

To access CPRS training:

- Go to www.tms.va.gov and log in
- The CPRS training module should appear on your To-do list

The screenshot shows a user's learning dashboard. The main content area lists several training modules with their due dates and availability status:

- 12/21/2016 - Available
- 1/4/2017 - Privacy and HIPAA Training - Available
- 1/5/2017 - VA Privacy and Information Security Awareness and Rules ... - Available
- 1/5/2017 - Annual Government Ethics Training - Available
- 1/6/2017 - VHA CO Compliance and Business Integrity (CBI) Awareness... - Available
- 2/8/2017 - Prevention of Workplace Harassment/No FEAR - Available
- 3/1/2017 - VA Core Values Training (I CARE Recommitment) - Available

Below this list, under the heading "No due date", are two more modules:

- CPRS Training Process Edward Hines VA Hospital - HIN - Available
- Setting and Managing Priorities within the Organization: Mis... - Available

The right sidebar contains two sections:

- Easy Links:** A grid of links including Approvals, Books 24x7, MyCareer@VA, News, Options and Settings, Record Learning, Reports, Start a Self Assessment, TMS Help Desk, TMS Resources, USA Jobs, VA Home Page, VA Learning University, VA Mandatory Training Info, VAKN Calendar, and VHA Desktop Library. A "Show Less" link is at the bottom.
- Learning Status:** A section with a "Curricula" pie chart showing 2 Overdue (red), 0 Due in 30 days (yellow), and 10 Due Later (green). Below it, "Completed Work" shows 1 item completed in the last 30 days with a checkmark icon. "Competencies" shows "No assigned competencies".

- Click on the Course title: "CPRS Training Process Edward Hines VA Hospital-HIN"

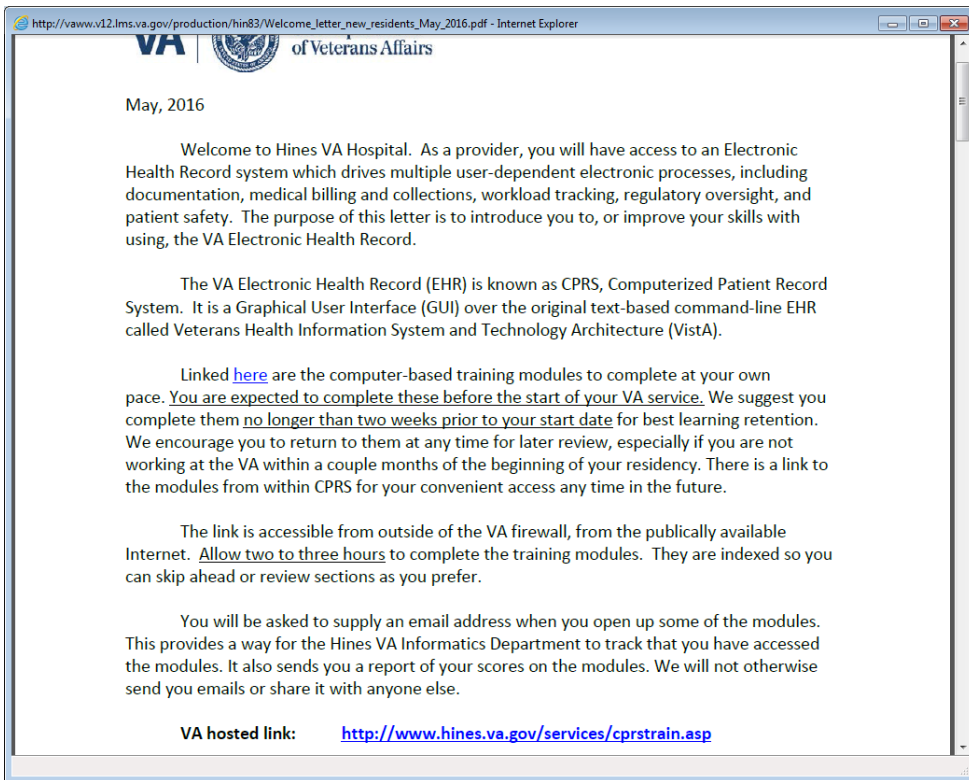
The screenshot shows the "Online Content Structure" page for the course "CPRS Training Process Edward Hines VA Hospital - HIN". The page header includes the TMS logo and "Talent Management System". Navigation tabs for "My Employees" and "Admin" are visible. The course details are:

- VA 4164020
- Revision: 1 - 11/6/2015 08:22 AM America/Chicago

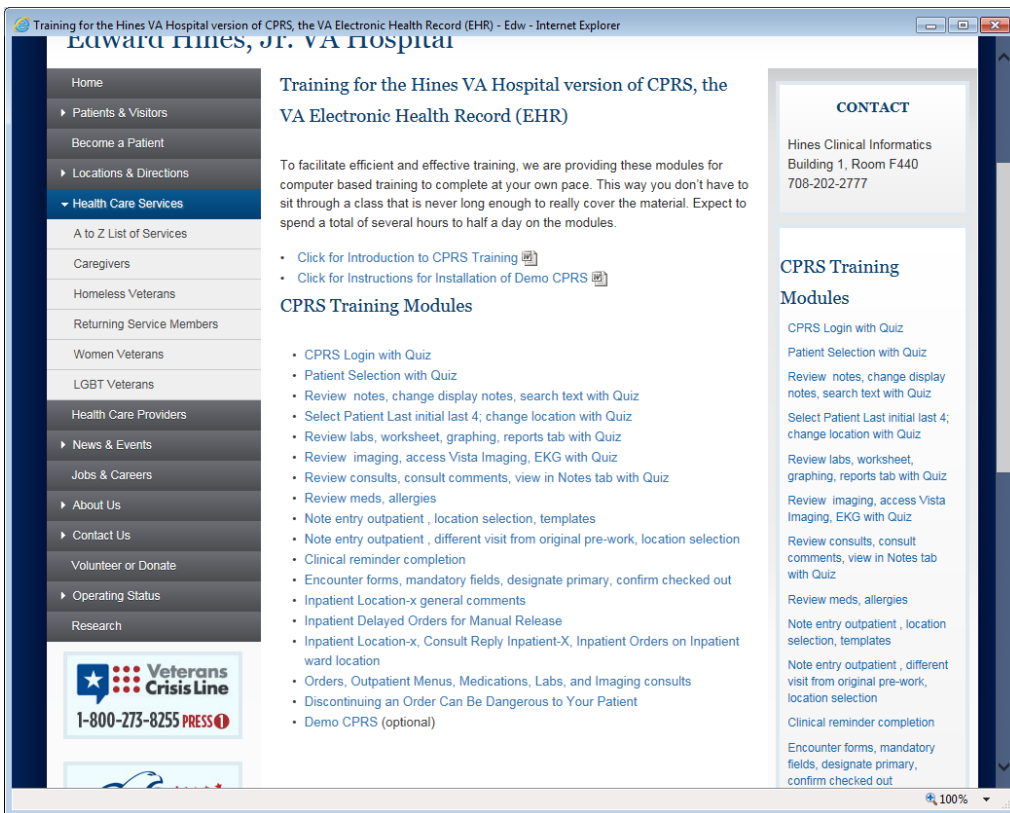
A note states: "The sub-objects need to be completed in sequential order". Below this, there are two links:

- [Click here to access Welcome Letter to New LIPs](#)
Welcome letter to new LIPs with instructions on how to access the CPRS Training
- [Click here to certify having read the information for this TMS item.](#)
I certify that I have read the letter required for this TMS training module

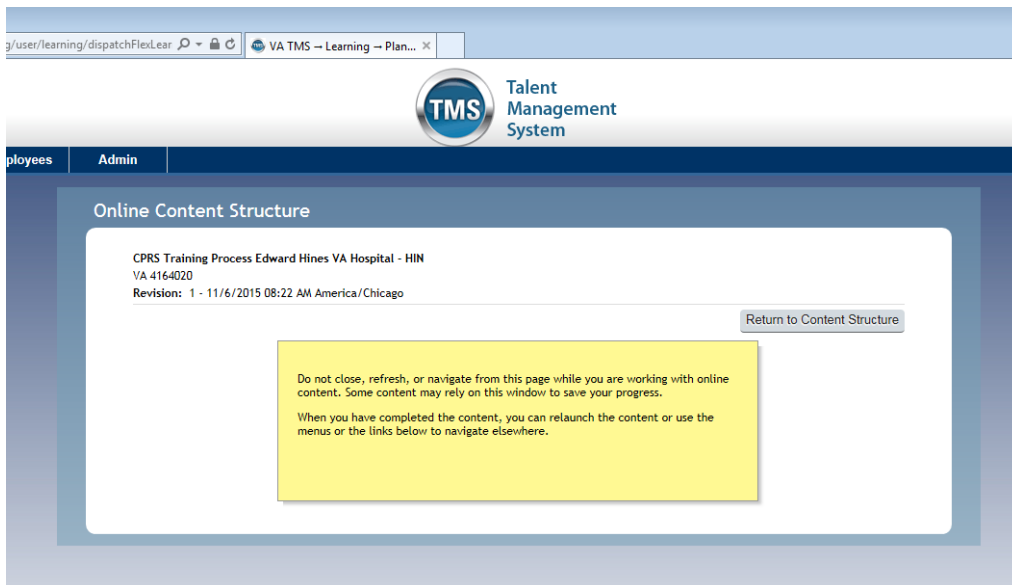
- Click the link to access the Welcome Letter to New LIPs



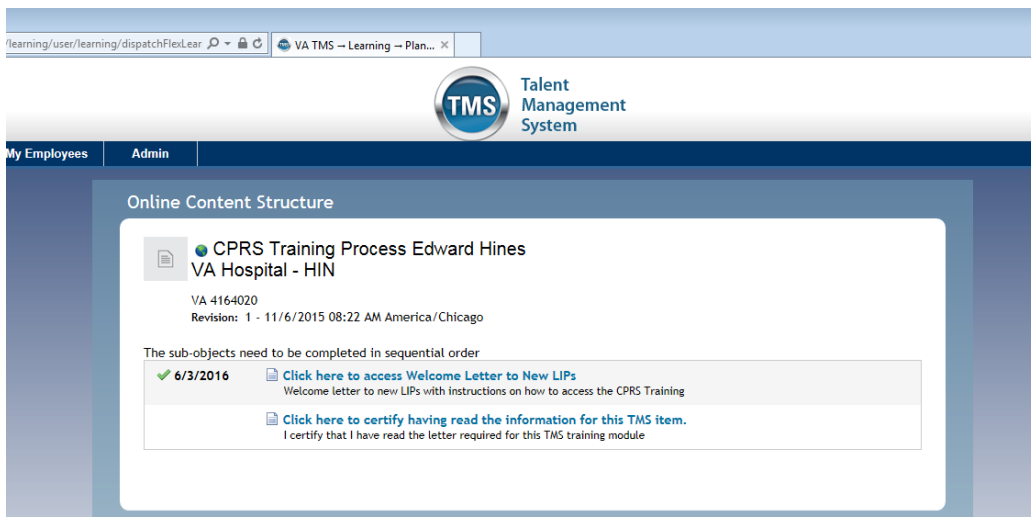
- Read through the letter, which describes the process and contacts for troubleshooting.
- Click the embedded link to access the CPRS Modules to review.



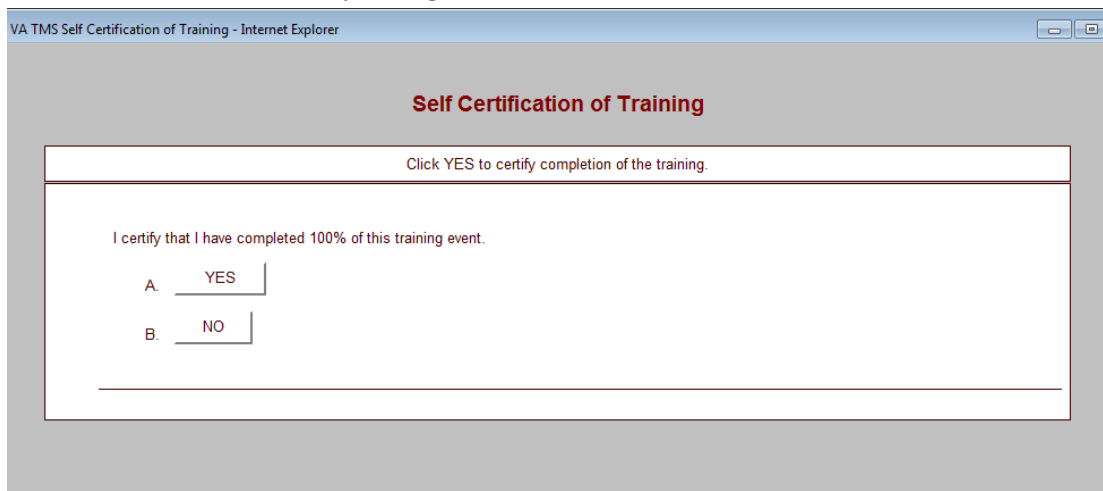
- Go through all of the links for the training Modules. Once all of the modules have been reviewed, close this window and return to the TMS window.



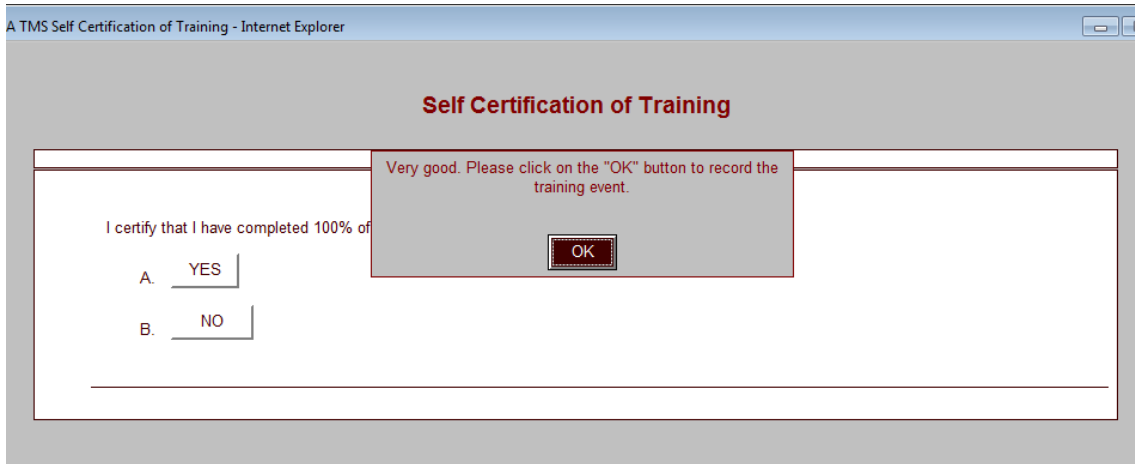
- Above is what your TMS screen will look like.
- Click the Return to Content Structure Button at the top right.



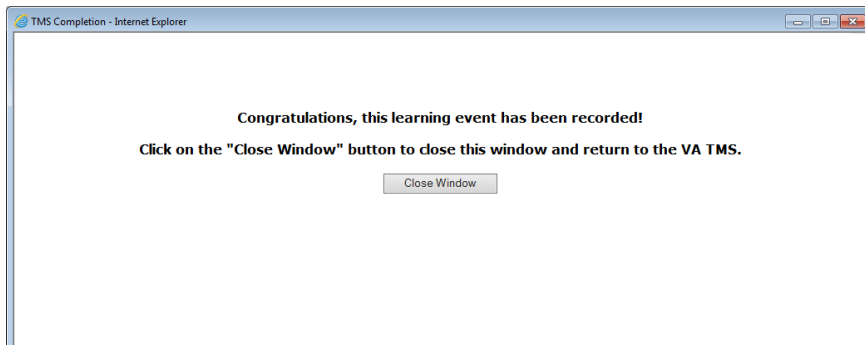
- You should see the green check mark next to the Welcome Letter item
- Next, click the link to "Certify having read the information for this TMS item"



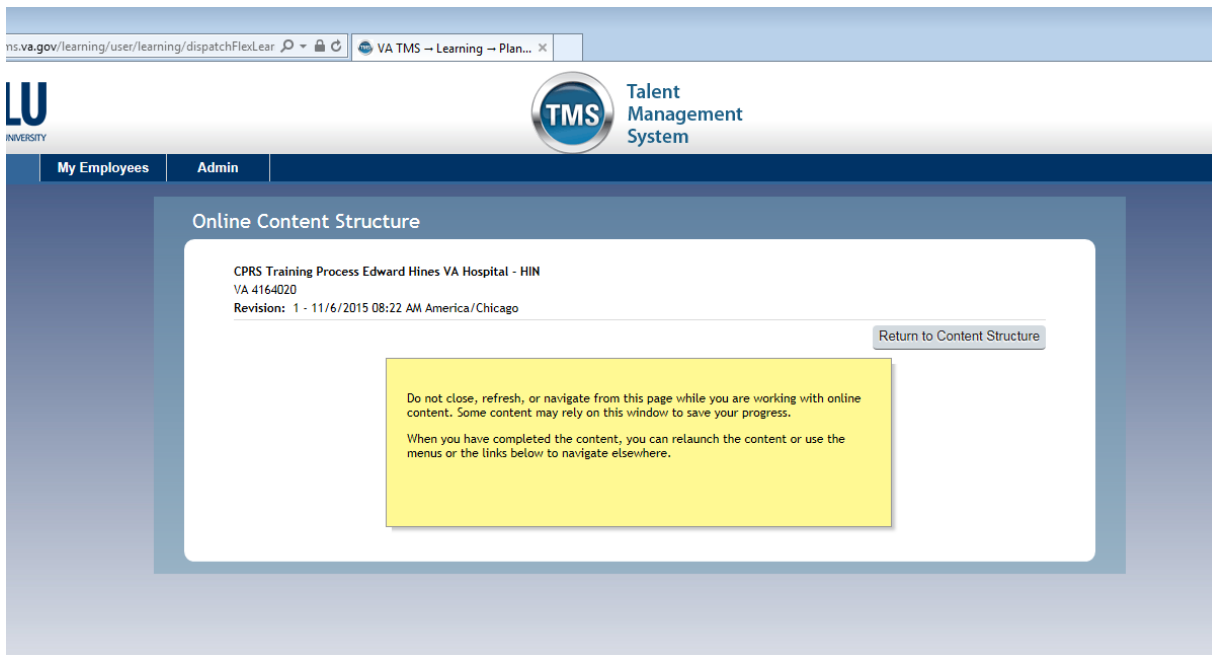
- Click “Yes” to certify that you’ve completed the training.



- Click “OK” to record the training event.



- The above window should appear. Click “Close Window” to return to TMS.



- Click the “Return to Content Structure” button on the right side of the screen.

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VA TMS - Learning - Plan...

TMS Talent Management System

My Employees Admin

Online Content Structure

CPRS Training Process Edward Hines
VA Hospital - HIN

VA 4164020
Revision: 1 - 11/6/2015 08:22 AM America/Chicago

The item has been completed.

The sub-objects need to be completed in sequential order

- ✓ 6/3/2016 [Click here to access Welcome Letter to New LIPs](#)
Welcome letter to new LIPs with instructions on how to access the CPRS Training
- ✓ 6/3/2016 [Click here to certify having read the information for this TMS item.](#)
I certify that I have read the letter required for this TMS training module

- You should see a green checkmark next to the item that certifies the completion of the self-certification.
- It should also say that “The item has been completed” at the top of the screen.
- Click “Home” to return to your home screen of TMS.

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Home

12/2 11/20 16

Available

1/4/2017 **Privacy and HIPAA Training**
Available

Available

VA Privacy and Information Security Awareness and Rules ...
Available

1/5/2017 **Annual Government Ethics Training**
Available

1/6/2017 **VHA CO Compliance and Business Integrity (CBI) Awarenes...**
Available

2/8/2017 **Prevention of Workplace Harassment/No FEAR**
Available

3/1/2017 **VA Core Values Training (I CARE Recommitment)**
Available

No due date

Setting and Managing Priorities within the Organization: Mis...
Available

Easy Links

- Approvals
- Books 24x7
- MyCareer@VA
- News
- Options and Settings
- Record Learning
- Reports
- Start a Self Assessment
- TMS Help Desk
- TMS Resources
- USA Jobs
- VA Home Page
- VA Learning University
- VA Mandatory Training Info
- VAKN Calendar
- VHA Desktop Library

Show Less

Learning Status

Curricula

- Overdue (2)
- Due in 30 days (0)
- Due Later (10)

Completed Work

2 items completed in the last 30 days.

Competencies

No assigned competencies

My Employees

- Overdue (29)
- Due within a week (5)
- On Time (115)

- Find the completed work button on the right side of the screen.
- Click “Completed Work”

learning/user/personal/viewPersonalHo Completed Work

Completed Work

Competency History Help

Show Completions: All

Type	Title	Status	Completion Date *
Learning	CPRS Training Process Edward Hines VA Hospital - HIN	VA-Complete	6/3/2016 08:31 AM
Learning	CPRS Training Process Edward Hines VA Hospital - HIN	VA-Complete	6/1/2016 08:43 AM
Learning	TMS Administrator Refresher Training - HIN ☆☆☆☆☆	VA-Complete	3/9/2016 02:40 PM
Learning	Active Threat Response (ATR) Drills - Hines	VA-Complete	3/8/2016 02:00 PM
Learning	HSPD-12 Sponsor Certification Training	VA-Complete	3/2/2016 11:43 AM
Learning	HSPD-12 Overview Certification Training	VA-Complete	3/2/2016 11:22 AM
Learning	VA Core Values Training (I CARE Recommitment)	VA-Complete	3/2/2016 10:15 AM
Learning	VA Time & Attendance System VATAS-Supervisors/TL A	VA-Complete	2/4/2016 11:44 AM
Learning	VHA CO Compliance and Business Integrity (CBI) Awareness	VA-Complete	1/8/2016 09:14 AM
Learning	Annual Government Ethics Training	VA-Complete	1/7/2016 10:12 AM
Learning	Privacy and HIPAA Training	VA-Complete	1/6/2016 04:06 PM
Learning	VA Privacy and Information Security Awareness and Rules	VA-Complete	1/6/2016 01:17 PM
Learning	Setting and Managing Priorities within the Organization: ☆☆☆☆☆	NFED-Complete	12/31/2015 02:55 PM
Learning	Setting Goals - Challenge Video	NFED-Complete	12/31/2015 09:23 AM

121 Items * All dates are for America/Chicago time zone.

- Find the CPRS Training Process Edward Hines VA Hospital-HIN course.
- Hover your cursor over the title of the training.

learning/user/personal/viewPersonalHo Completed Work

Completed Work

Competency History Help

Show Completions: All

Type	Title	Status	Completion Date *
Learning	CPRS Training Process Edward Hines VA Hospital - HIN	VA-Complete	6/3/2016 08:31 AM
Learning	CPRS Training Process Edward Hines VA Hospital - HIN	VA-Complete	6/1/2016 08:43 AM
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Learning	Setting and Managing Priorities within the Organization: ☆☆☆☆☆	NFED-Complete	12/31/2015 02:55 PM
Learning	Setting Goals - Challenge Video	NFED-Complete	12/31/2015 09:23 AM

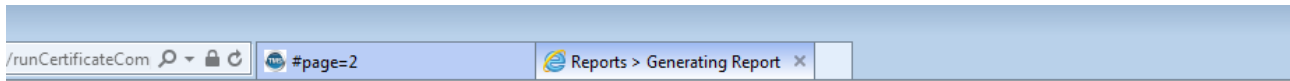
121 Items * All dates are for America/Chicago time zone.

CPRS Training Process Edward Hines VA Hospital - HIN

Learning Hours : 2.50
Completion Date : 6/3/2016 08:31 AM

[View Details](#)
[Print Certificate](#)
[Review Print Certificate](#)

- The above window shows the window that should pop up when you hover your cursor over the title of the training module.
- Click “Print Certificate”



- The above window should open letting you know that the certificate is generating.
- Once the certificate is generated, you will need to print it and bring it with you when you meet with your ADPAC to get your computer codes.
- **ADPACs cannot issue codes without a copy of this certificate.**