

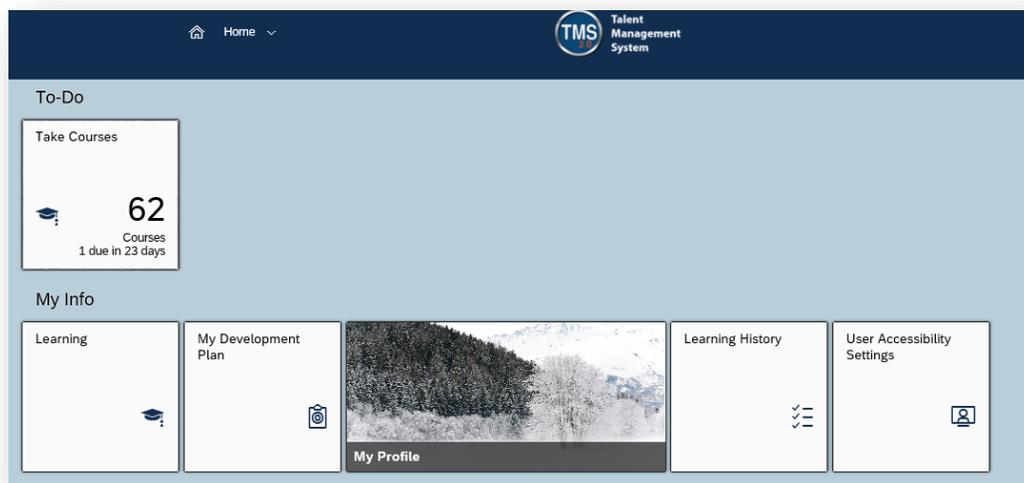
TMS Learning History Report Job Aid

To submit CRC CEU for processing, please run and export your TMS *Learning History* report and submit to your designated local CRC CE Coordinator (if applicable), or directly to the [VRE CEU Mailbox](#). Please use your local CRC CE Coordinator, if your station has designated one to avoid duplication of requests.

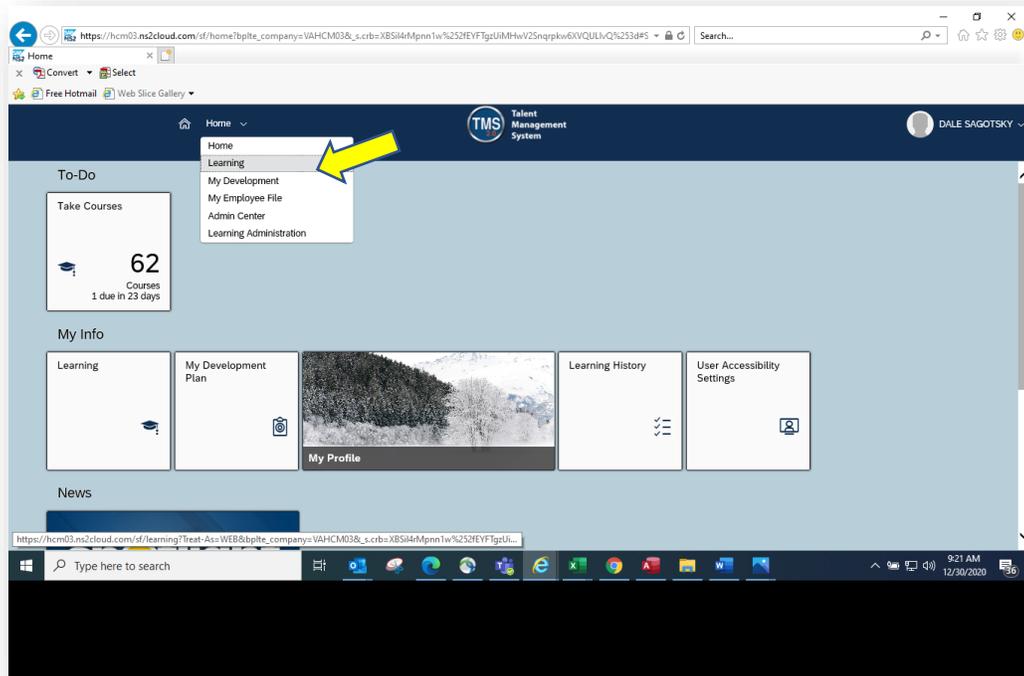
For additional information on CRCs and the submission process, please refer to the [CRC Information](#) page on our [VR&E Service Training](#) homepage.

To run and export your TMS *Learning History* report, please follow these steps:

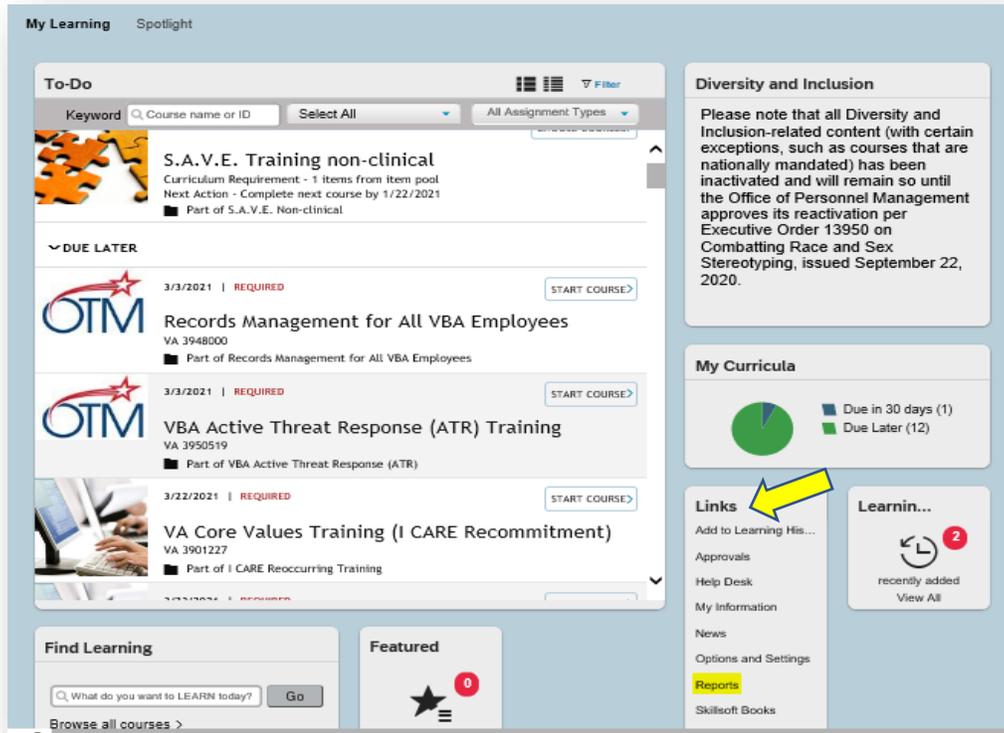
1. Log into your TMS account



2. On the homepage, Choose *Learning* from the Drop-Down menu to display your My Learning

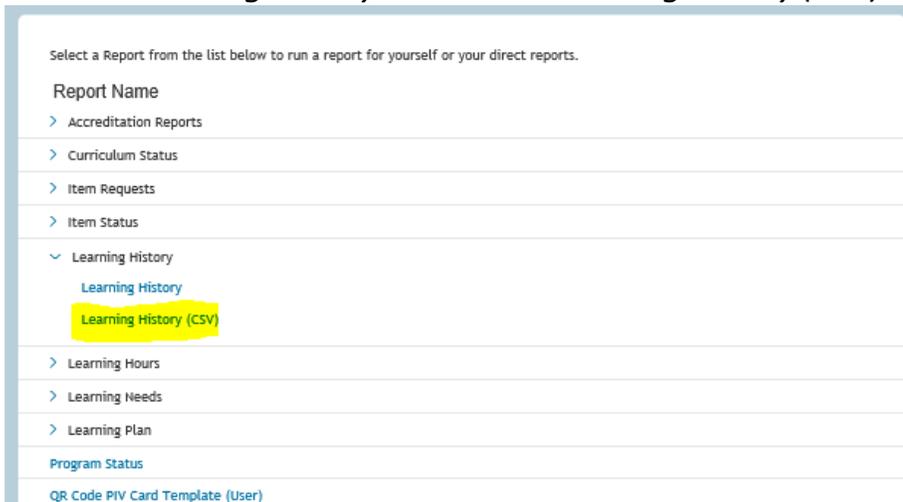


3. Click on *Reports* from the Links Section



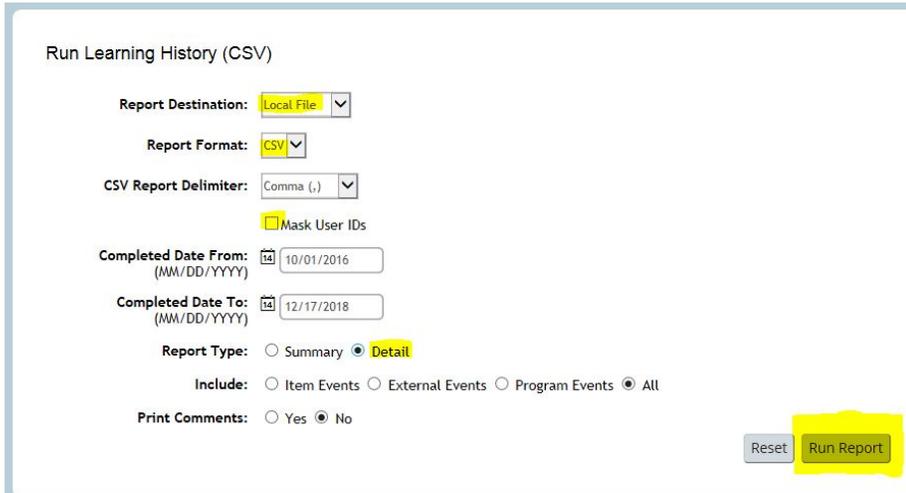
The screenshot shows the 'My Learning' dashboard. On the right side, there is a 'Links' menu. A yellow arrow points to the 'Reports' option, which is highlighted in yellow. Other options in the menu include 'Add to Learning His...', 'Approvals', 'Help Desk', 'My Information', 'News', 'Options and Settings', and 'Skillsoft Books'. Above the 'Links' menu, there is a 'Learnin...' section with a clock icon and a red notification bubble containing the number '2'.

4. Click on *Learning History* and select *Learning History (CSV)*



The screenshot shows a report selection interface. At the top, it says 'Select a Report from the list below to run a report for yourself or your direct reports.' Below this is a list of report categories with expandable arrows. The 'Learning History' category is expanded, and 'Learning History (CSV)' is highlighted in yellow. Other categories include 'Accreditation Reports', 'Curriculum Status', 'Item Requests', 'Item Status', 'Learning Hours', 'Learning Needs', 'Learning Plan', 'Program Status', and 'QR Code PIV Card Template (User)'.

5. Ensure the following selections are made:



Run Learning History (CSV)

Report Destination: Local File

Report Format: CSV

CSV Report Delimiter: Comma (,)

Mask User IDs

Completed Date From: 10/01/2016

Completed Date To: 12/17/2018

Report Type: Summary Detail

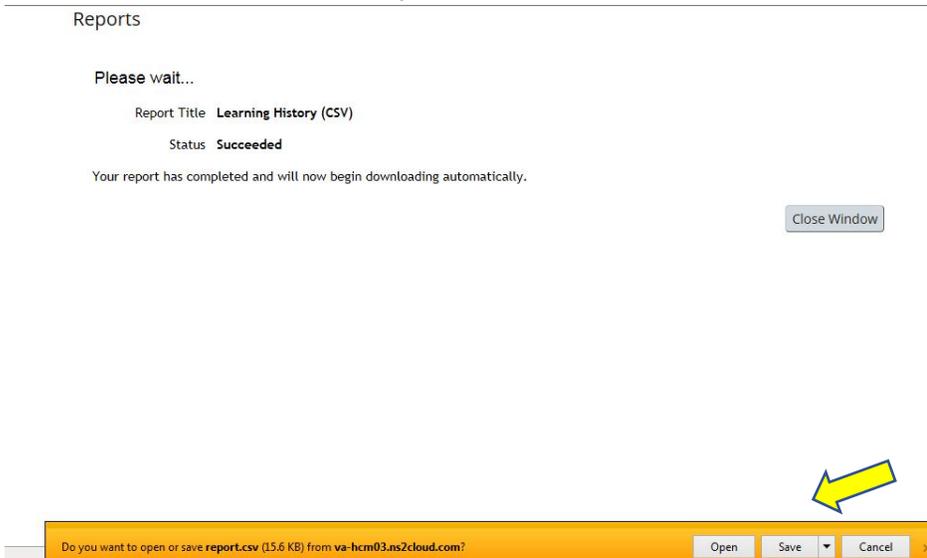
Include: Item Events External Events Program Events All

Print Comments: Yes No

Reset Run Report

- Report Destination: Local File (default)
- Report Format: CSV
- Uncheck Mask User IDs checkbox
- Select date range: From - To
- Report Type: Detail
- Click on *Run Report*

6. You will see the report waiting in queue as it loads, then an option to save or open the report will appear at the bottom of the screen. Open file or save the file to the desktop or a folder



Reports

Please wait...

Report Title Learning History (CSV)

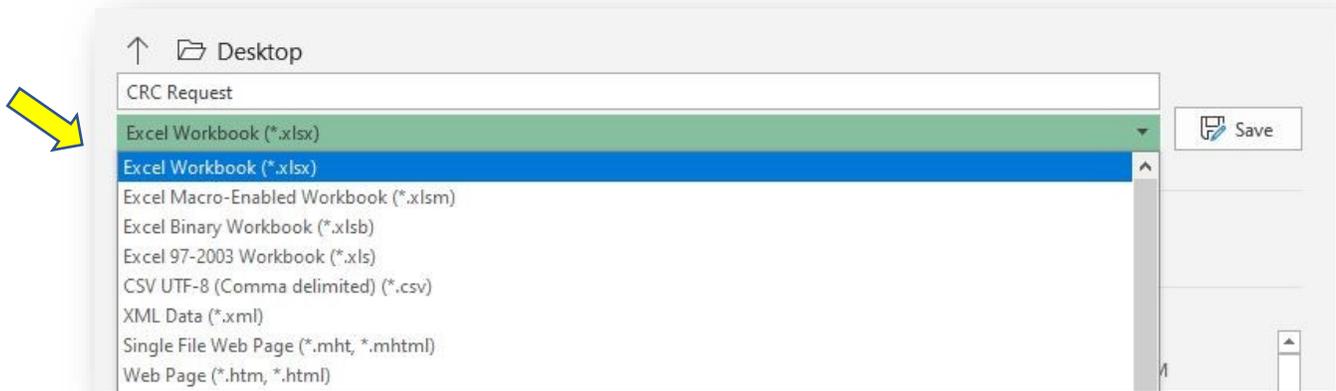
Status Succeeded

Your report has completed and will now begin downloading automatically.

Close Window

Do you want to open or save report.csv (15.6 KB) from va-hcm03.ns2cloud.com? Open Save Cancel

7. Once the report downloads, highlight the trainings you would like to receive CEs, ensure that you save the spreadsheet to a Microsoft Excel Workbook (.xlsx) file type and email it to your TMS Coordinator or directly to the [VRE CEU Mailbox](#).



Note: You will only receive credit one time within a five-year renewal period per item.