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

Step 2: Click Continue Course
Step 3: Click Yes

Step 4: Click Ok

Step 5: Click Close Window

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.