VR&E FY17 NTC Class Assignment Job Aid

This job aid provides Training Managers and VBA TMS Admins* with instructions on adding employees to (and removing them from) FY17 VR&E classes in TMS.

* In order obtain access to edit VR&E's classes, TMS Admins must ask their RO Training Manager to contact the VBA Domain Manager at Andreana.Bertani@VA.gov.

Section I: Add or remove employees to/from a VR&E 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-458** – VR&E New Officer NTC Class
   - **VBA-459** – VR&E Exp. Officer NTC Class
   - **VBA-460** – VR&E New Asst. Officer NTC Class
   - **VBA-461** – VR&E Exp. Asst. Officer NTC Class
   - **VBA-462** – VR&E New Supervisory VRC NTC Class
   - **VBA-463** – VR&E Exp. Supervisory VRC NTC Class
   - **VBA-464** – VR&E New VRC NTC Class
   - **VBA-466** – VR&E Exp. VRC NTC Class
   - **VBA-467** – VR&E New IDES NTC Class
   - **VBA-468** – VR&E Exp. IDES NTC Class
   - **VBA-469** – VR&E New VSOC NTC Class
   - **VBA-470** – VR&E Exp. VSOC NTC Class
   - **VBA-471** – VR&E New EC NTC Class
   - **VBA-472** – VR&E Exp. EC NTC Class
   - **VBA-473** – VR&E New PSS NTC Class
   - **VBA-474** – VR&E Exp. PSS NTC Class

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.**

For questions regarding this job aid, please contact the VBA Curriculum Support Team at VBACurriculumSupport@Camber.com. For policy-related questions, contact the VR&E Training Staff at dirvre@va.gov.