

## INSTRUCTIONS FOR CONFIRMING ATTENDANCE AND EVALUATION COMPLETION IN TMS

FOLLOWING EACH LIVE EVENT, ATTENDEES ARE RESPONSIBLE FOR CONFIRMING THEIR ATTENDANCE AND COMPLETING THE EVALUATION IN ORDER TO RECEIVE CREDIT.

PARTICIPANTS HAVE 15 DAYS FROM THE LAST DAY OF TRAINING TO COMPLETE THE ABOVE.

AFTER ALLOWING 24 HOURS FOR ILEAD TO PERFORM A POST-EVENT REVIEW, PLEASE FOLLOW THE INSTRUCTIONS BELOW:

- Go to your TMS
- Learning
- To Do List
- Scroll down until you find the title of this training,
- Start Course,
- Confirm your Attendance,
- Return to Structure and
- Complete the evaluation/survey and submit.

NOTE: If you are looking for an accredited certificate, Follow the Instructions below:

- DO NOT HIT PRINT CERTIFICATE on this page, this will give you a generic certificate (one without the specific accreditation for which you are seeking).
- Go to the Learning History Box on the Learning page
- View all, hover over the title, you will see a drop-down box to the right, click View Details you will see the approved accreditations offered for this training, make your choice
- Print and or save your accredited certificate. If you are experiencing technical issues, please send an email to

Laticia.burton@va.gov / Madelyn.Phillips@va.gov