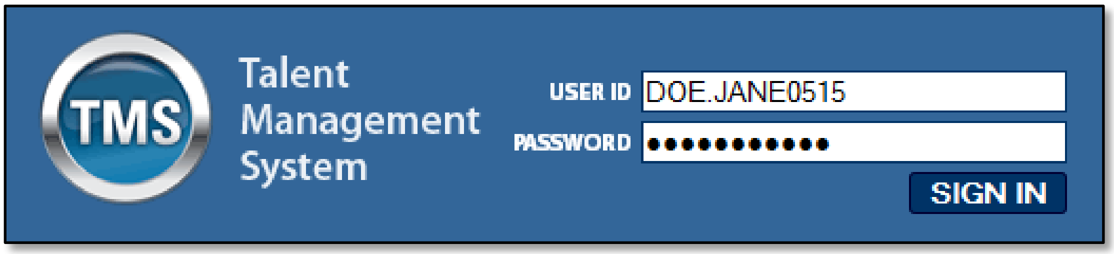
Additionally, TMS users can run the [SkillSoft Browser Capabilities Check]() to ensure their workstation is properly equipped to execute SkillSoft courses that are available in the TMS.

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.)



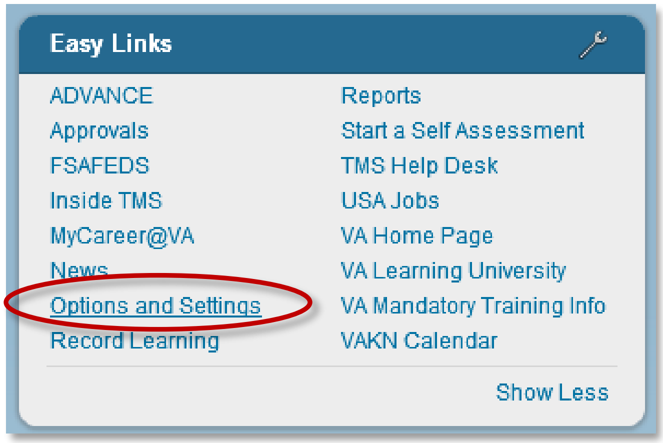
Note: If you did not receive a TMS user ID and password, please contact the VA TMS Help Desk.

Step 3: Select the SIGN IN button.

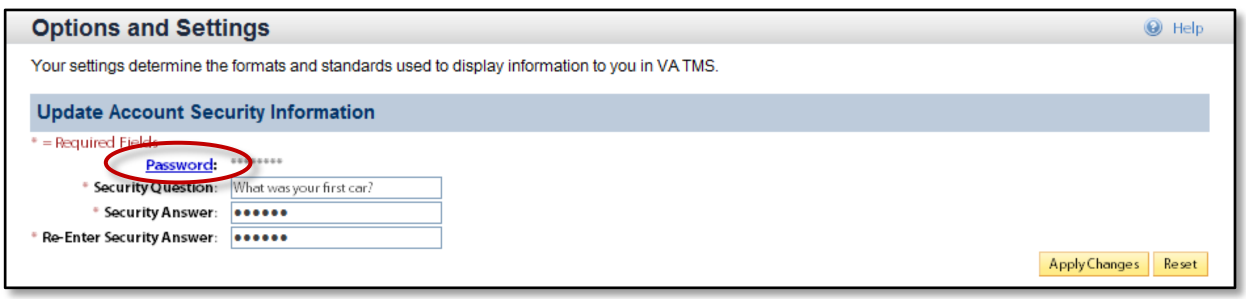
How Do I Change My TMS Password?

Step 1: Log in to TMS.

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

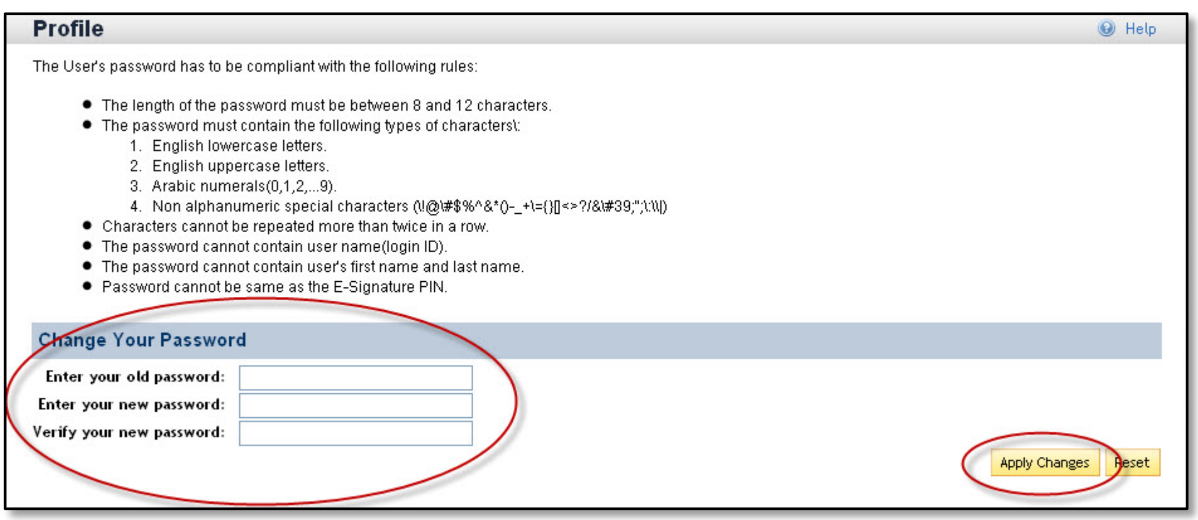


Step 3: Select the “Password” link.



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

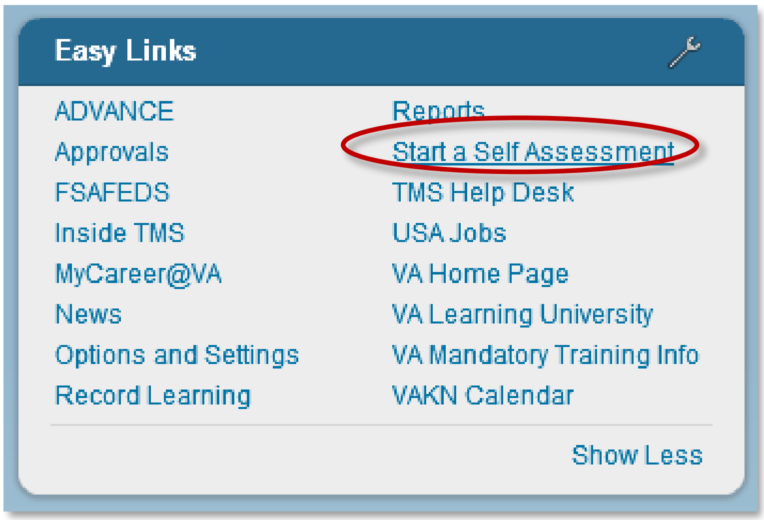
The electronic individual development plan (eIDP) consists of the TMS To-Do List and the Completed Work area. Each of these is accessible from the TMS Home page.

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

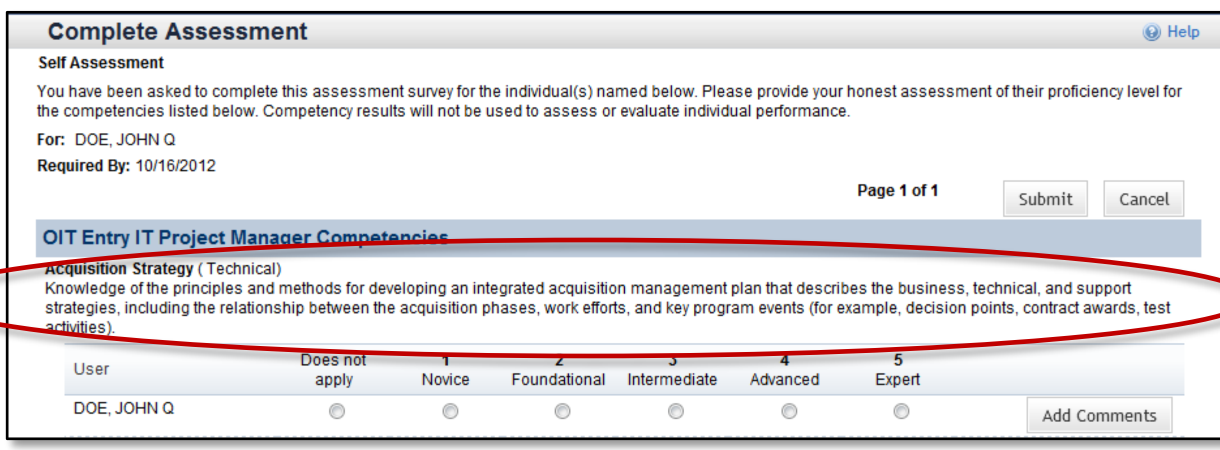
How Do I Complete My Competency Self Assessment?

Step 1: Log in to TMS.

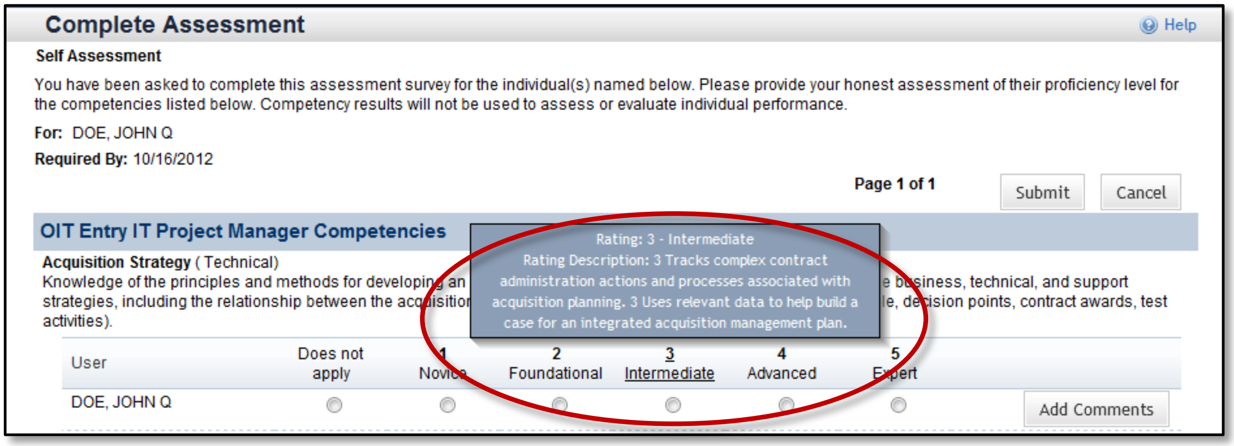
Step 2: Select the "Start a Self Assessment" link in the ***Easy Links*** section.



Step 3: Read the competency definition provided.



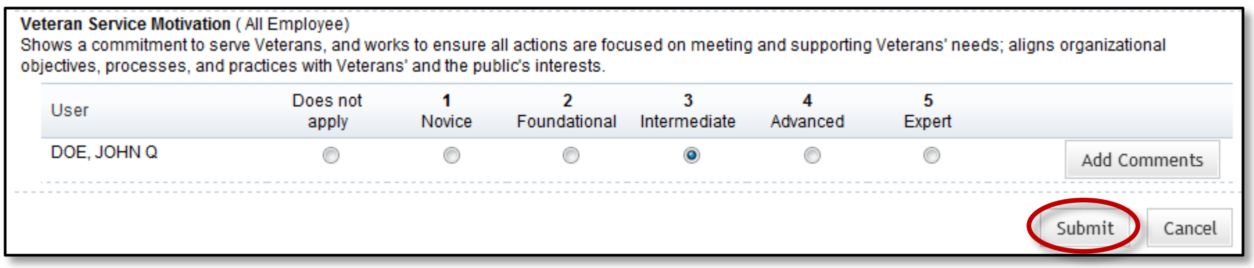
Step 4: Hover over each rating/proficiency level (1–5) and read the rating descriptions/ behavioral indicators provided for each competency.



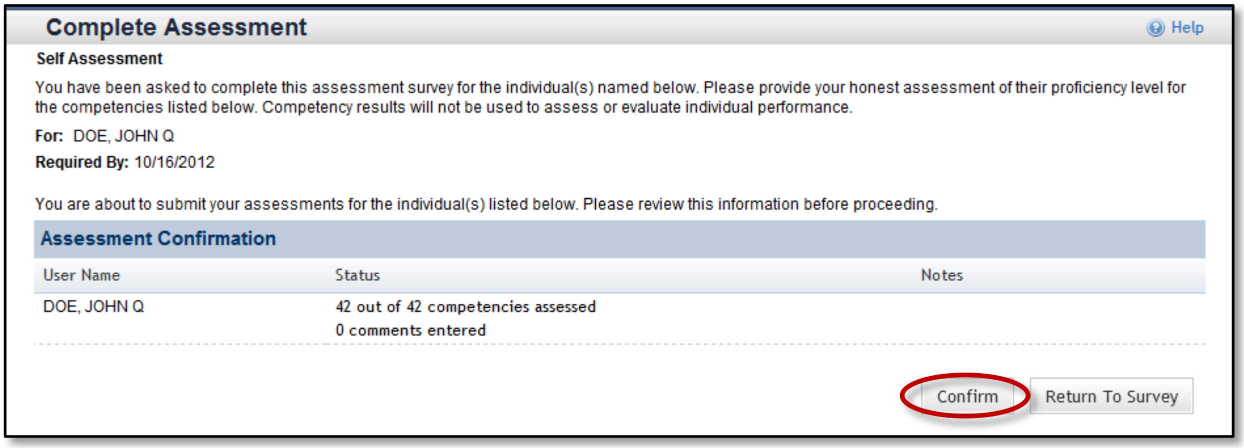
Step 5: Select the radio button that corresponds with the appropriate rating/proficiency level for each competency.

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

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



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



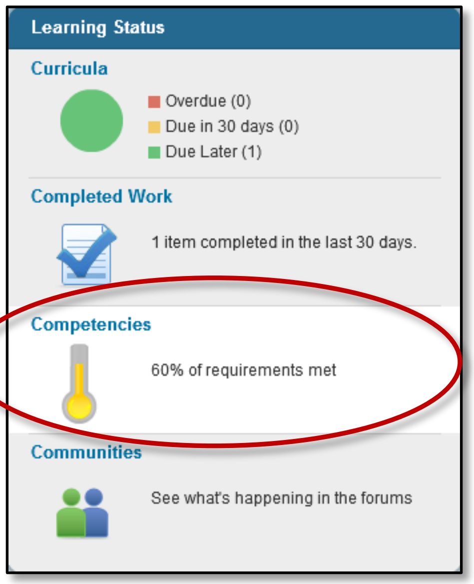
Step 9: Select the **Return** button.

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

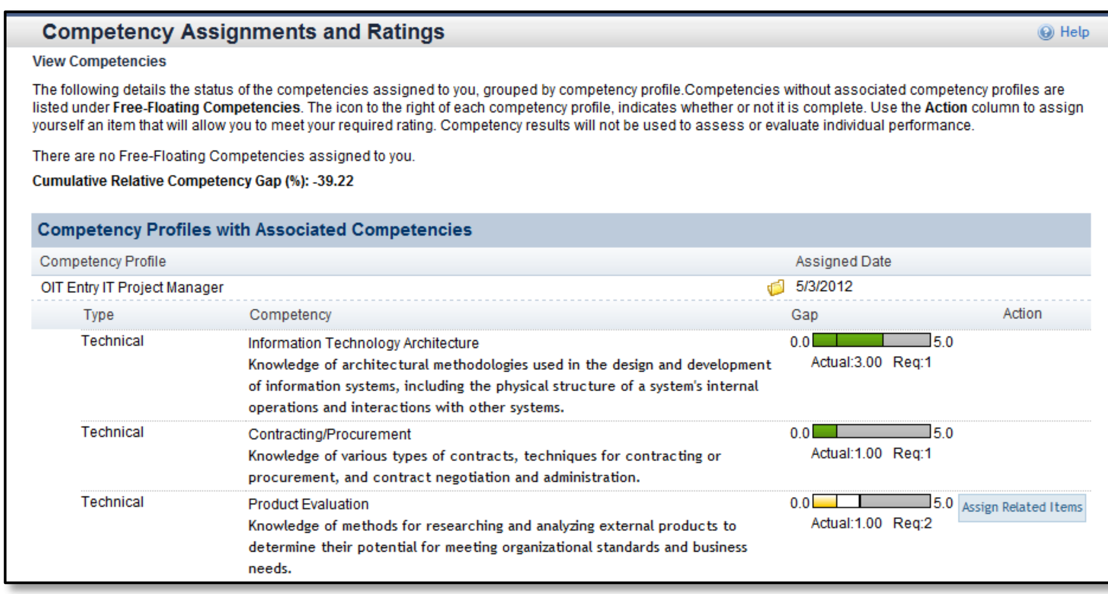
How Do I View TMS-Suggested Training and Add Items to My To-Do List?

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

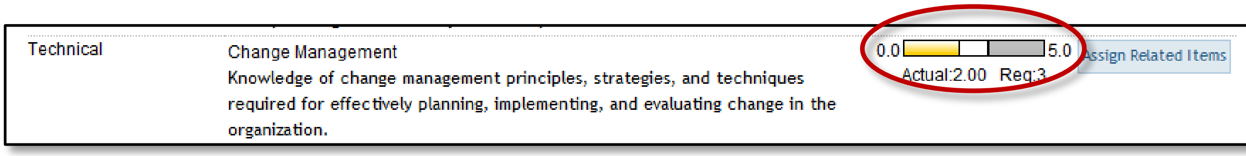
Step 2: Select the ***Competencies*** pod.



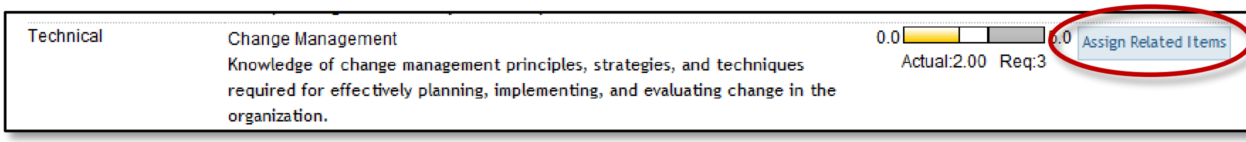
The Competency Assignments and Ratings page will load, displaying the gap analysis.



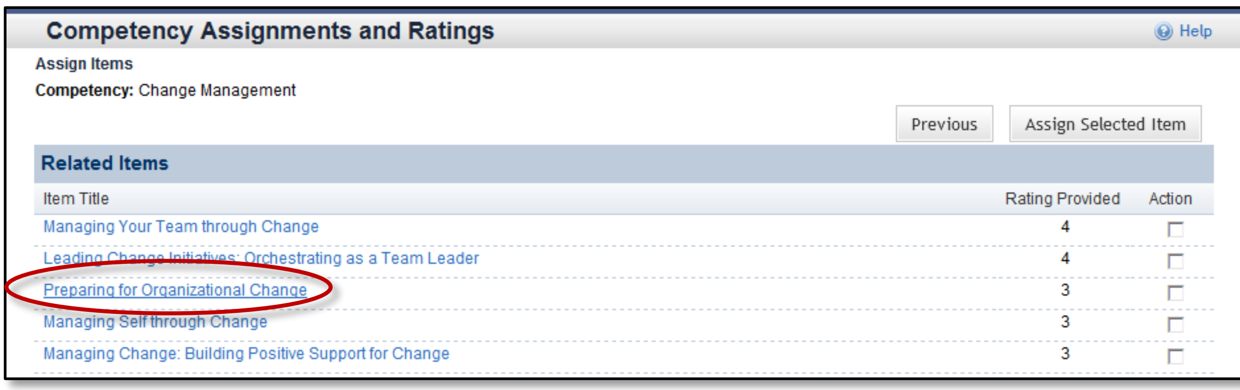
Step 3: Look in the “Gap” column for items with yellow progress bars next to the competencies. Yellow indicates that the assessed (actual) proficiency level is below the targeted proficiency level.



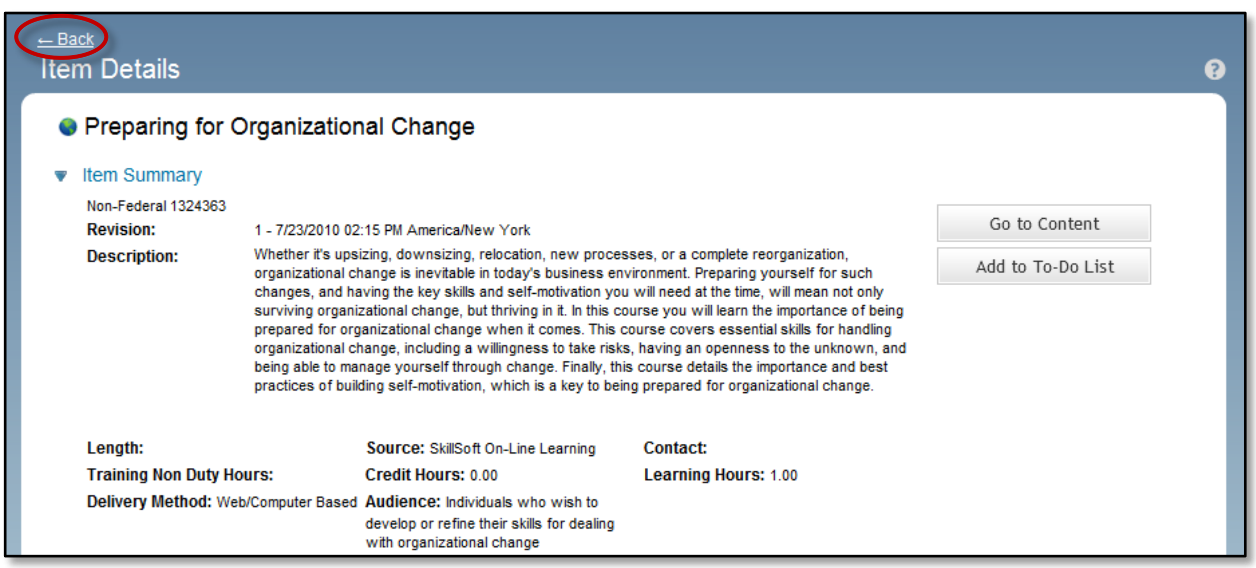
Step 4: Select the **Assign Related Items** button.



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.

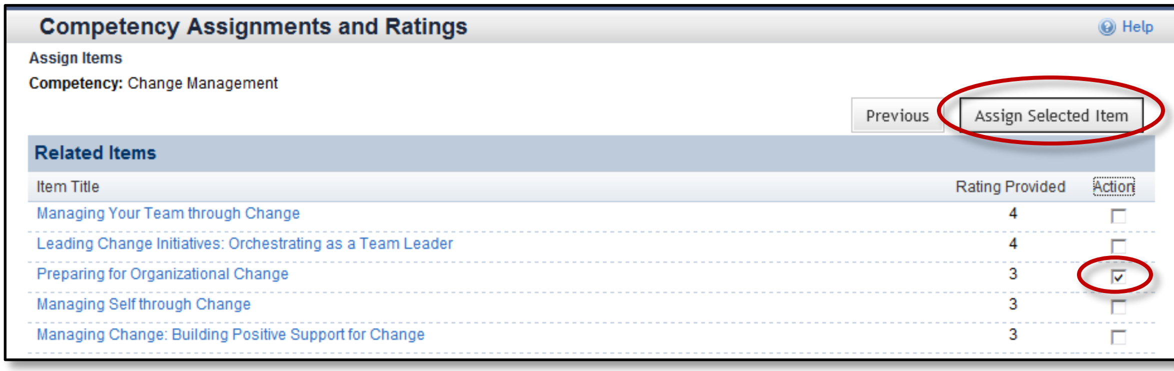


Select the “Back” link to go back to the course list.



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

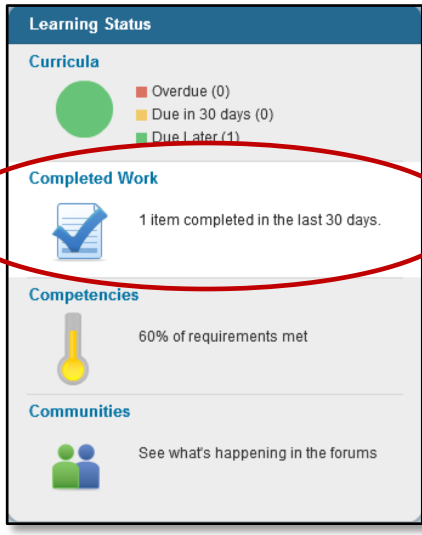
Step 6: Select the **Assign Selected Item** button. The selected course(s) will be added to your eIDP, meaning the course(s) will appear on your ***To-Do List***.



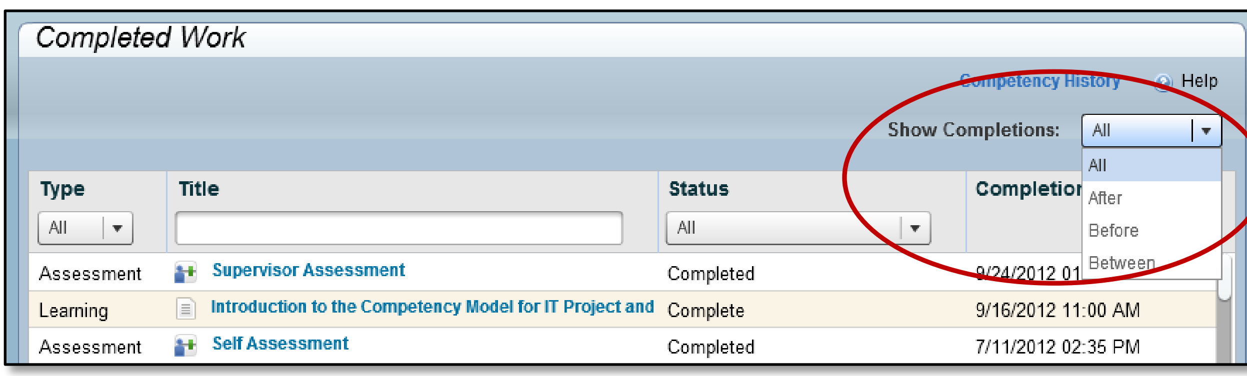
How Do I Review My Completed Work?

Step 1: Log in to TMS

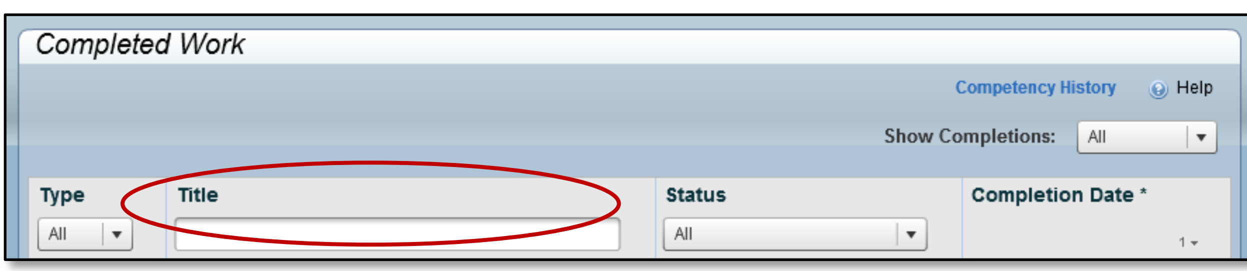
Step 2: Select the ***Completed Work*** pod.



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

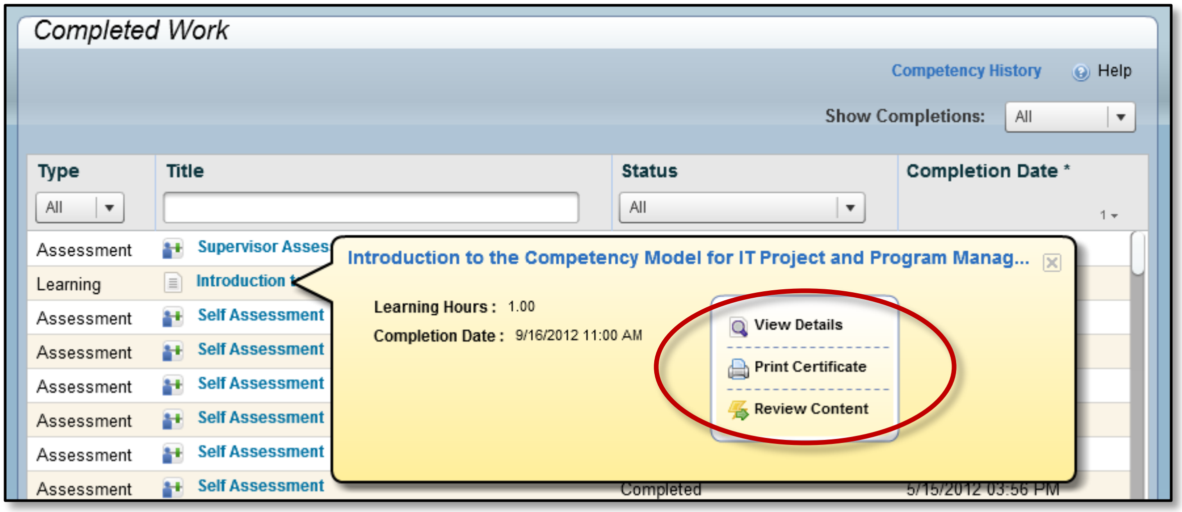


Enter keywords in the "Title" column textbox to search for a specific item.



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.

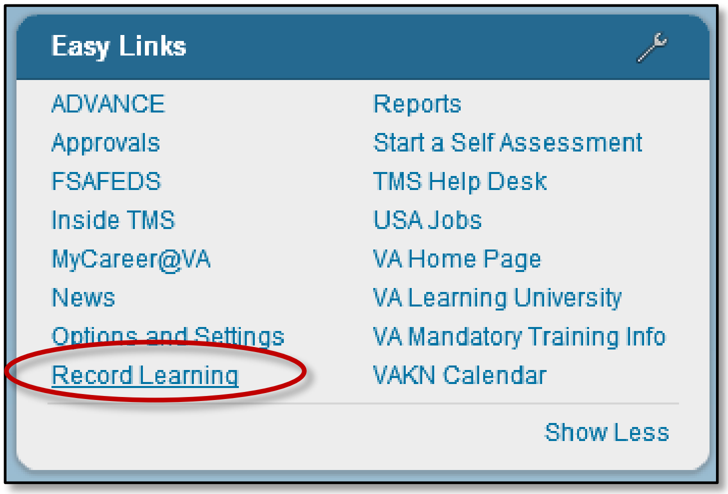
Step 4: Hover over an item in ***Completed Work*** to access additional information.



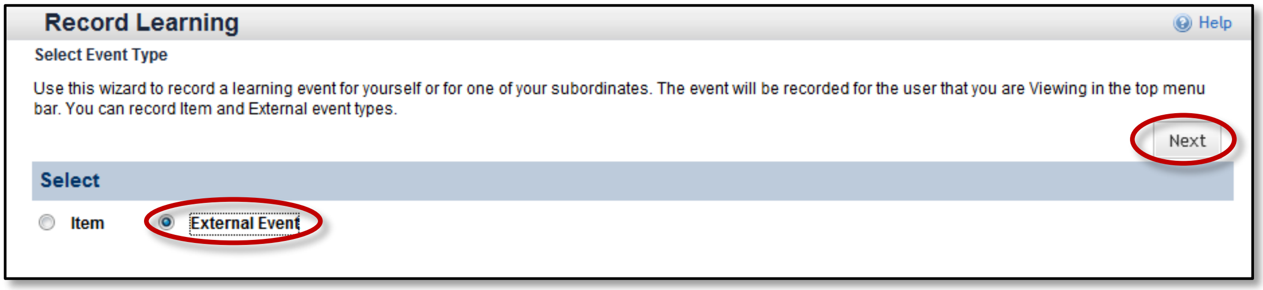
How Do I Add An External Event To My Completed Work?

Step 1: Log in to TMS

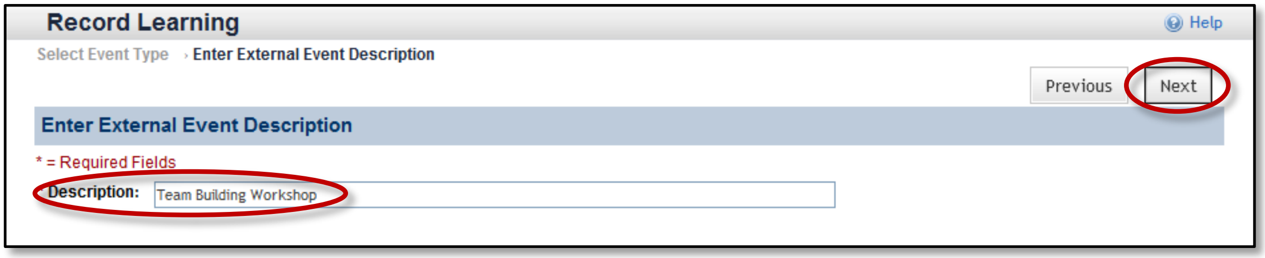
Step 2: Select the *Record Learning* link from the ***Easy Links*** section.



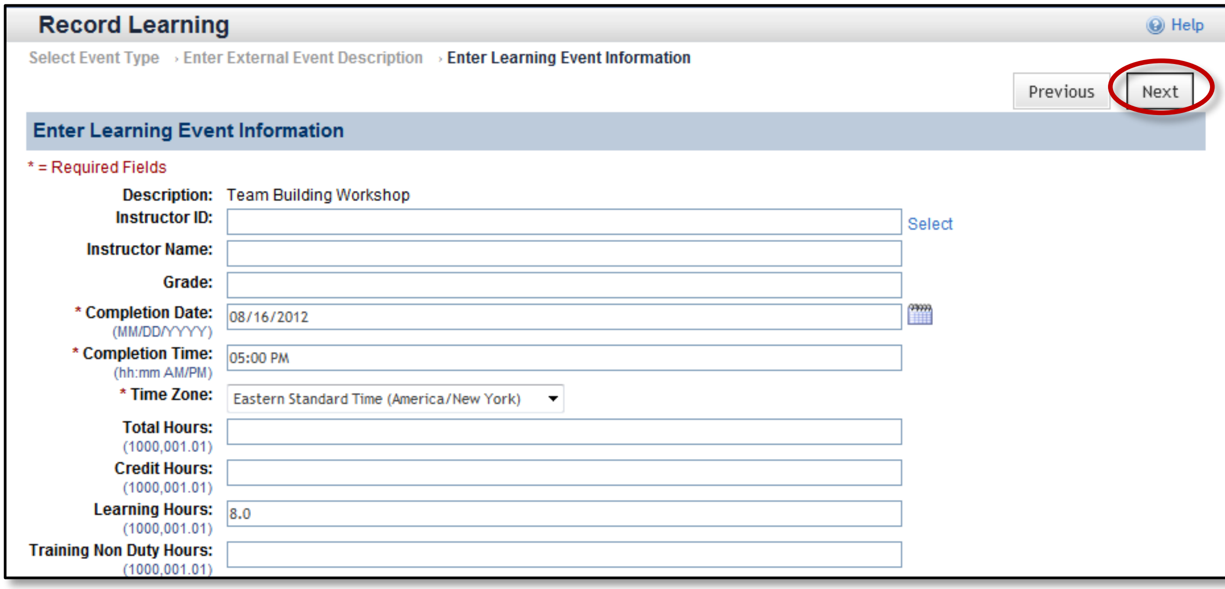
Step 3: Select the **External Event** radio button, and then select the **Next** button.



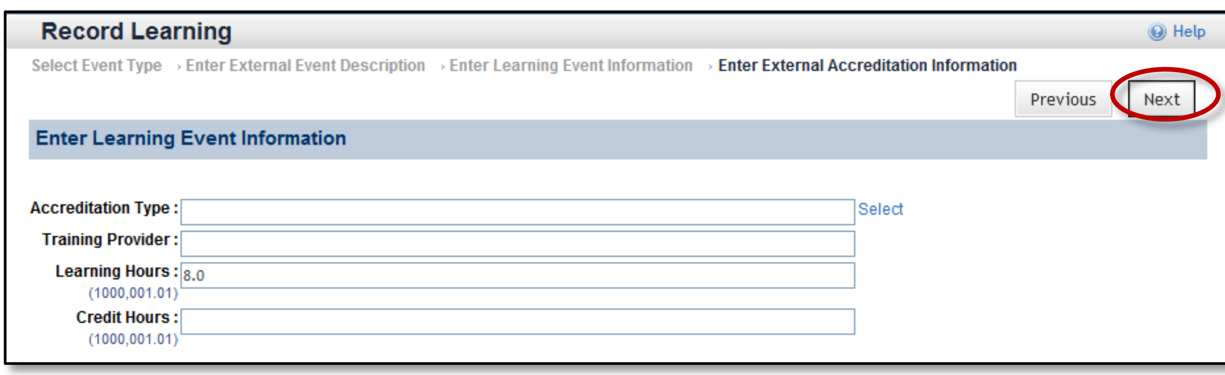
Step 4: Enter a **Description** of the external event, and then select the **Next** button.



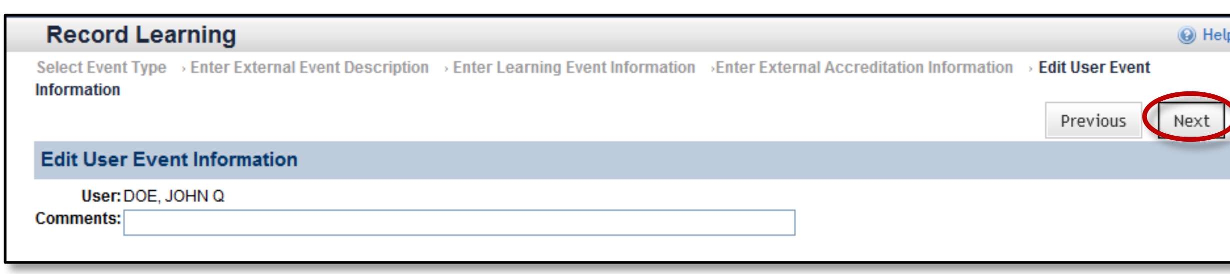
Step 5: Enter information about the event in **required fields**, and then select the **Next** button.



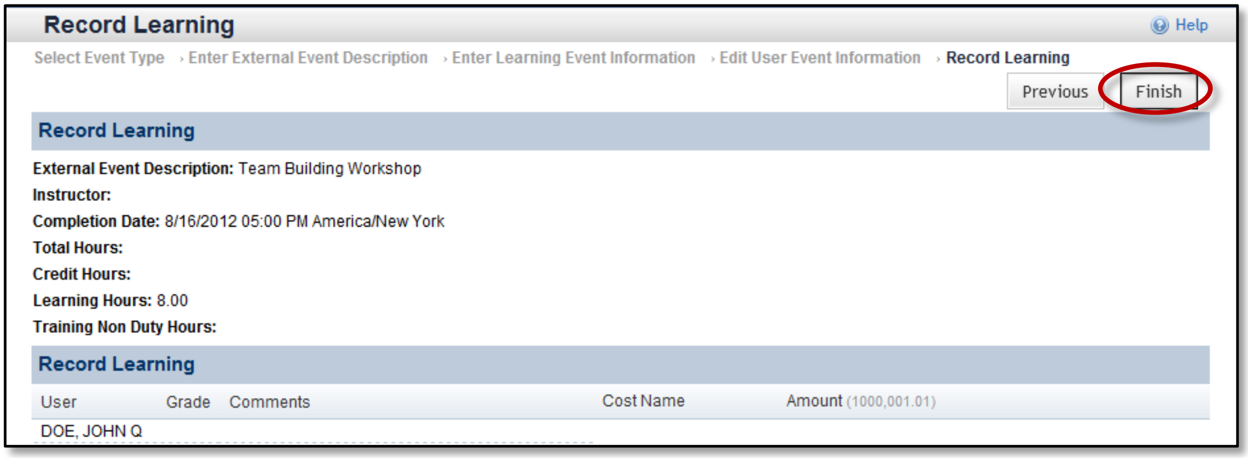
Step 6: Enter any additional information about the event, and then select the **Next** button.



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



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



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.

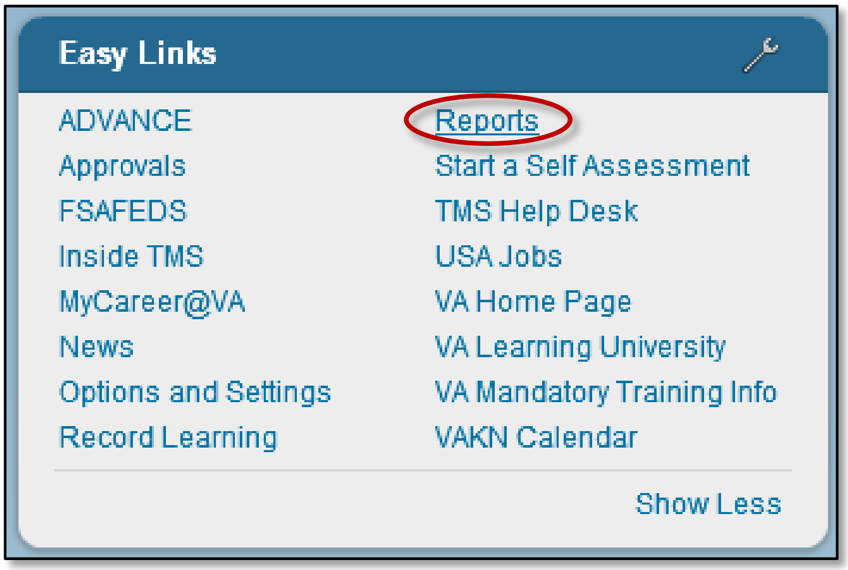
Note: You may select the "Completed Work" link from this page or the "Completed Work" pod from the TMS Home page to print a certificate if necessary.

TMS Reports

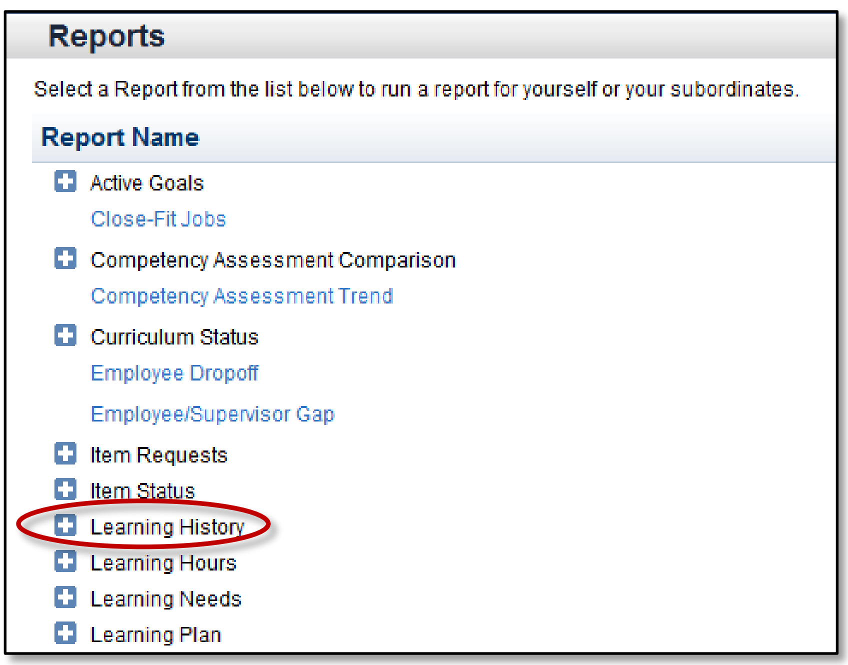
How Do I Generate A Learning History Report?

Step 1: Log in to TMS.

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

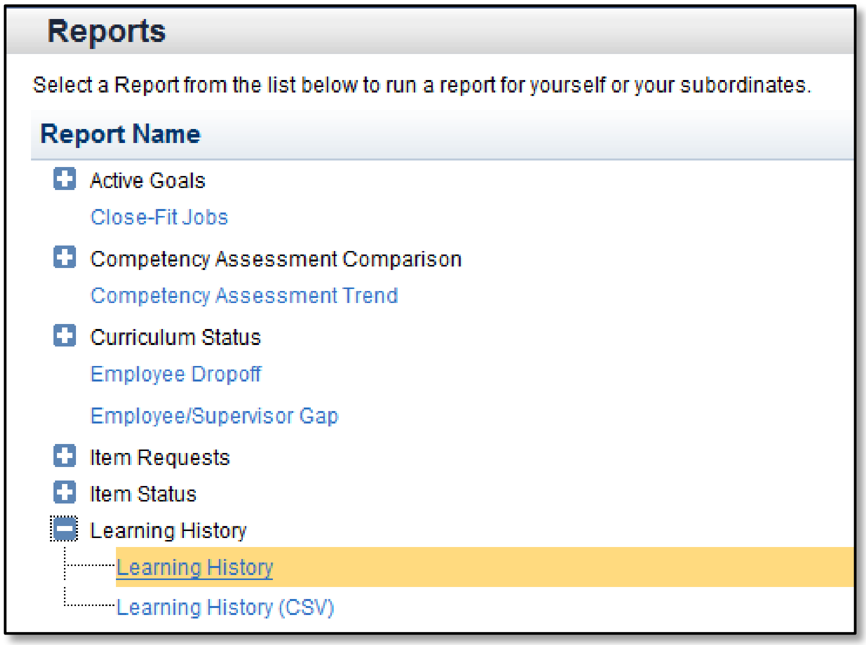


Step 3: Select the **+** button to expand the *Learning History* category.



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

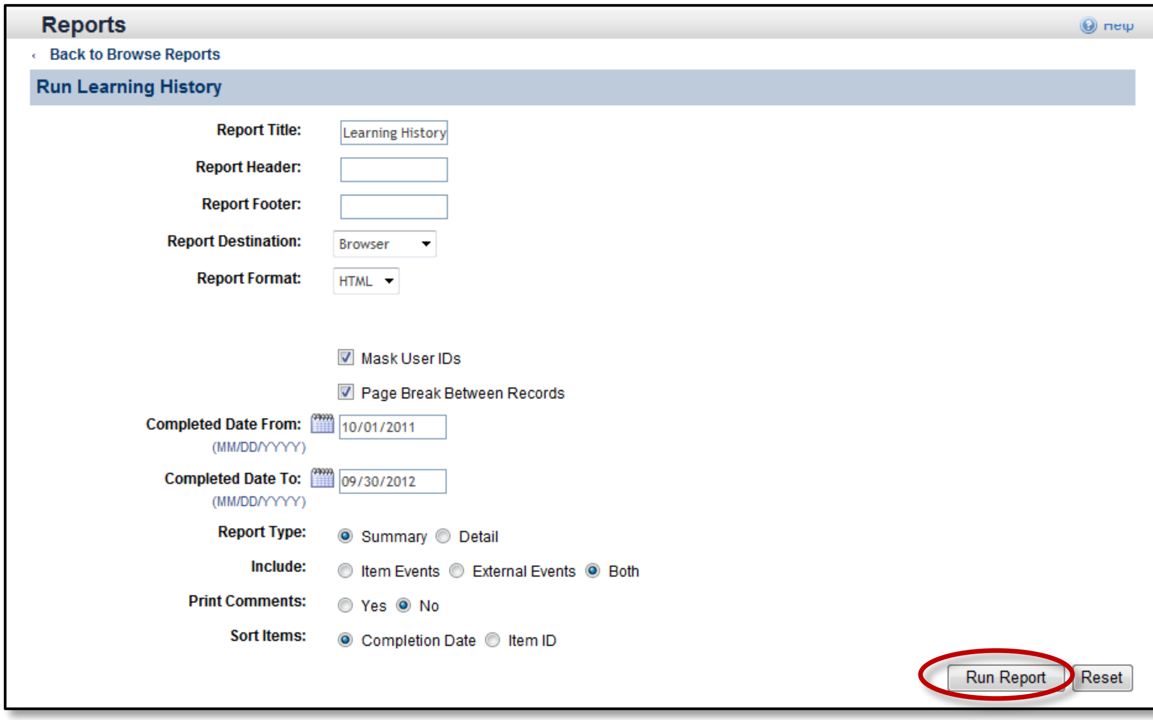
Note: The “Learning History” option outputs either an HTML or PDF file that can be viewed in a browser or saved locally. The “Learning History (CSV)” option outputs a .csv file that can be imported to Excel, or other applications that accept .csv files, for further analysis.



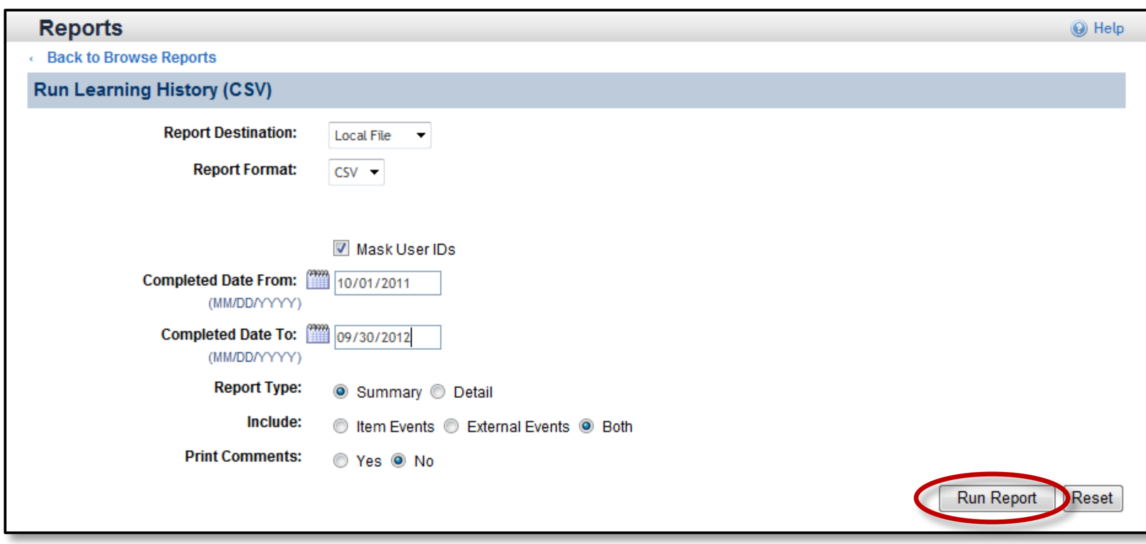
Step 5: Enter report parameters, and then select the **Run Report** button.

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:



"Learning History (CSV)" report parameters:



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.