



## User Navigating JTMS

This job aid will provide instructions on navigating the JTMS as a user, to include the Login Screen, Home Page, To-Do List and Class Registration and Requests. New users will receive an email, advising that their JTMS account has been created.

### JTMS Login Screen

On the login screen you will find [login buttons](#) to access the system. You will also find the [Help and Resource](#) and the [How do I](#) sections that provide instructions to assist you with your needs.

The [What's New](#) section contains information on system updates, new functionality and upcoming upgrades. To view details about ATF's larger programs, click the tabs above the What's New section.

### Login to JTMS

Login to JTMS by locating the icon on your desktop.

**If you have a PIV card**, select the “[Login with PIV](#)” option. You will be taken to the Home screen. (skip to page 4 of the job aid to continue).

**If you do not have a PIV card**, but your HR Connect account has been established, select the “[Login without PIV](#)” option.

The screenshot displays the Justice Talent Management System (JTMS) interface. At the top, the ATF logo and the text 'JUSTICE TALENT MANAGEMENT SYSTEM' are visible. Below the header, there is a navigation bar with tabs for 'Special Operations', 'Canine', 'Leadership', 'NCETR/Explosives', and 'ATF Academy'. The main content area features a 'What's New?' section, which is highlighted by a blue box. This section contains information about system updates, including the HRITB's work with other DOJ components to upgrade the system to version 20.05. The right sidebar contains two prominent red buttons: 'Login with PIV' and 'Login without PIV'. Below these are sections for 'Help and Resources' and 'How Do I...'. The 'Help and Resources' section includes links to 'Who Do I Contact For...', 'Help Desk Contact Information', 'User FAQs', and 'National Advocacy Center (NAC)'. The 'How Do I...' section includes links to 'How to Verify/Approve External Training', 'Add or Update a Course that I Manage', and 'How do I get a TRM or TC account?'. Blue arrows point to the 'Login with PIV' and 'Login without PIV' buttons, and another blue arrow points to the 'What's New?' section.

You are now on the [Home page](#). This page will provide you access to several tiles to assist with your training needs.

[The To-Do List](#) – Manages your training courses and classes.

[ATF Catalog Search](#) – Allows you to view the library.

[Learning History](#) – Allows you to view and print your completed training history.

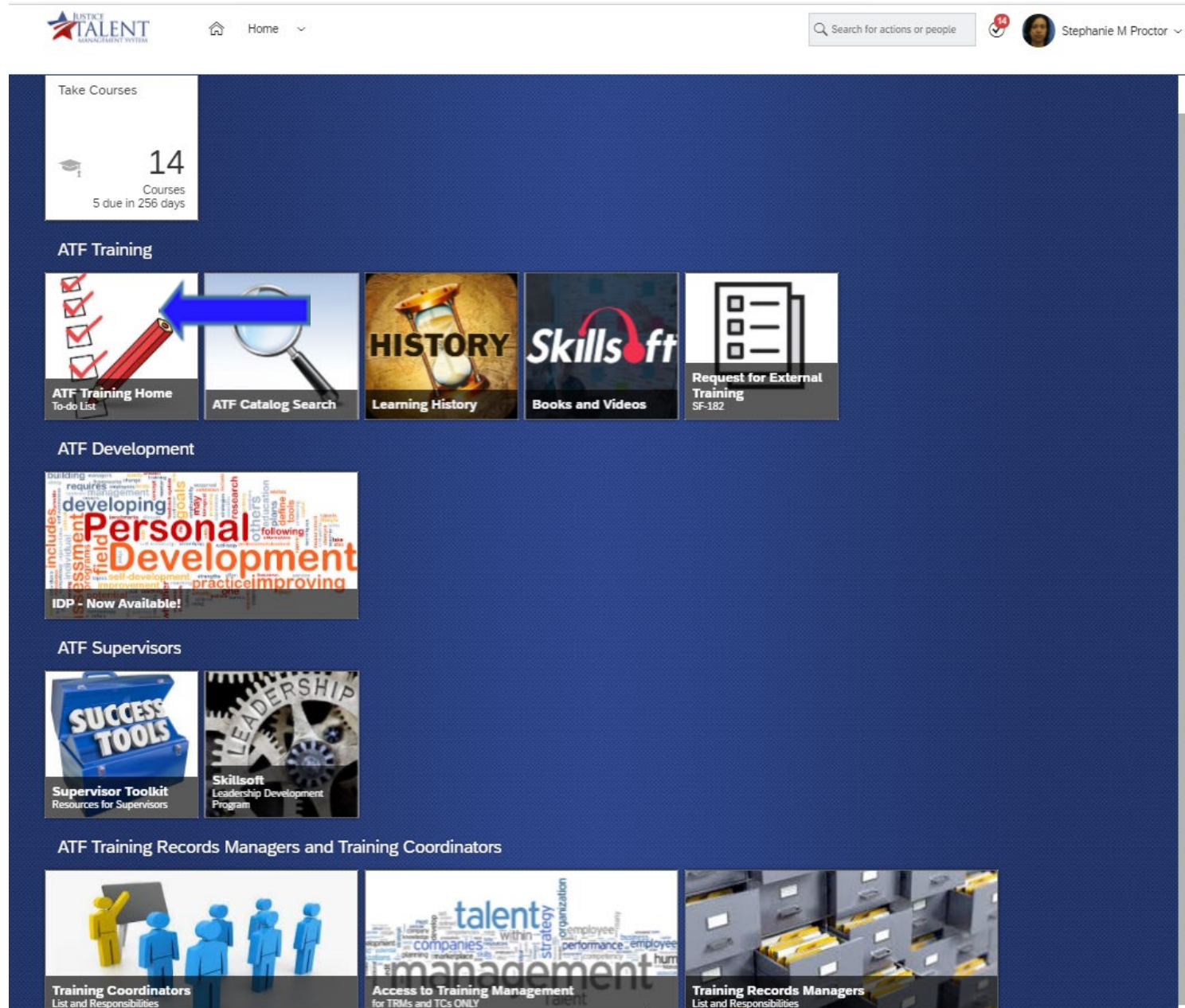
[Skillsoft](#) – Allows access to view free books and videos.

[Request for External Training](#) – Allows you to submit SF-182's for external training requests.

[Personal Development](#) – Allows you to create an Individual Development Plan (IDP).

**\*\*** If you have an admin role or supervisor role within the system, you may see additional tiles that corresponds with those roles.

Click on the [ATF Training Home To-Do List](#) tab.





## To-Do List

The To-Do List tile displays your assigned learning activities. You can view your assignments and related details, launch training and register for classes.

**Mandatory training** has due dates or retrain dates associated with the activity and is listed in the “Due Later” section of the tile. These activities must be completed by the specified date or you will be overdue.

**Self-Assigned training** can be completed at the user’s convenience and is listed in the “Due Anytime” section of the tile. You also have the option to remove self-assigned training, but you cannot remove mandatory training assignments.

To start a learning activity, click the **Choose Courses** link on the activity you would like to complete.

**\*\*Different Learning Actions are available for activities, see the list for each function definition.**

The screenshot shows the 'To-Do List' interface. At the top, there's a header with 'To-Do List' and options to 'Sort By Date | Priority' and a 'Filter' icon. Below the header, there's a search bar with 'Keyword' and 'Course name or ID', and two dropdown menus: 'Select All' and 'All Assignment Types'. The main content is divided into two sections: 'DUE LATER' and 'DUE ANYTIME'. The 'DUE LATER' section lists activities with due dates and retrain dates, each with a 'START COURSE' button. The 'DUE ANYTIME' section lists activities without due dates, each with a 'START COURSE' button. A blue arrow points to the 'DUE LATER' section header, and another blue arrow points to the 'CHOOSE COURSES' button for 'ATF HQ Occupant Emergency Plan'. The right sidebar contains a 'Library Search' section with a search bar and a 'Go' button, a 'History' section with a circular arrow icon and a red circle with '0', and a 'Featured' section with a star icon and a red circle with '1'. There are also 'Links' and 'Reports' sections.

### Learning Actions

- **Start Course:** Launch a course.
- **Continue Course:** Relaunch a course you have started.
- **Register Now:** Register for a course assigned to you.
- **Remove Course:** Remove a course that you have assigned to yourself.

The learning activity details page is displayed. If you are a new user, you will be [required](#) to complete the courseware version of the training initially (not the Training Materials option).

Go to the [Course Options](#) section of the page and click [Start Course](#).

The Online Content Structure screen will be displayed and the interactive courseware will follow.

Follow the instructions on the courseware until the training is complete. Upon completion, the course will automatically be removed from your To-Do List and you will receive credit in your Learning History.

Click the [Back arrow](#) to return to the To-Do List.

Requirement: 1 items from item pool

Next Action | Retrain By 4/16/2022

Complete

Completed Items towards this requirement

ATF HQ Occupant Emergency Plan (OEP) Essentials Roll Call (Training Materials)

(DOCUMENT MNTG-PP-0002)

Completed 4/16/2021

Course Options

ATF HQ Occupant Emergency Plan (OEP) Essentials (COURSE SAFE-CS-0001)

START COURSE>

On Learning Plan

ATF HQ Occupant Emergency Plan (OEP) Essentials Roll Call (In-Person) (BRIEFING MNTG-RE-0002)

ASSIGN TO ME

ATF HQ Occupant Emergency Plan (OEP) Essentials Roll Call (Training Materials)

(DOCUMENT MNTG-PP-0002)

Close

Occupant Emergency Plan Essentials - Work - Microsoft Edge

https://doj-hcm03.ns2cloud.com/icontent\_e/CUSTOM/DOJHCM03P/S...

Occupant Emergency Plan Essentials

RESOURCES

Occupant Emergency Plan

Select Next to begin.

< PREV NEXT >

Do not close this page or with online content. Some progress.

When you have completed use the menus or the links below to navigate elsewhere.

For Course launch issues with your PC, please contact your components Help Desk

# Acknowledging Training Materials

If you have completed the online version of the training course initially, you have the option to complete the Training Materials when it is time to retrain.

The [Training Materials](#) is a document version of the online training course. In order to receive credit when using the Training Materials, you will need to Acknowledge the Document.

Click the ([Training Materials](#)) option provided to view the document. Continue on step 3 of the next page.

**\*\***The next page will provide instructions on viewing documents from your To-Do List. If the training assigned is just a document without a courseware option, when you open it, you will be taken directly to the document instead of being provided an option to take an online course instead.

Requirement: 1 items from item pool  
**Next Action** | Retrain By 4/16/2022

Complete

## Completed Items towards this requirement

[ATF HQ Occupant Emergency Plan \(OEP\) Essentials Roll Call \(Training Materials\)](#)  
(DOCUMENT MNTG-PP-0002)



Completed 4/16/2021

## Course Options

[ATF HQ Occupant Emergency Plan \(OEP\) Essentials](#) (COURSE SAFE-CS-0001)

START COURSE>

On Learning Plan

ATF HQ Occupant Emergency Plan (OEP) Essentials Roll Call (In-Person) (BRIEFING MNTG-RE-0002)

[ATF HQ Occupant Emergency Plan \(OEP\) Essentials Roll Call \(Training Materials\)](#)  
(DOCUMENT MNTG-PP-0002)



ASSIGN TO ME



Close

## Acknowledging a Document

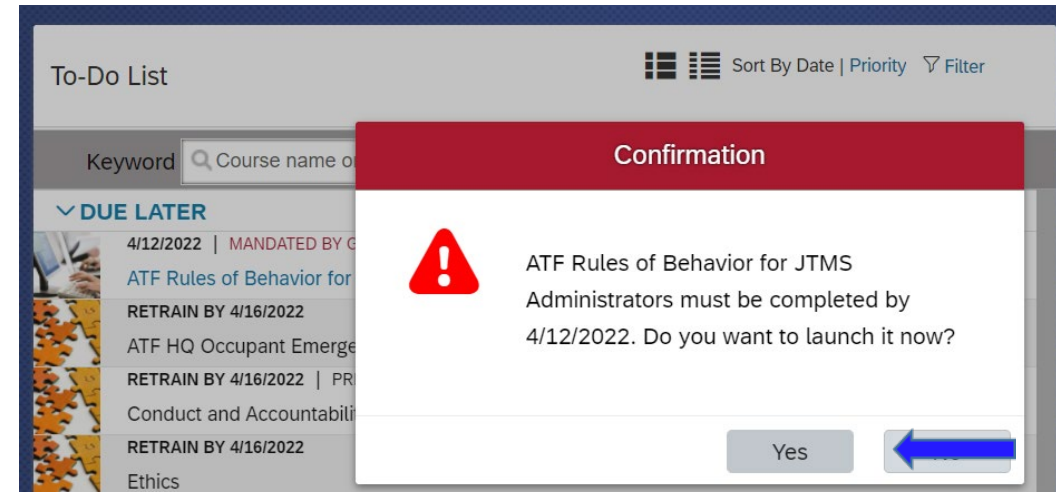
Documents can be assigned to your To-Do List for read only purposes.


To access, click on the [Start Course](#) link of the document on your To-Do List.

A Confirmation dialog box will appear, click [Yes](#) to launch.

The document will display, after reviewing the document click the [Agree](#) button to complete.

Click the [Back arrow](#) to return to the To-Do List, you have now received credit and it has been removed from your list.





### JTMS Rules of Behavior for Administrators

**Purpose** The JTMS Rules of Behavior for Administrators outlines the responsibilities and standards of conduct applicable to individuals with JTMS administrator roles.

**Mission**

JTMS is the Bureau's official system of record for all training to include that provided by ATF for ATF employees, task force officers, and contractors, external training attended by ATF employees, and training provided by ATF for state, local, and international law enforcement.

**Authorities**

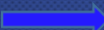
ATF P 7500.1, ATF Rules of Behavior and Customer Agreement for Computing Devices.

**Definitions**

**User** - personnel, including employees, and contractors, who have authorized access to the ATF network.

[If you are unable to scroll, click here to open the document link in a new window.](#)

I confirm that I have read and understand all the material contained in this document.

Agree Disagree

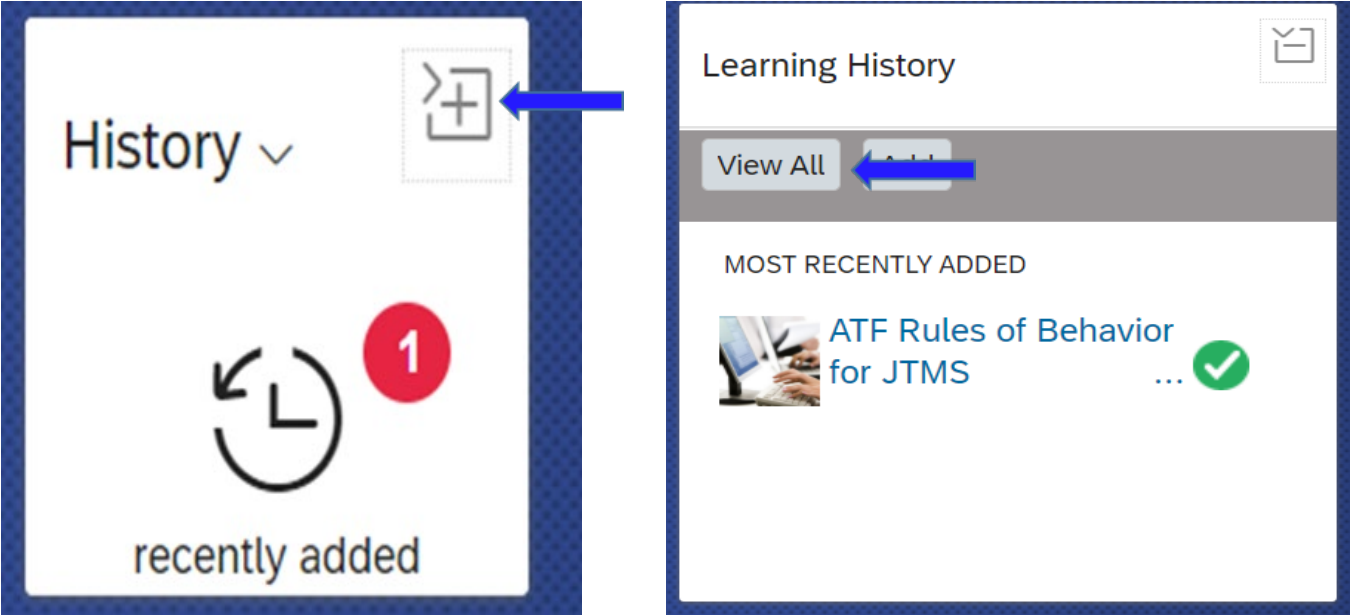


All completed learning activities are listed in your [History](#). Recently added activities will show the number of completions listed in the red dot on the History tile.

To see your entire History, click the expand button in the right corner.

Click [View All](#).

Click the [Back arrow](#) at the top of the screen to go back to your To-Do List.



← Back

Completed Work

?

Show Completions: All

Completion Date *	Title	Status	Action
10/13/2020 08:27 AM	Domestic Violence, Sexual Assault, and Stalking (DVSAS)	Document Completed	
10/13/2020 08:26 AM	Introduction to National Security Information (NSI) Roll Call (Training Materials)	Document Completed	

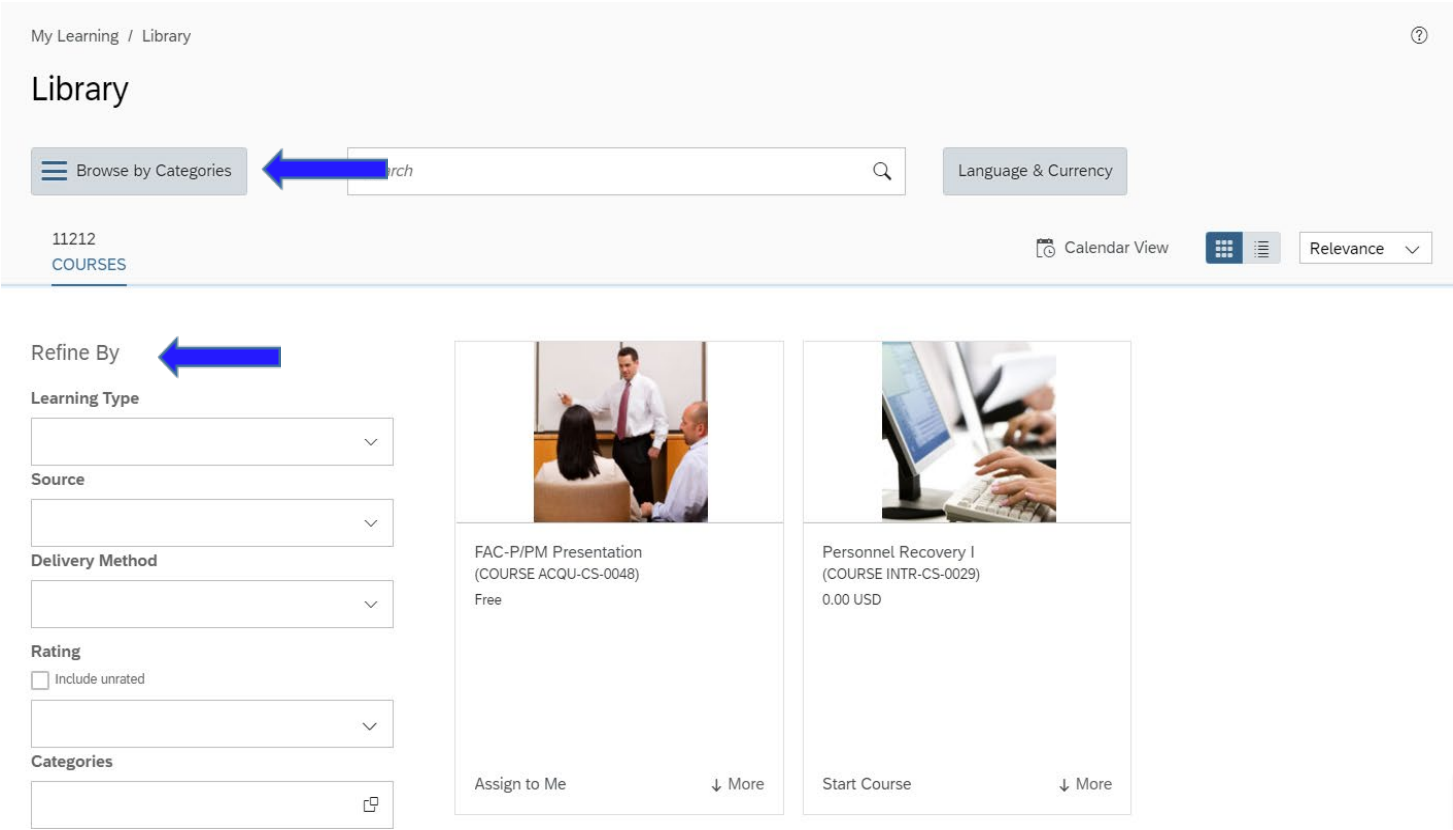
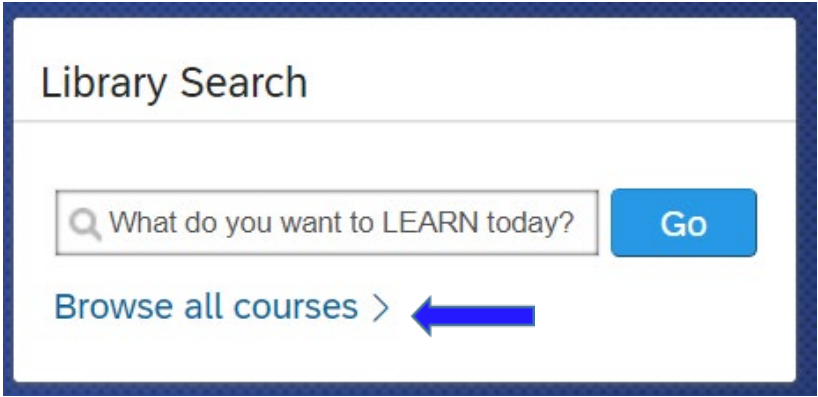
# Library Search

The library contains various courses as well as in-person classes that you can register for.

Click the Browse all courses link to open the Library. If you know the name of the course you are searching for, you can type it in the search box.

You may also Browse by Categories or refine your search by using the drop-down filters.

**\*\*** You can now browse by Programs, using the Learning Type drop-down list.





You also have the option to switch to **Calendar View**. This option will list upcoming classes in order by date.

To return, click the **Course View** button.

My Learning / Library

Library

Browse by Categories

Search

Language & Currency

11212  
COURSES

Calendar View

Refine By

Learning Type

Source

Delivery Method

Rating

Categories

FAC-PI/PM Presentation  
(COURSE ACQU-CS-0048)  
Free

Assign to Me

More

Personnel Recovery I  
(COURSE INTR-CS-0029)  
0.00 USD

Start Course

More

Library

Browse by Categories

Search

Language & Currency

62  
COURSES

Courses View

Instructor Led

Refine By

July 2021

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	28	29	30	1	2	3	4
27	5	6	7	8	9	10	11
28	12	13	14	15	16	17	18
29	19	20	21	22	23	24	25
30	26	27	28	29	30	31	1

JUL 20

Finding Company Information  
7/20/2021 02:30 PM - 7/20/2021 04:00 PM US/Eastern  
Unlimited seats

Register Now

More

JUL 26

Homemade Explosives Identification Process Disposal  
7/26/2021 09:00 AM - 7/30/2021 06:00 PM US/Eastern  
Ranges, Classroom & NLTA Shoothouse  
0 seats available

More

9

## Registering for a Class

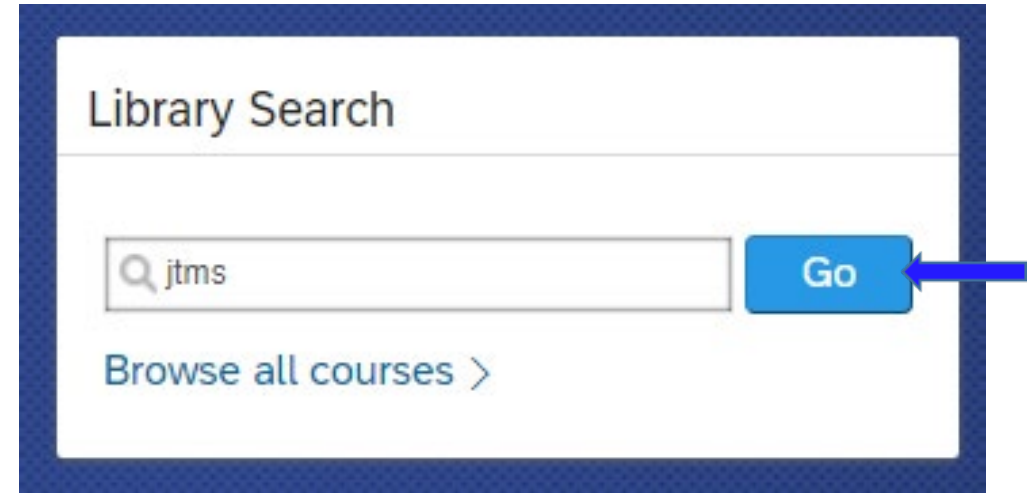
If you would like to register for an in-person or virtual class, you may search using the specific name of the course. ***You will not be able to search by the Class ID#.***

Enter the **title of the class** in the Library search field from the User Home page. As you begin to type, a drop- down list of options will be displayed to select from.

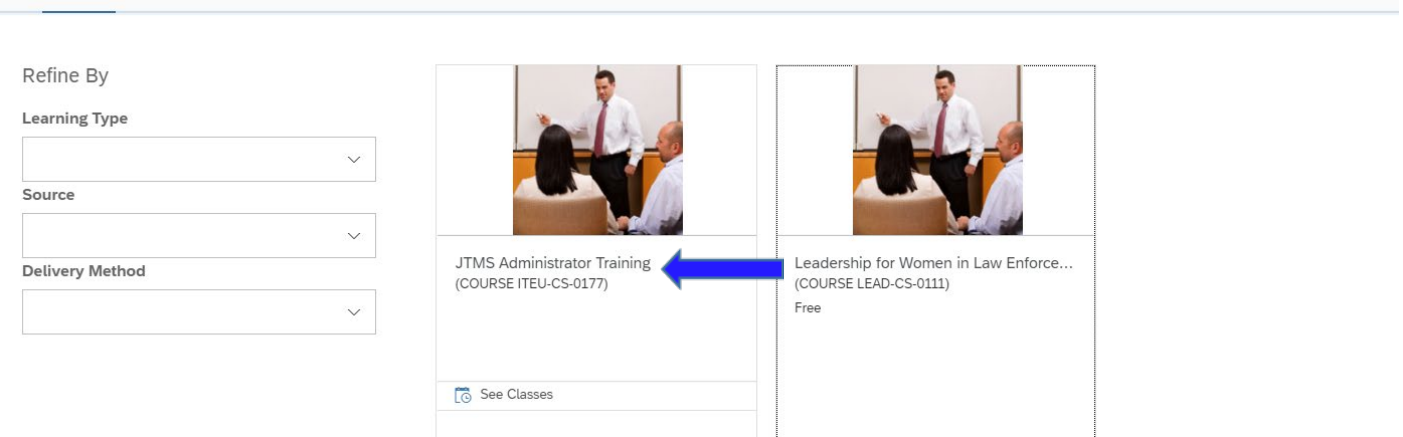
**\*\*If you are unable to locate your class, verify the correct title with the Training Records Manager.**

Click **Go**.

Locate the class in the search results below.



The image shows a 'Library Search' interface. It features a search input field containing the text 'jtms' and a blue 'Go' button to its right. A blue arrow points to the 'Go' button. Below the search field is a link that says 'Browse all courses >'. The entire interface is enclosed in a dark blue border.



The image shows a search results page. On the left, under the heading 'Refine By', there are three dropdown menus labeled 'Learning Type', 'Source', and 'Delivery Method'. To the right, there are two search results. Each result has a thumbnail image of a man in a white shirt and tie standing at a whiteboard, with two people seated in front of him. The first result is titled 'JTMS Administrator Training (COURSE ITEU-CS-0177)' and has a blue arrow pointing to it. The second result is titled 'Leadership for Women in Law Enforce... (COURSE LEAD-CS-0111)' and is marked as 'Free'. At the bottom of the first result, there is a link that says 'See Classes' with a calendar icon.

If you click on [More](#) at the bottom right of the tile to expand. The class [Preview Details](#) tab will be displayed.

If you click the [Classes](#) tab, the upcoming classes will be listed by date. It also provides you with the class availability and the option to register.

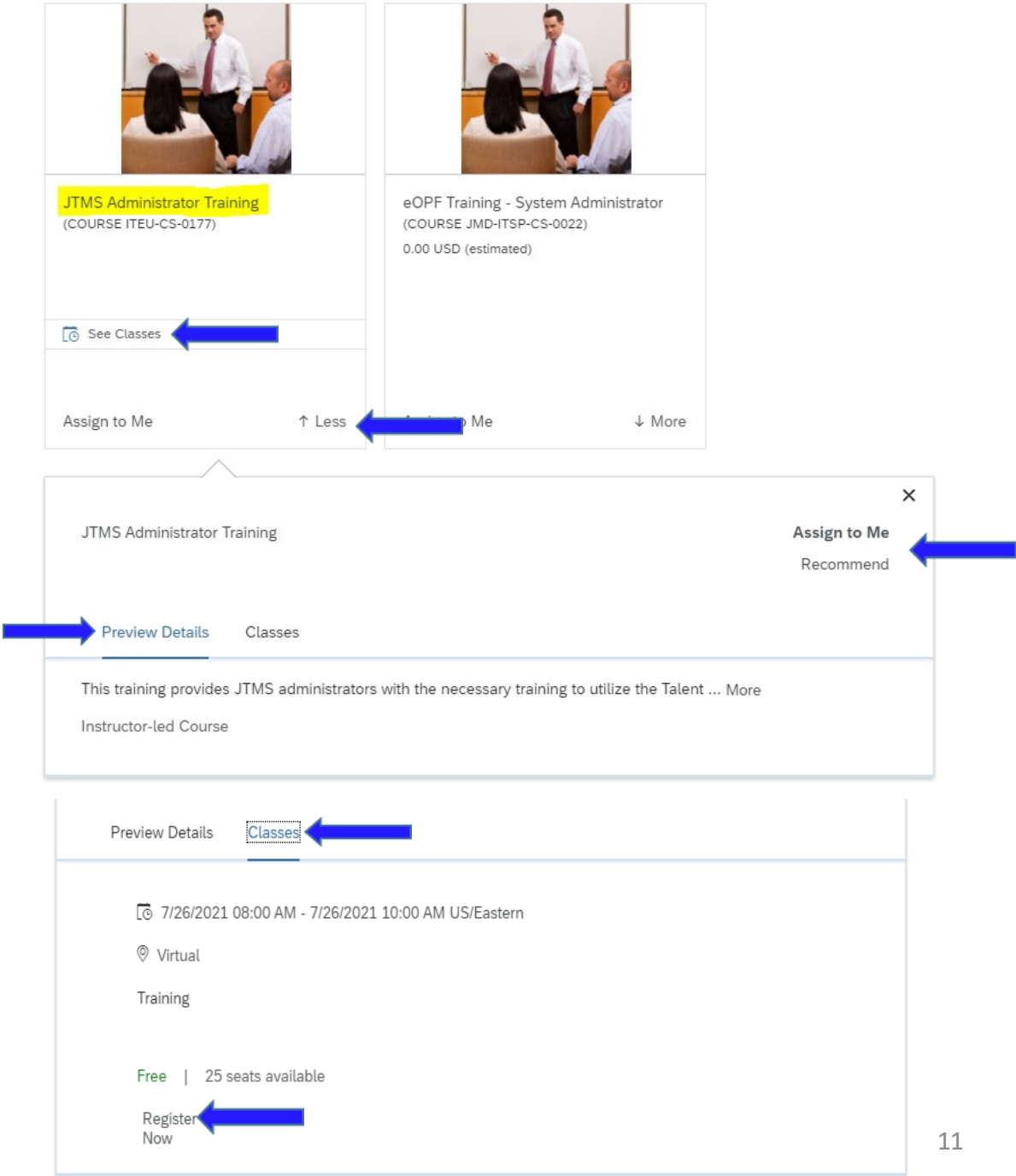
You also have the option to [Assign to Me](#) or [Recommend](#). If you select Assign to Me, it will be assigned to your To-Do List, but this does **not** register you to the class. You will still need to click on the class from your To-Do List to register.

If you click [Recommend](#), you will be able to send the class details to another JTMS user as a recommendation, which would trigger a notification on the other users Recommendation tile.

Click [Register Now](#) beneath the date of the class that you would like to register for, there may be multiple classes available.

You can also register by clicking on the [See Classes](#) link beneath the title of the course.

9/7/2021





The [Registration](#) page will be displayed to include the Start and End Dates of the class, Capacity, Price and the Registration Comments field.

You may enter any [comments](#) in the dialog box or you can leave it blank.

Click [Confirm](#).

Registration

?

Lastly, enter any comments that you wish to be associated with your request and/or registration.

Previous

Confirm

Class

JTMS Administrator Training

COURSE ITEU-CS-0177

Revision: 1 - 4/22/2020 03:01 PM US/Eastern

Start Date: 7/26/2021 08:00 AM US/Eastern

End Date: 7/26/2021 10:00 AM US/Eastern

Capacity: 0 of 25 enrolled, 0 waitlisted

Price: Free

Registration Comments

User Name: Proctor, Stephanie M

Registration Status: Active Enrollment (Enrolled)

Comments:

Previous

Confirm

[Registration Comments](#) Page will be displayed with the results listed as [Finished](#).

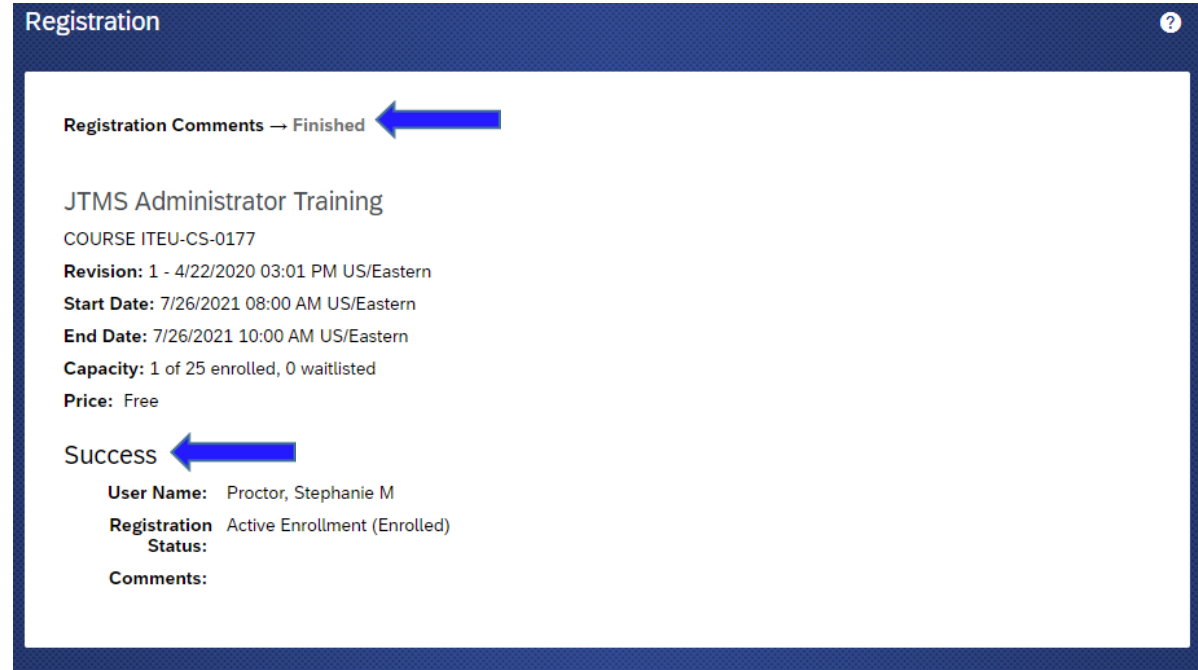
If you have successfully registered, you will see the [Success](#) status displayed.


You will also receive a [Registration Notification](#) confirming your registration status.

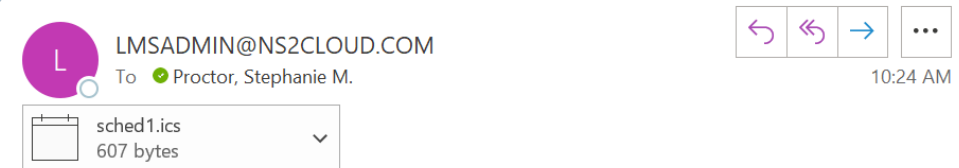
The email will also contain the class details.

If you register for a class that requires approval, your Registration Notification status will show as Pending. Upon approval, you will be registered into the class.

**\*\***If a user removes a course from their learning plan and there's an approval pending for that course, the approval request will be cancelled and removed from the approver's queue.



 **IMPORTANT: Registration Notification -- DO NOT DISCARD OR REPLY**



This e-mail confirms your registration in the following item:

Title: JTMS Administrator Training

Scheduled Offering Number: 108546

The schedule for this event is as follows:

Start: 7/26/2021 08:00 AM US/Eastern

End: 7/26/2021 10:00 AM US/Eastern

Primary Instructor: Williams, Valerie

Facility: Virtual

Primary Location:

When you return to your [To-Do List](#), you will see the status of the class listed as [Enrolled](#).

If you click on the [drop-down arrow](#) next to Enrolled, you have the option to [Withdraw from the class](#), [View Registration](#) or [Recommend](#).

The screenshot displays a 'To-Do List' interface. At the top, there's a header with 'To-Do List' on the left and 'Sort By Date | Priority' and a 'Filter' icon on the right. Below the header is a search bar labeled 'Keyword' with the placeholder text 'Course name or ID'. To the right of the search bar are two dropdown menus: 'Select All' and 'All Assignment Types'. The main content area is divided into two sections: 'DUE LATER' and 'DUE ANYTIME'. The 'DUE LATER' section lists several courses, each with a 'RETRAIN BY 4/16/2022' deadline and a 'CHOOSE COURSES>' button. The 'DUE ANYTIME' section lists courses with their current status and a dropdown arrow. The 'JTMS Administrator Training' course is highlighted with a blue arrow pointing to its status, which is 'ENROLLED'. A dropdown menu is open next to 'ENROLLED', showing three options: 'Withdraw', 'View Registration', and 'Recommend'.

Course Name	Status	Action
RETRAIN BY 4/16/2022 ATF HQ Occupant Emergency Plan		CHOOSE COURSES>
RETRAIN BY 4/16/2022   PRIORITY 0 Conduct and Accountability		CHOOSE COURSES>
RETRAIN BY 4/16/2022 Ethics		CHOOSE COURSES>
RETRAIN BY 4/16/2022 Insider Threat		CHOOSE COURSES>
RETRAIN BY 4/16/2022 IT Security Awareness		CHOOSE COURSES>
<b>DUE ANYTIME</b>		
ATF HQ Occupant Emergency Plan (OEP) Essentials		CONTINUE COURSE ▾
COVID-19 Essentials for ATF Supervisors: Navigating Effectively Through Critical Times		▾
FBI: Betrayed		CONTINUE COURSE ▾
JTMS Administrator Training	ENROLLED	▾
LearnDOJ Document Repository		
Records Management Fundamentals		
OPTIONAL		▾



# Requesting a Class

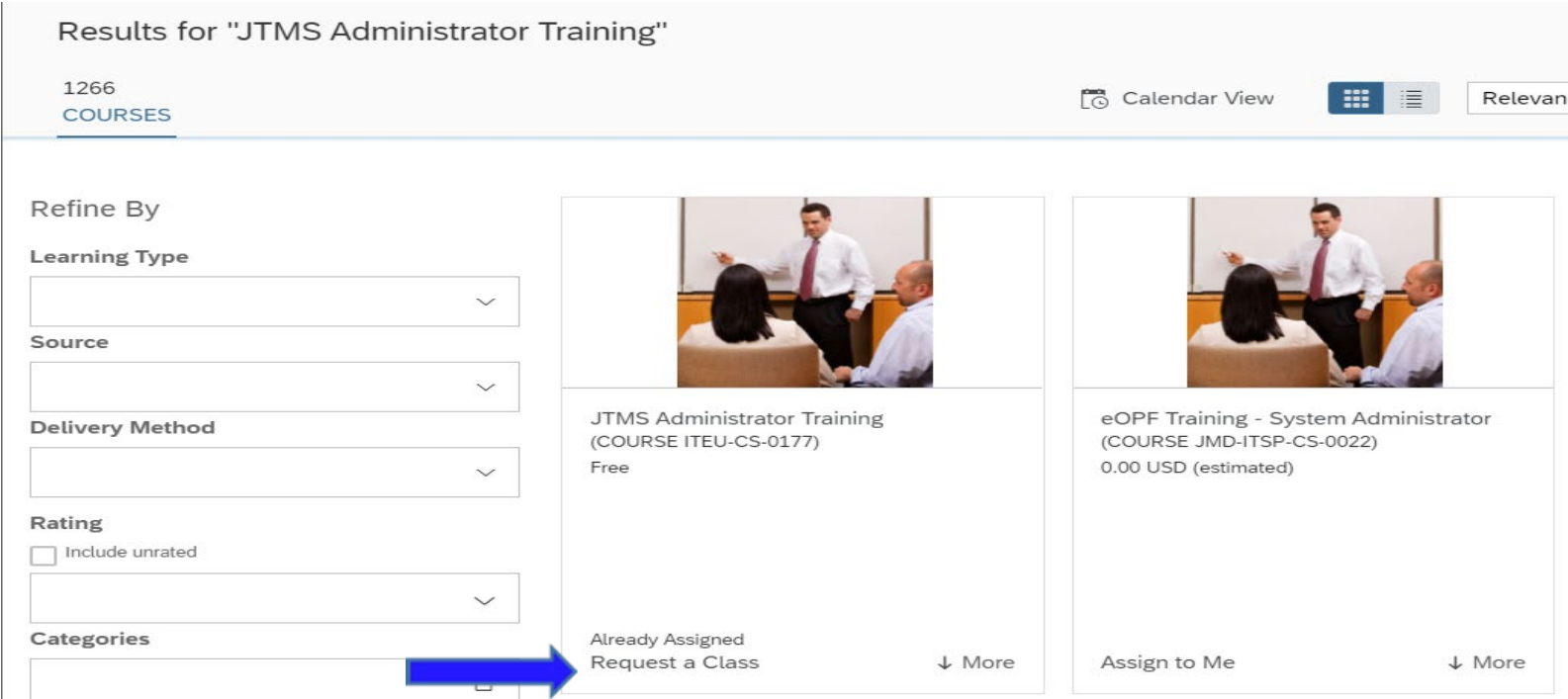
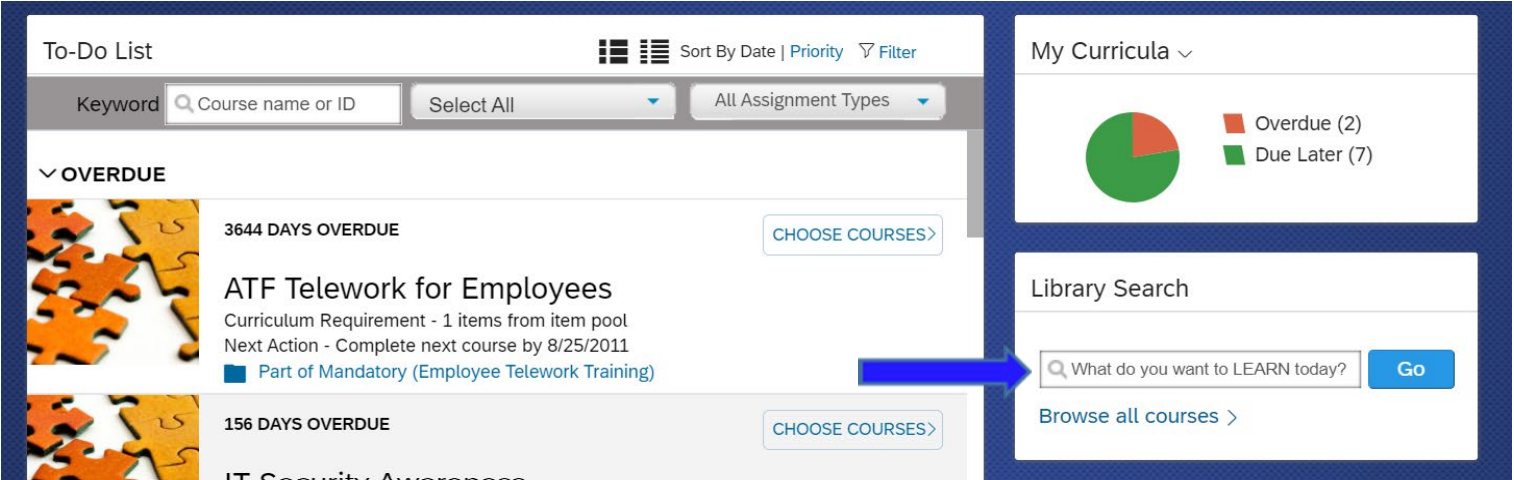
If you are interested in a class, but you do not see any scheduled offerings available, you can request a class. This functionality will notify the Training Records Manager of the training inquiry.

Go to your [To-Do List](#).

Go to the [Library Search](#) box.

Enter the [Name of the Class](#) you would like to request, click [Go](#).

Locate the Class in the search results.  
Click the [Request a Class](#) link.



The request page is now displayed.  
The [Assignment Information](#) section will auto-populate.

The [Current Registration](#) section will show the registrations for this item.

The [Available Classes](#) section will show any scheduled offerings currently in the system.

In the [Request A Class](#) section, enter the deadline that you would like to have training in the [Need By Date](#) field. Or you may leave that field blank.

If you have a [Preferred Location](#), you may select from the drop-down.

You may enter any comments in the [Comments](#) field.

You also have the option to leave all the fields in this section blank, they are not required. The Training Records Manager will be responsible for coordinating the date of the requested training.

Click <sup>9/7/2021</sup>[Request](#).

JTMS Administrator Training ⓘ

COURSE ITEU-CS-0177

Revision: 1 - 4/22/2020 03:01 PM US/Eastern

Item Description: This training provides JTMS administrators with the necessary training to utilize the Talent Management System to manage training and programs, and to run reports. TheJTMS is a product of Success Factors and is a web based application that has been customized to meet the needs of ATF. The system is utilized to track all items within ATF to include on-line training.

▽ ASSIGNMENT INFORMATION

Required Date:

Completion Date:

Days Remaining:

Assignment Type: REC

Assignment Date: 7/21/2021

Assigned By: SMPROCTOR,Proctor, Stephanie M

▽ CURRENT REGISTRATION

There are no current registrations for this item.

▽ AVAILABLE CLASSES

There are no available classes for this item.

▽ REQUEST A CLASS

Need By Date:  
(MM/DD/YYYY)

09/01/2021 ⓘ

Preferred Region:

Preferred Location:

ATF Headquarters Building (HEADQUARTERS) ⓘ

Comments:

Request

In the [Request A Class](#) section, you will now see your request.

You have the option to remove the request by clicking the box in the [Remove](#) column, and by clicking the Remove button.

Click the back arrow at the top of the screen to return to your To-Do List.

JTMS Administrator Training ⓘ

COURSE ITEU-CS-0177

Revision: 1 - 4/22/2020 03:01 PM US/Eastern

Item Description: This training provides JTMS administrators with the necessary training to utilize the Talent Management System to manage training and programs, and to run reports. TheJTMS is a product of Success Factors and is a web based application that has been customized to meet the needs of ATF. The system is utilized to track all items within ATF to include on-line training.

ASSIGNMENT INFORMATION

Required Date:

Completion Date:

Days Remaining:

Assignment Type: REC

Assignment Date: 7/21/2021

Assigned By: SMPROCTOR,Proctor, Stephanie M

CURRENT REGISTRATION

There are no current registrations for this item.

AVAILABLE CLASSES

There are no available classes for this item.

REQUEST A CLASS

Request Date

Need By Date

Preferred Region

Preferred Location

Reason to Highlight

Comments

Remove

7/27/2021

ATF Headquarters Building

☐

Remove



Your To-Do List will list the class that you requested in the [Due Anytime](#) section.

The name of the class and pending request will be listed.

If you click the [View Pending Request](#) link, it will take you back to the request screen (see previous page for screenshot).

To-Do List


Sort By Date | Priority

Filter

Keyword

Select All

All Assignment Types



RETRAIN BY 11/11/2021


No Fear Act (EEO)

CHOOSE COURSES>

RETRAIN BY 11/15/2021

Introduction to National Security Information (NSI)

CHOOSE COURSES>



ATF HQ Occupant Emergency Plan (OEP) Essentials

CONTINUE COURSE

ATF HQ Occupant Emergency Plan (OEP) Essentials Roll Call (Training Materials)

START COURSE

COVID-19 Essentials for ATF Supervisors: Navigating Effectively Through Critical Times

JTMS Administrator Training

VIEW PENDING REQUEST

LearnDOJ Document Repository

CONTINUE COURSE

Records Management Fundamentals

CONTINUE COURSE

OPTIONAL

Treasury Executive Institute (TEI) Seminars (A)

OPTIONAL

Treasury Executive Institute (TEI) Seminars (B)

OPTIONAL

Treasury Executive Institute (TEI) Seminars (Supplemental)

VLW-VIRTUAL SESSION-TEST

9/7/2021

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When a class is scheduled for the training you requested, the status of the training will change to [Register Now](#).

Click on the [Register Now](#) link, to see the available classes.

Click [Register Now](#) to register.

To-Do List


Sort By Date | Priority Filter

Keyword

Course name or ID

Select All


All Assignment Types



RETRAIN BY 11/11/2021

No Fear Act (EEO)

CHOOSE COURSES>




RETRAIN BY 11/15/2021

Introduction to National Security Information (NSI)


CHOOSE COURSES>

▼ DUE ANYTIME




ATF HQ Occupant Emergency Plan (OEP) Essentials

CONTINUE COURSE




ATF HQ Occupant Emergency Plan (OEP) Essentials Roll Call (Training Materials)

START COURSE



COVID-19 Essentials for ATF Supervisors: Navigating Effectively Through Critical Times



JTMS Administrator Training

REGISTER NOW

JTMS Administrator Training

COURSE ITEU-CS-0177

Revision: 1 - 4/22/2020 03:01 PM US/Eastern

Item Description:

This training provides JTMS administrators with the necessary training to utilize the Talent Management System to manage training and programs, and to run reports. The JTMS is a product of Success Factors and is a web based application that has been customized to meet the needs of ATF. The system is utilized to track all items within ATF to include on-line training.

ASSIGNMENT INFORMATION

Required Date:

Completion Date:

Days Remaining:

Assignment Type: REC

Assignment Date: 7/21/2021

Assigned By: SMPROCTOR,Proctor, Stephanie M

CURRENT REGISTRATION

AVAILABLE CLASSES

Description	Day(s)	Start	End	Primary Location	Available Seats	Price	Action
test for requesting a class	1	9/1/2021 08:00 AM US/Eastern	9/1/2021 10:00 AM US/Eastern	- Redstone Room 109	5	Free	<div><div>View Details</div><div>Register Now</div></div>

9/7/2021

The [User Home Page](#) also provides you with a Links pod, which give you access to:

[Add to Learning History](#) – Record completions for certain items that are available for self recording.

[Approvals](#) – Will list any approvals for internal and external training.

[External Learning Request](#) – Will provide the SF-182 form within the system and will maintain the training record for future reference.

[Options and Settings](#) – Will allow you to set email notifications settings.

[Reports](#) – Will allow you to run item status, learning history, learning needs, learning plan and user information reports. \*\*See the Reports job aid for details on running reports.

[Featured Tile](#) – Will provide a list of upcoming available classes in the library.

[Recommend Tile](#) – Will show you any courses that have been recommended to you by other JTMS users.

[My Curricula Tile](#)– Shows a color-coded snapshot of status for all assigned curricula.

[News Tile](#) – Provides important messages regarding the JTMS.

9/7/2021

The screenshot displays the JTMS User Home Page interface. At the top, there is a 'To-Do List' section with a search bar for 'Course name or ID' and filters for 'Select All' and 'All Assignment Types'. Below this, the list is divided into 'DUE LATER' and 'DUE ANYTIME' sections. The 'DUE LATER' section lists several courses with 'RETRAIN BY 4/16/2022' deadlines, including 'ATF HQ Occupant Emergency Plan', 'Conduct and Accountability', 'Ethics', 'Insider Threat', and 'IT Security Awareness'. The 'DUE ANYTIME' section lists 'ATF HQ Occupant Emergency Plan (OEP) Essentials', 'COVID-19 Essentials for ATF Supervisors: Navigating Effectively Through Critical Times', 'FBI: Betrayed', 'JTMS Administrator Training', 'LearnDOJ Document Repository', and 'Records Management Fundamentals'. A blue arrow points from the 'LearnDOJ Document Repository' course to the 'Available Classes' tile below. The 'Available Classes' tile shows a message: 'There are no future classes listed in the library.' A blue arrow points from the 'Records Management Fundamentals' course to the 'NEWS' tile. The 'NEWS' tile contains a message: 'If you took roll call training and did not receive credit for mandatory training, please contact your division Training Coordinator. A list of Training Coordinators can be found on the JTMS login page or on the home page.' A blue arrow points from the 'FBI: Betrayed' course to the 'Featured' tile. The 'Featured' tile shows a star icon and a red circle with the number '1'. A blue arrow points from the 'FBI: Betrayed' course to the 'Recommended' tile. The 'Recommended' tile shows a lightbulb icon and a red circle with the number '0'. A blue arrow points from the 'FBI: Betrayed' course to the 'My Curricula' tile. The 'My Curricula' tile shows a green circle and the number '13'. On the right side of the page, there is a 'Library Search' section with a search bar and a 'Go' button. Below this is a 'History' section with a clock icon and a red circle with the number '1'. A blue arrow points from the 'History' section to the 'Links' section. The 'Links' section contains a list of links: 'My QuickGuides', 'Add to Learning Hist...', 'Approvals', 'External Learning R...', 'Options and Settings', and 'Reports'. A blue arrow points from the 'Links' section to the 'Recommended' tile. A blue arrow points from the 'Links' section to the 'My Curricula' tile.

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## Reports

Click on the [Reports](#) link to pull user reports.

You have the option to pull the following reports:

[Item Status](#) – Provides a completion status on assigned items.

[Learning History](#) – Provides a report of all completed items.

[Learning Needs](#) – Provides a report of outstanding items.

[Learning Plan](#) – Provides a report of training listed on your learning plan.

[User Information](#) – Provides a report on job data specific to the user.

**Links**

- My QuickGuides
- Approvals
- External Requests
- Options and Settings
- Record Learning
- Reports

**Reports**

Select a Report from the list below to run a report for yourself or your subordinates.

Report Name
> Item Status
> Learning History
> Learning Needs
> Learning Plan
> User Information

## User Learning History Transcript Report


This report provides a list of completed courses and completed internal/external training. If you are looking for a particular training that is not listed, please contact the program office. All training must be entered into the system in order for it to show up on the report.

Log into [JTMS](#).

Go to the [To-Do](#) List.

In the [Links](#) pod, click [Reports](#).

OVERDUE



3644 DAYS OVERDUE


ATF Telework for Employees

Curriculum Requirement - 1 items from item pool

Next Action - Complete next course by 8/25/2011

Part of Mandatory (Employee Telework Training)

CHOOSE COURSES>



156 DAYS OVERDUE

IT Security Awareness


Curriculum Requirement - 1 items from item pool

Next Action - Complete next course by 3/13/2021

Part of Mandatory (Information Security Awareness - End User)

CHOOSE COURSES>

DUE LATER




RETRAIN BY 10/15/2021

Conduct and Accountability

Curriculum Requirement - 1 items from item pool


Part of Mandatory (Conduct and Accountability)

CHOOSE COURSES>



RETRAIN BY 10/15/2021

CHOOSE COURSES>




Due Later (7)

Library Search

Go

Browse all courses >

History




0

recently added

View All

Featured



0

Links

My QuickGuides

Add to Learning Hist...

Approvals

External Learning R...

Options and Settings

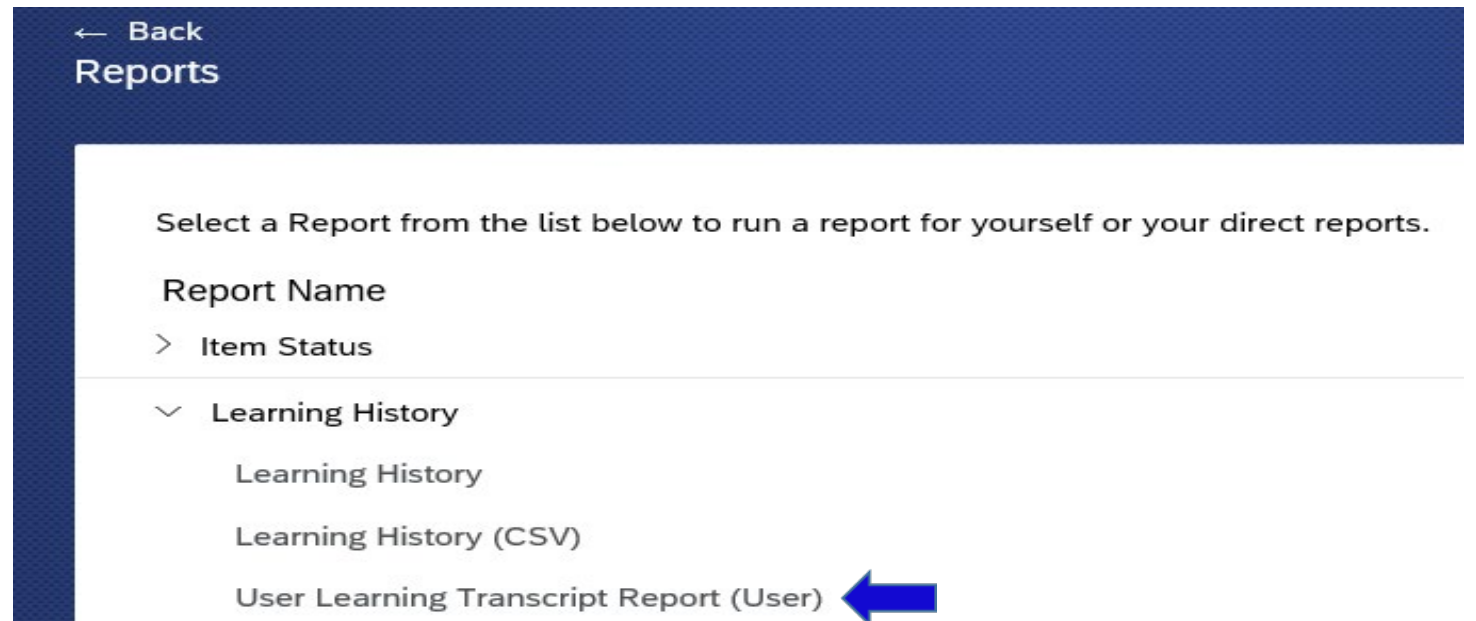
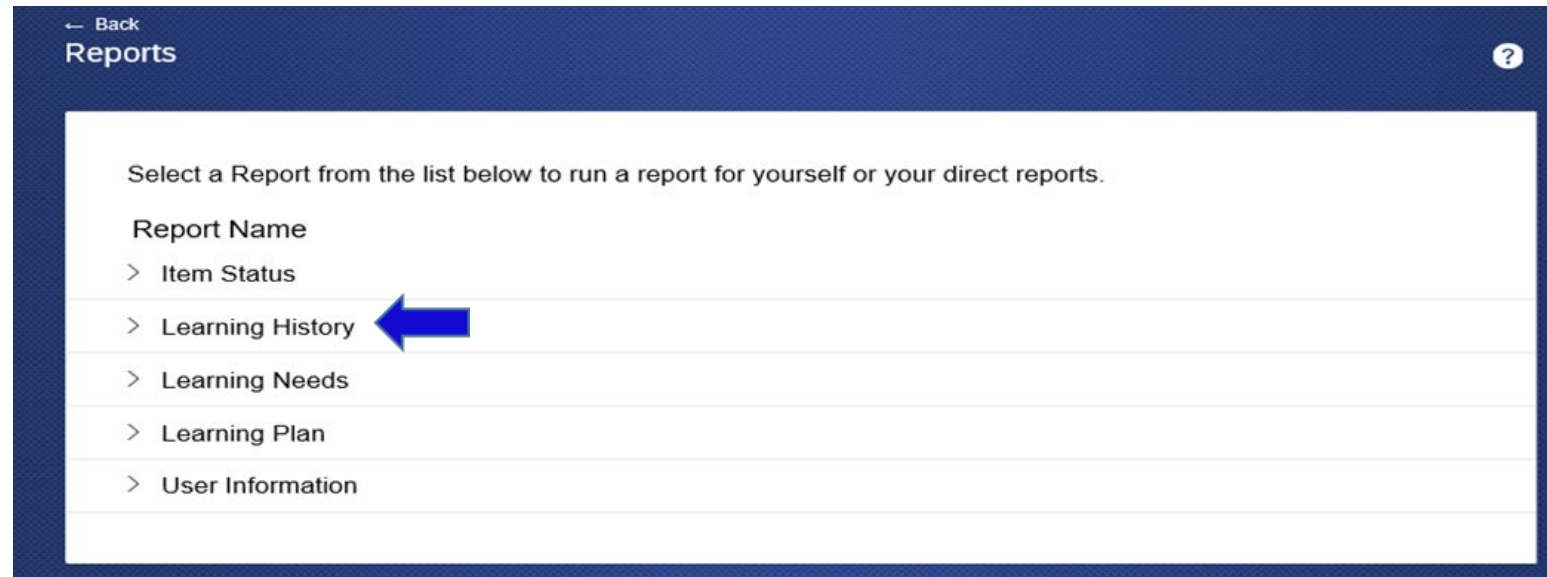
Reports

9/7/2021

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Click the [Learning History](#) drop-down.

Click [Learning Transcript Report \(User\)](#).



You are now on the [Run User Learning Transcript Report](#) page.

[Uncheck](#) the [Mask User IDs](#) box.

In the [User](#) field, enter your [User ID in all caps](#).

Leave the [Item fields](#), [Class](#) and [Date fields](#) blank.

[Include](#): Select [Both](#).

Click [Run Report](#).

### Run User Learning Transcript Report (User)

Report Destination:

Local File

Report Format:

CSV

CSV Report Delimiter:

Comma (,)

☐ Mask User IDs

Case sensitive search:

☒ Yes ☐ No

User:

Exact

SMPROCTOR

Item:

Exact

Type:

ID:

Class:

Exact

Completed Date From:

14

(MM/DD/YYYY)

Completed Date To:

14

(MM/DD/YYYY)

Include:

☐ Item Events ☐ External Events ☒ Both

Reset

Run Report





## *User Learning History Transcript*

The report will provide the User ID, First Name, Last Name, Job Title, Job Series, Course Description, Completion Date, Grade, Completion Status, Total Hours, Credit Hours, Contact Hours, CPE, Primary Instructor and Comments fields.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	User	First Name	Last Name	Job Title	Job Series	Description	Completion Date	Grade	Completion Status	Total Hours	Credit Hours	Contact Hours	CPE	Primary Instructor	Comments
2	SMPROCT	Stephanie	Proctor	HR System	301	FBI: Betrayal	#####		Complete	0.75	0	0	0		
3	SMPROCT	Stephanie	Proctor	HR System	301	FBI: Betrayal	#####		Complete	0.75	0	0	0		
4	SMPROCT	Stephanie	Proctor	HR System	301	Introduction to the HR System	#####		Complete	2	0	2	0		
5	SMPROCT	Stephanie	Proctor	HR System	301	Records Management	#####		Complete	0.5	0	1	0		
6	SMPROCT	Stephanie	Proctor	HR System	301	Ethics Roll Call	#####		Document	0.25	0	0	0		