

Education Service FY17 NTC Class Assignment Job Aid

This job aid provides VBA TMS Administrators* with instructions on adding employees to (and removing them from) Education Service classes in TMS. In TMS, a 'class' contains a group of users. Education Service has created trainee and experienced classes for the purpose of assigning training by job position. Section 1 of this job aid provides class IDs and TMS instructions. Section 2 lists the proper actions to take when employees change job positions.

* In order to edit Education Service's classes, TMS Admins must obtain OMGT domain access by contacting the VBA Domain Manager at Arthur.Edmonds@va.gov

Section I: Add or remove employees to/from an Education Service class

1. Select **Learning** from the TMS Admin home screen.
2. Select **Classes** from the left-hand menu.
3. Input the desired Class ID in the **Class ID** field and select **Search**.
 - **VBA-392** – Education Service NTC VCE Class
 - **VBA-393** – Education Service NTC ECSS Class
 - **VBA-394** – Education Service NTC TIMS Clerks Class
 - **VBA-395** – Education Service NTC ELR Class
 - **VBA-396** – Education Service NTC ECCT Class
 - **VBA-398** – Education Service Trainee VCE Class
 - **VBA-399** – Education Service Trainee ECSS Class
 - **VBA-400** – Education Service Trainee TIMS Clerks Class
 - **VBA-401** – Education Service Trainee ELR Class
 - **VBA-402** – Education Service Trainee ECCT Class

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The screenshot displays the VALU Talent Management System interface. At the top, there are logos for VALU (VA Learning University) and TMS (Talent Management System). Below the logos is a navigation bar with tabs for Home and Admin. Under the Admin tab, there are icons for Home, Users, Performance, Learning, Content, Commerce, and System Admin. The Learning icon is highlighted with a red box and a red number 1. Below the navigation bar is a search bar with the text "Enter Keywords or Command" and a "Go" button. The main content area is titled "Classes" and includes a search filter section. The filter section has a "Case sensitive search" option set to "No" (indicated by a red number 3). There are three search criteria: "Class ID" with a dropdown menu set to "Starts With" and a text input field containing "VBA-392"; "Description" with a dropdown menu set to "Starts With" and an empty text input field; and "User ID" with a dropdown menu set to "Starts With" and an empty text input field. Below the search criteria are buttons for "Search", "Save As", and "Reset", with the "Search" button highlighted by a green box and a red number 3. On the left side of the main content area, there is a sidebar menu with items: Items, Scheduled Offerings, Classes (highlighted with a yellow box and a red number 2), Group Instances, Catalogs, Curricula, Requirements, Questionnaire Surveys, Instructors, Tasks, Accreditation, and Tools. Below the search filter section is a "Field Chooser" section. At the bottom of the screenshot, a table shows search results for "Class ID" and "Description". The first row shows "VBA-392" for the Class ID and "Education Service NTC VCE Class" for the Description. The "Class ID" column has a dropdown arrow, and the "Description" column has an "Edit" icon (a blue square with a white pencil) highlighted by a blue box and a red number 4.

4. Once the initial class record appears in the search results, select the **Edit** icon.
5. Within the main class record, select **Users** from the left-hand menu.
6. To add an employee to the class, input the employee's TMS User ID and select **Add**. To add multiple employees, select 'add one or more from list'.
7. To remove an employee from the class, mark the 'Remove' check box next to the employee's TMS User ID and select **Apply Changes**.

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Classes | Search | Add New | [?]

> Search > Search Results > Edit Users

Class ID: VBA- [REDACTED]

Description: [REDACTED] Class

Edit the Class

Add a User to the Class

Enter User ID or add one or more from list.

User ID:

Update the Users for the Class

Records per Page: 10 | Page: 1 2 3 4 5 «Previous Next» (424 total records) | Page 1 of 43 | Go | Select All / Deselect All

User ID	Name	Status		Remove
[REDACTED]	[REDACTED]	[REDACTED]	Move to Another Class Comments	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	Move to Another Class Comments	<input type="checkbox"/>

Section 2: Class Change Scenarios

- **Scenario 1:** *An employee completes her 12-month trainee status.* This situation requires the local TMS Admin to remove the employee from the trainee class and add her to the appropriate 'non-trainee' class for her position.
- **Scenario 2:** *An Education Service employee accepts a VA position outside of Education Service.* In this circumstance, the employee should be removed from all Education Service classes. The employee's new required training curricula should be added.

For questions regarding this job aid, please contact the VBA Curriculum Support Team at VBACurriculumSupport@Camber.com. For policy-related questions, contact the Education Service Training Staff at [VAVBAWAS/CO/225A](#).