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 button 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.
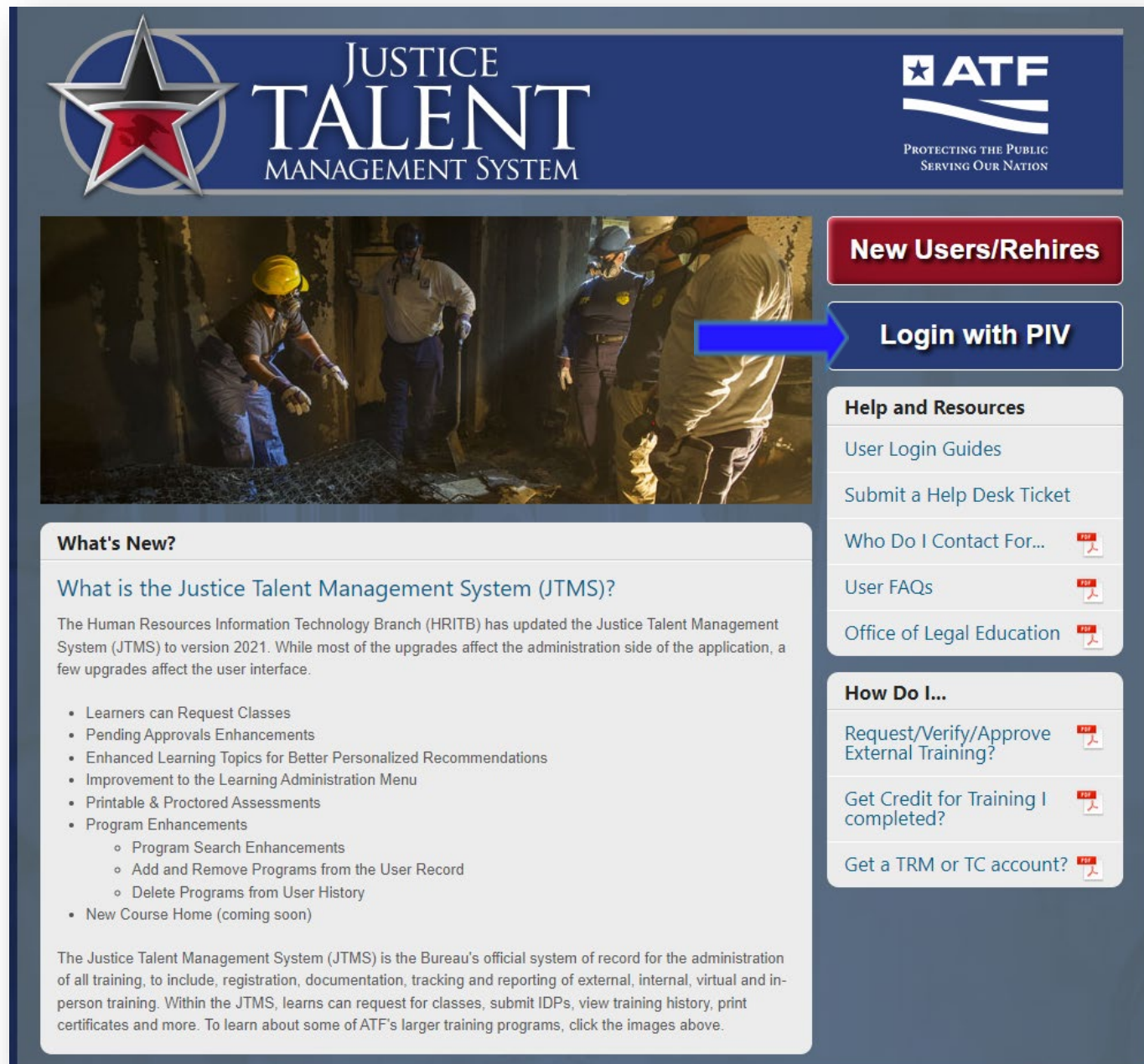
Login to JTMS

Click the JTMS icon on your desktop.

PIV Card – click the Login with PIV option.

No PIV Card - please contact the OST Help Desk for temporary login credentials.

7/2/2024

JUSTICE TALENT MANAGEMENT SYSTEM

ATF — PROTECTING THE PUBLIC SERVING OUR NATION

New Users/Rehires

Login with PIV

Help and Resources
- User Login Guides
- Submit a Help Desk Ticket
- Who Do I Contact For...
- User FAQs
- Office of Legal Education

How Do I...
- Request/Verify/Approve External Training?
- Get Credit for Training I completed?
- Get a TRM or TC account?

What's New?

What is the Justice Talent Management System (JTMS)?

The Human Resources Information Technology Branch (HRITB) has updated the Justice Talent Management System (JTMS) to version 2021. While most of the upgrades affect the administration side of the application, a few upgrades affect the user interface.

- Learners can Request Classes
- Pending Approvals Enhancements
- Enhanced Learning Topics for Better Personalized Recommendations
- Improvement to the Learning Administration Menu
- Printable & Proctored Assessments
- Program Enhancements
  - Program Search Enhancements
  - Add and Remove Programs from the User Record
  - Delete Programs from User History
- New Course Home (coming soon)

The Justice Talent Management System (JTMS) is the Bureau's official system of record for the administration of all training, to include, registration, documentation, tracking and reporting of external, internal, virtual and in-person training. Within the JTMS, learns can request for classes, submit IDPs, view training history, print certificates and more. To learn about some of ATF's larger training programs, click the images above.

The U.S. Department of Justice, DOJ Login page will display.

Click the Sign in (PIV Credential),

IMPORTANT You must have a PIV card to login, if not you must contact the OST Help Desk for temporary login credentials. Entering your email address will not provide you access to the JTMS.

The Certificate for Authentication will display.

Click the certificate and then click OK.

You are now on the Home page.

Quick Action Cards

My Profile– Provides limited information on the user.

Org Chart – Provides the organizational structure for the user.

Reminders – Allows the user to set reminders in the JTMS.

Favorites – Allows the user to set favorites in the JTMS.

My Learning – Access to the To-Do List.

Organizational Updates

Percipio – Allows the user to access to role-based and skill-based learning paths, including videos, books and audiobooks.

Learning History – Allows the user to view and print your completed training history.

Request for External Training – Allows the user to submit SF-182's for external training requests.

Development Journey 1801 - This program is designed to build the soft skills of ATF employees based on OPM competencies and ATF job descriptions.

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 My Learning card to review the To-Do List.
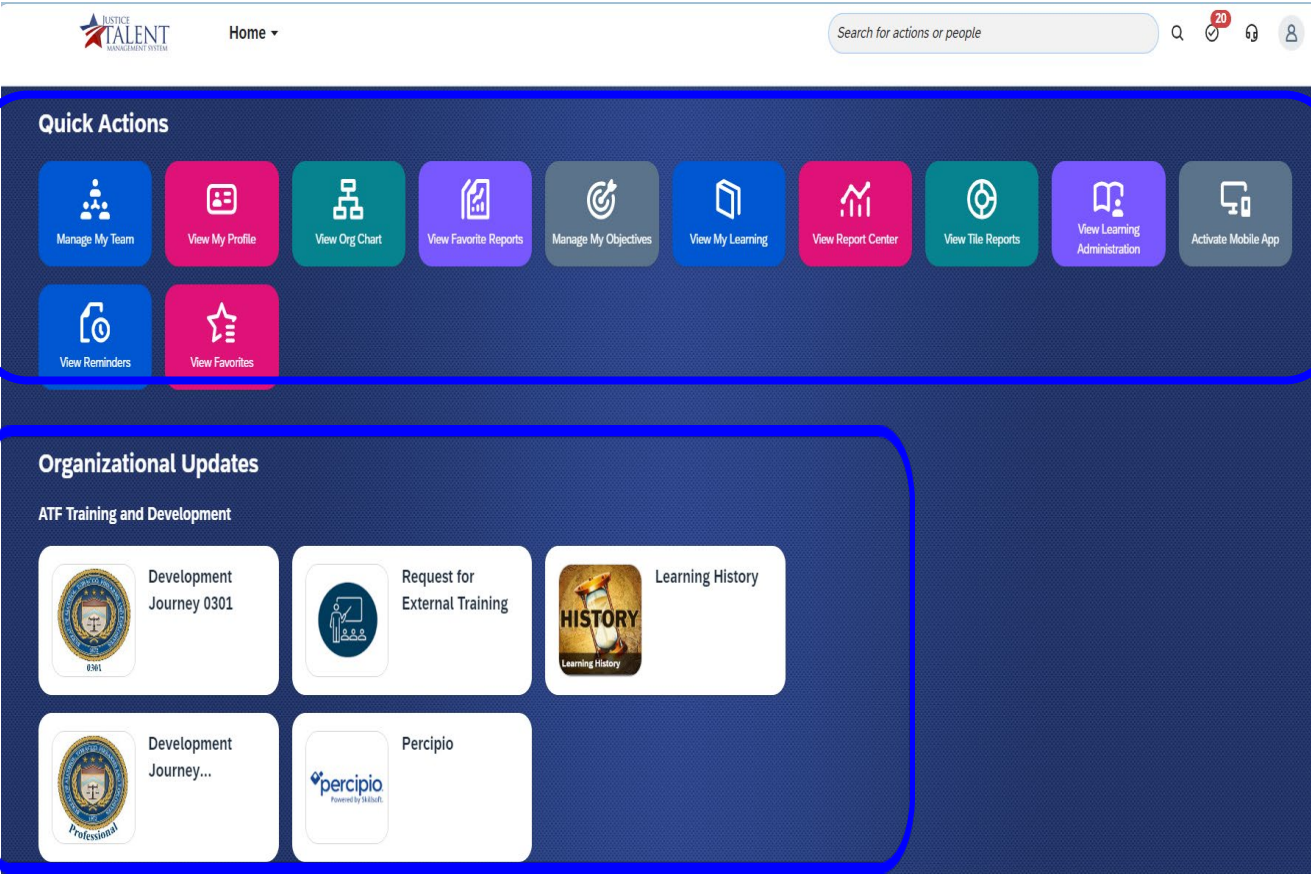
To-Do List

The To-Do List card 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 it will be listed as overdue on your to-do list.

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.

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 th 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.
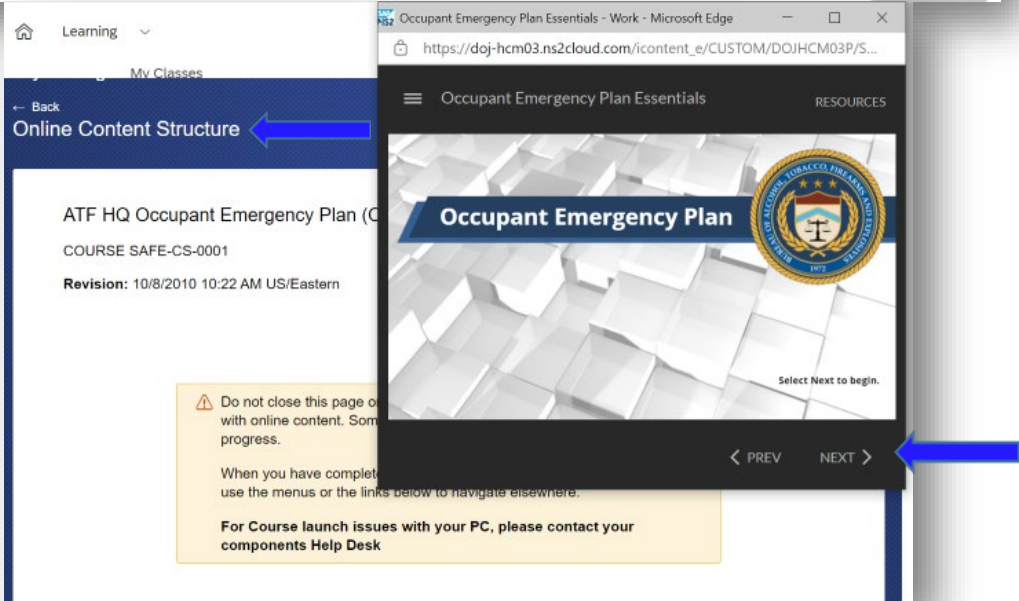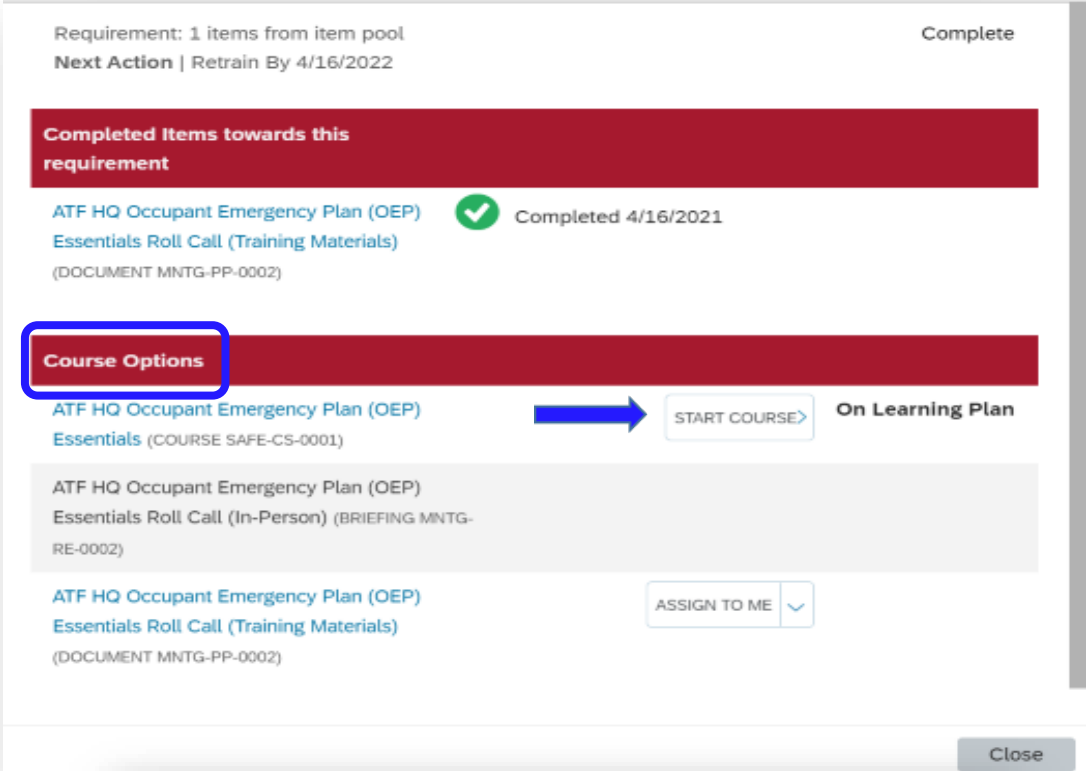
Acknowledging Training Materials

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 ⌄
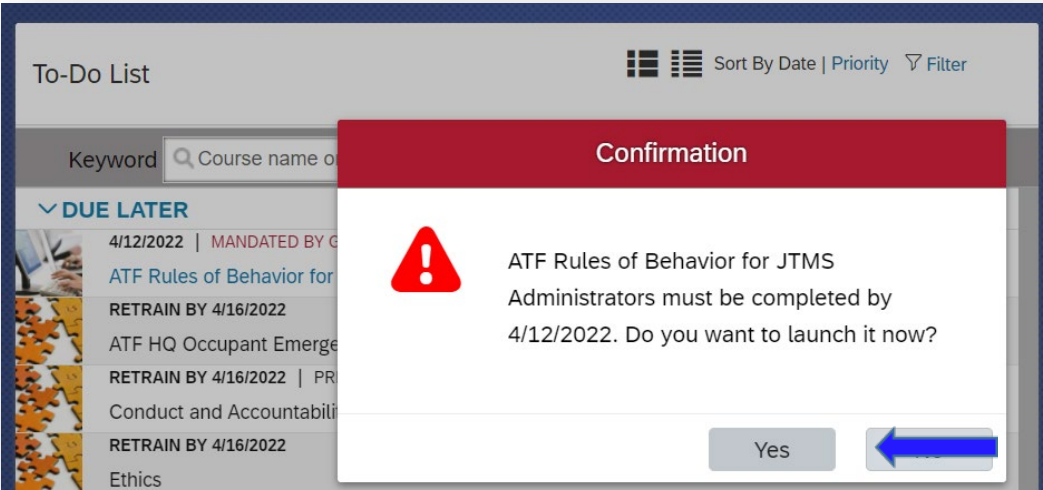
Close

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.

To-Do List

Sort By Date | Priority Filter

Keyword Course name o

DUE LATER

4/12/2022 | MANDATED BY G

ATF Rules of Behavior for

RETRAIN BY 4/16/2022

ATF HQ Occupant Emerge

RETRAIN BY 4/16/2022 | PR

Conduct and Accountabili

RETRAIN BY 4/16/2022

Ethics

Confirmation

ATF Rules of Behavior for JTMS Administrators must be completed by 4/12/2022. Do you want to launch it now?

Yes

JUSTICE TALENT MANAGEMENT SYSTEM

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.

History ∨

1

recently added

Learning History

View All

MOST RECENTLY ADDED

ATF Rules of Behavior for JTMS ...
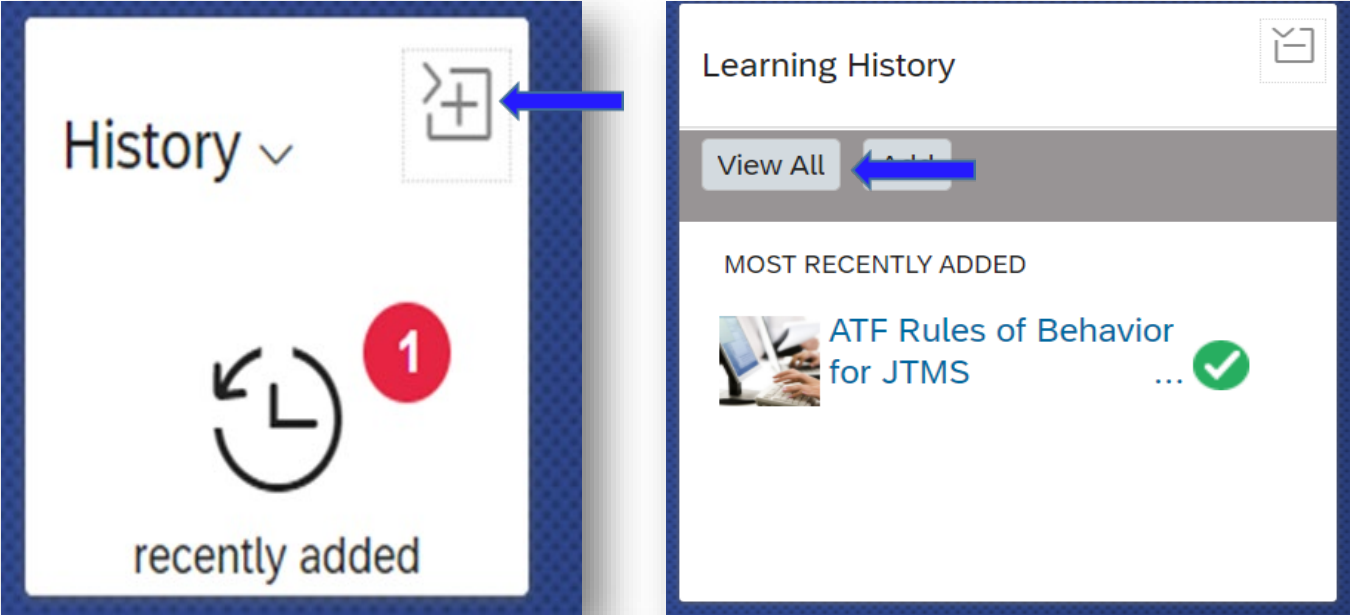
← Back
Completed Work

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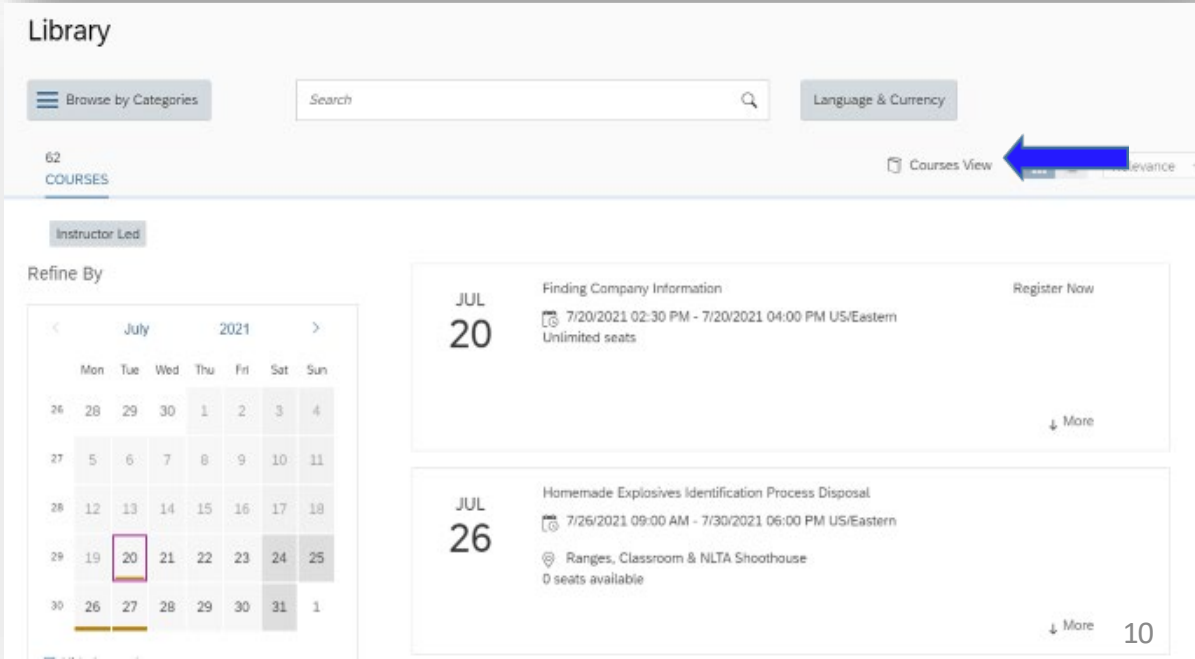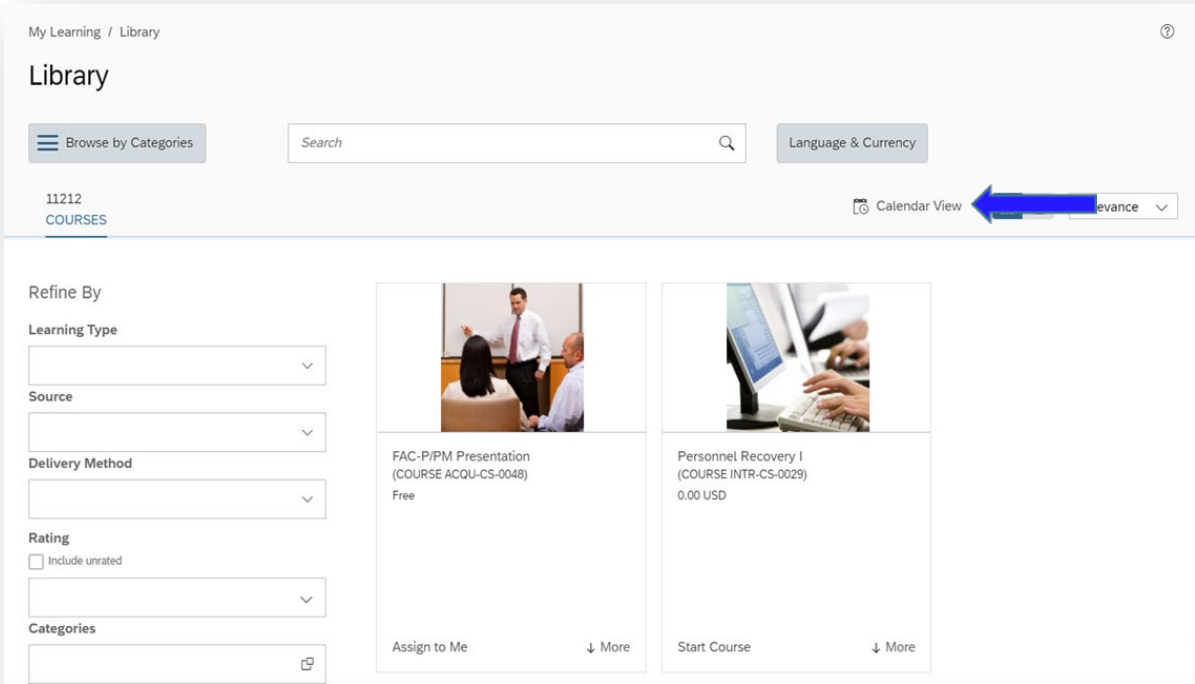
You may also Browse by Categories or refine your search by using the drop-down filters.

** You can now browse by Programs, using the Learning Type drop-down list.
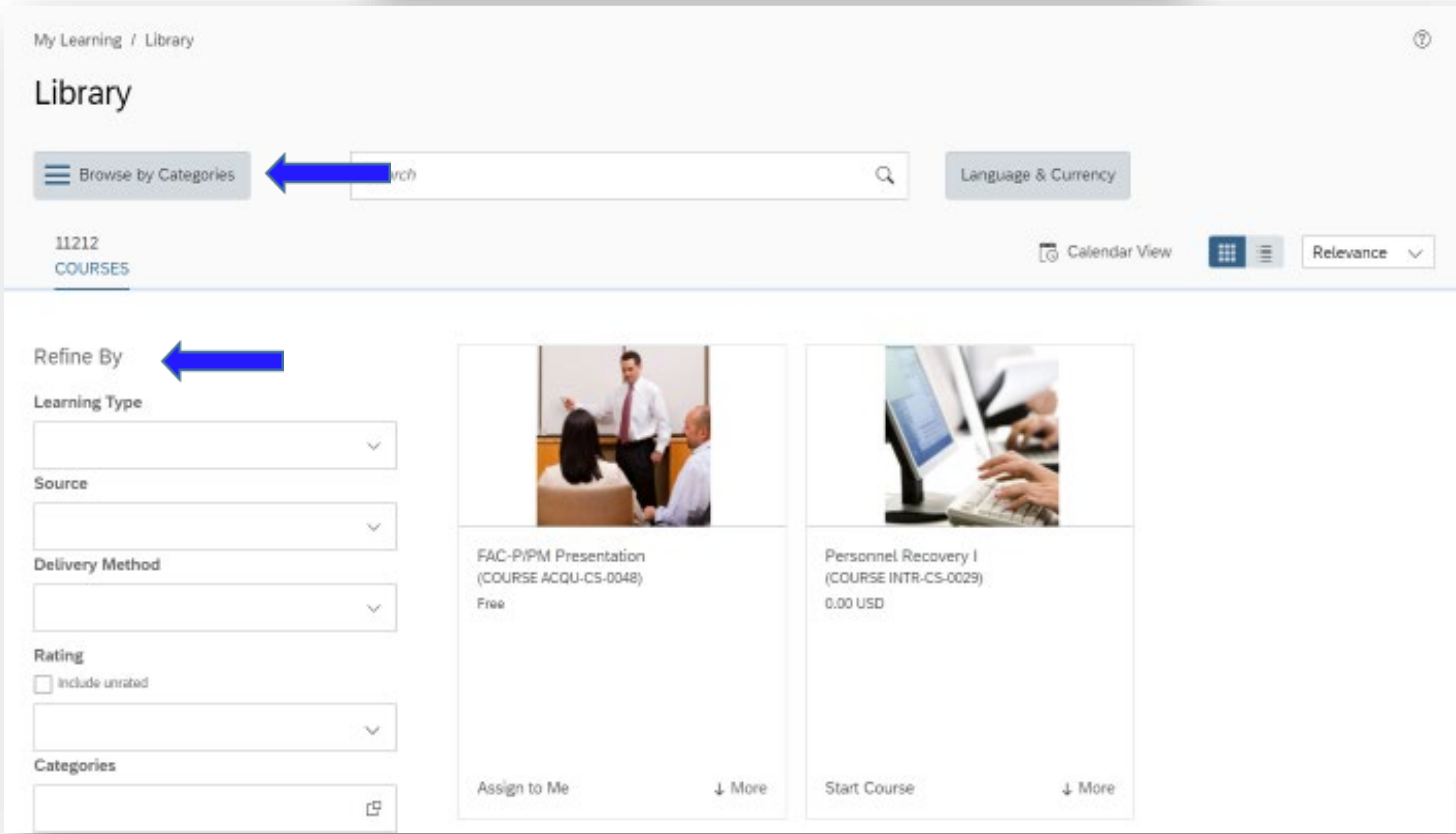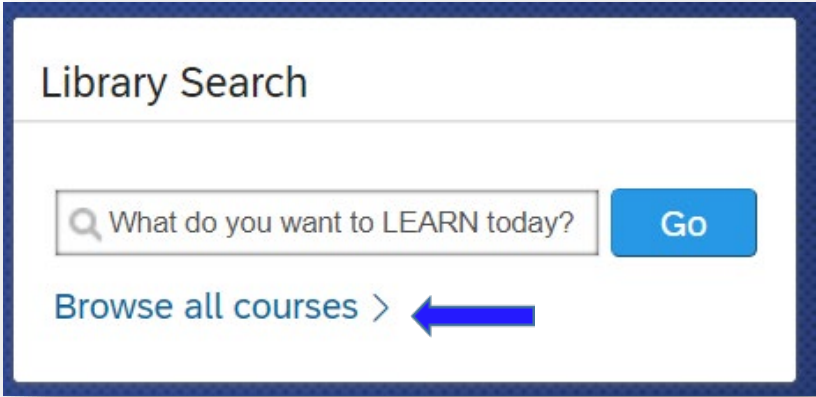
You also have the option to switch to Calendar View. This option will list upcoming classes in order by date.

To return, click the Course View button.

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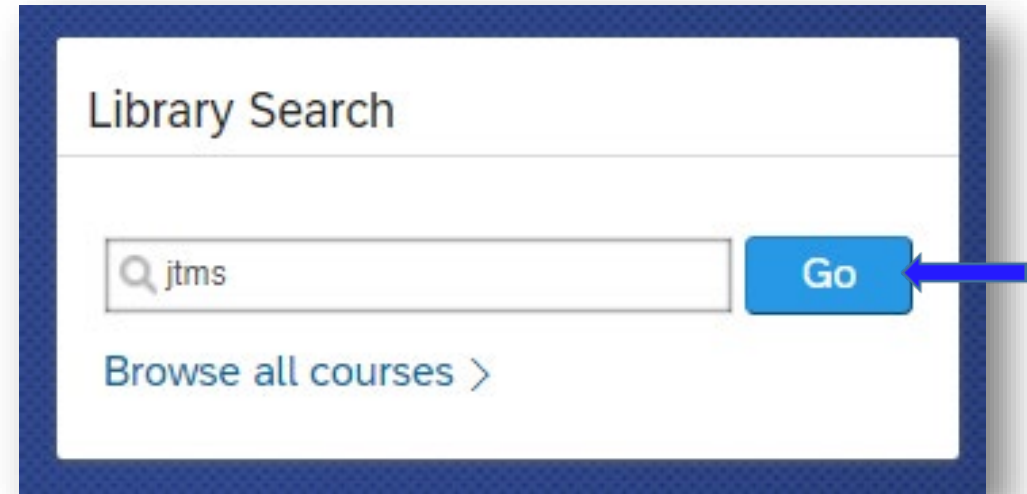
If you would like to register for an in-person or virtual class, you may search using the specific name of the course. *You will not be able to search by the Class ID#.*

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.
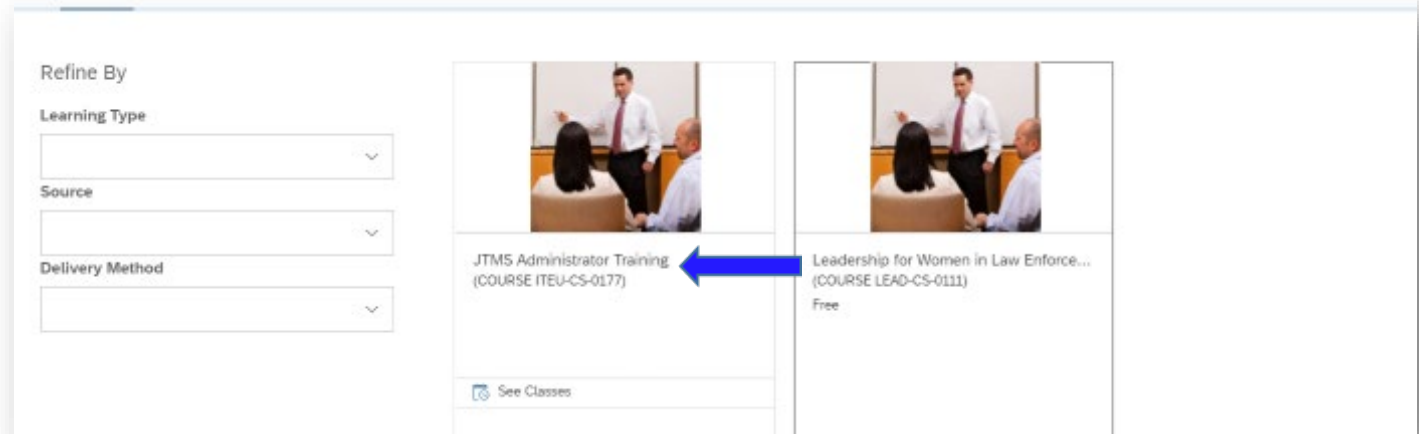
Locate the class in the search results below.

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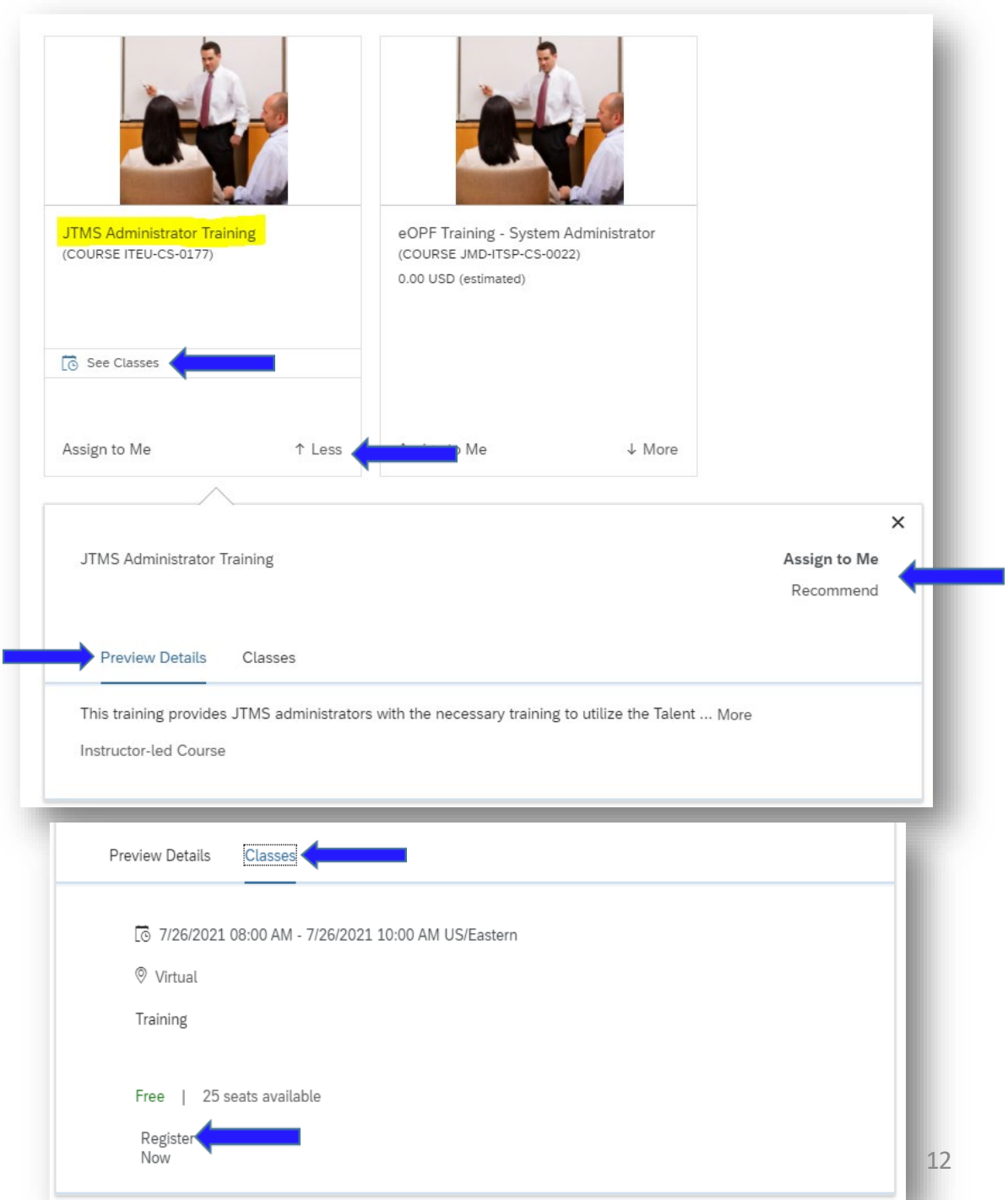
The Registration page will be displayed to include the Start and End Dates of the class, Capacity, Price and the Registration Comments field.

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

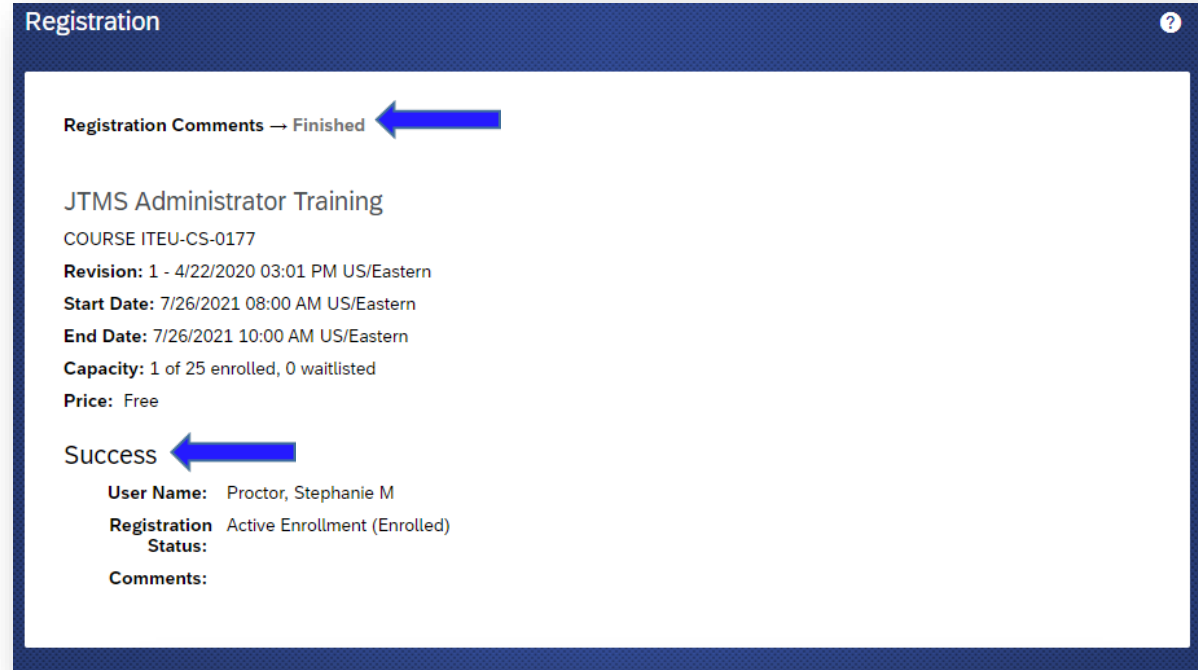Registration Comments Page will be displayed with the results listed as Finished.

If you have successfully registered, you will see the Success status displayed.

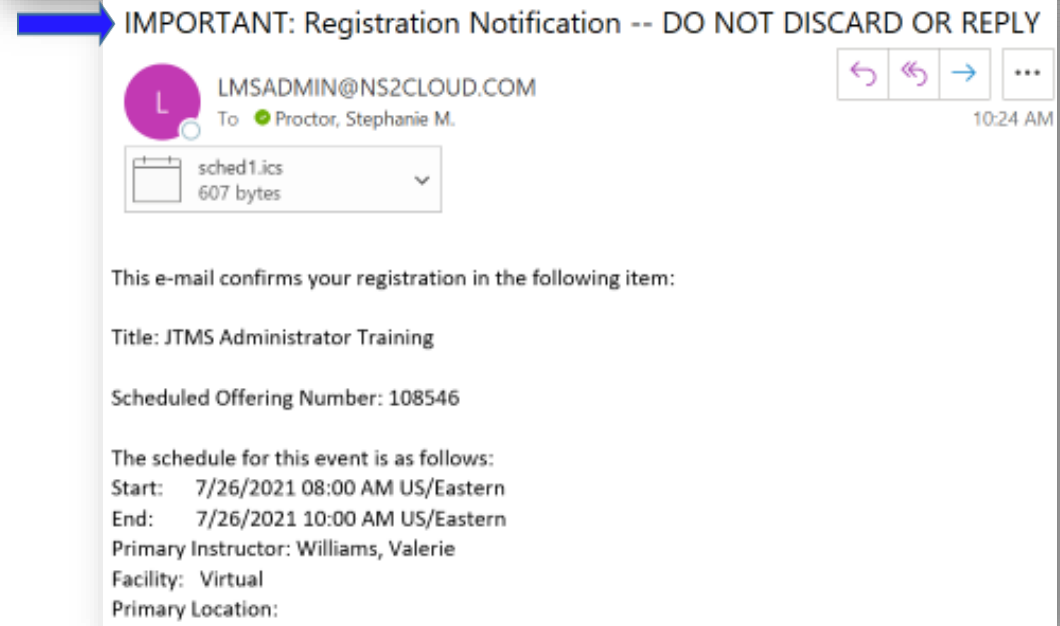You will also receive a Registration Notification confirming your registration status.

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.

Registration

Registration Comments → Finished

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: 1 of 25 enrolled, 0 waitlisted
Price: Free

Success
User Name: Proctor, Stephanie M
Registration   Active Enrollment (Enrolled)
Status:
Comments:

IMPORTANT: Registration Notification -- DO NOT DISCARD OR REPLY

L   LMSADMIN@NS2CLOUD.COM
To ● Proctor, Stephanie M.
10:24 AM

sched1.ics
607 bytes

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.

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.
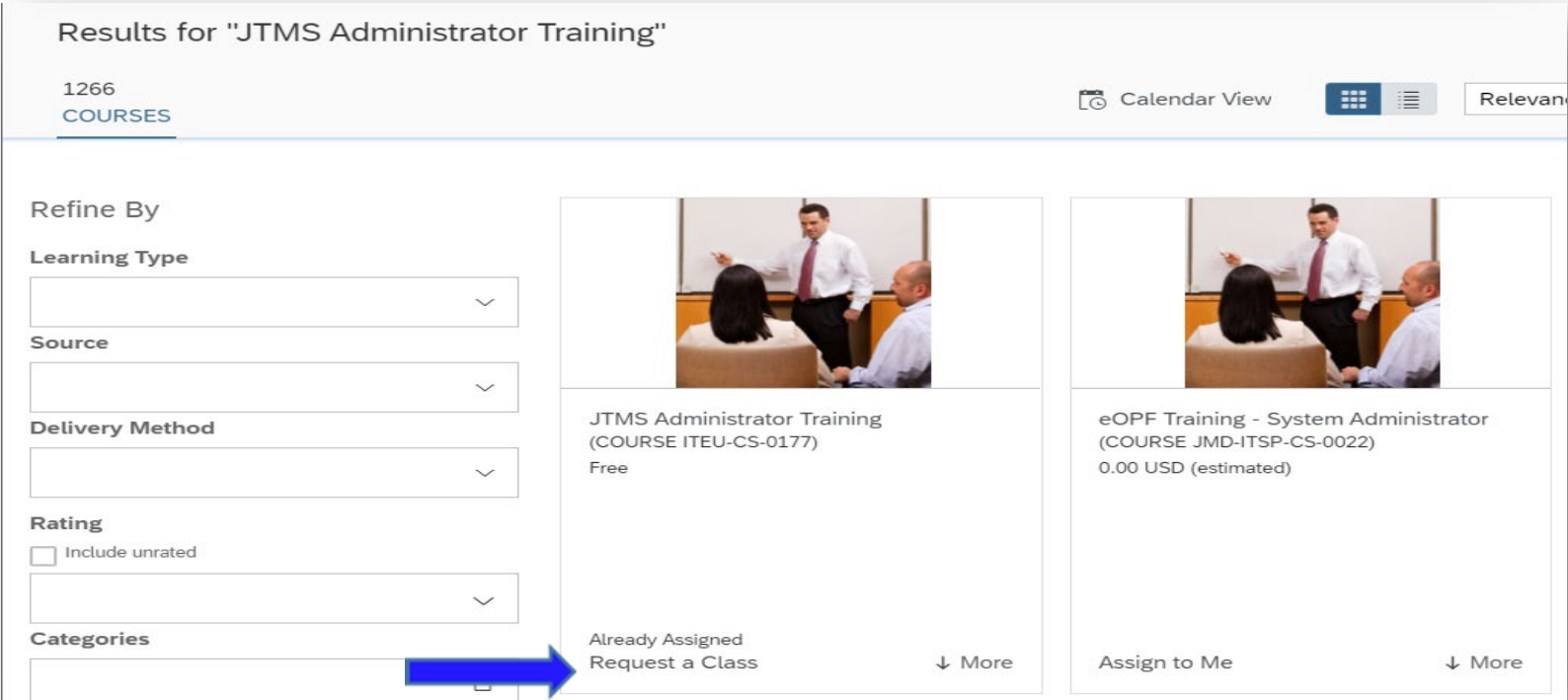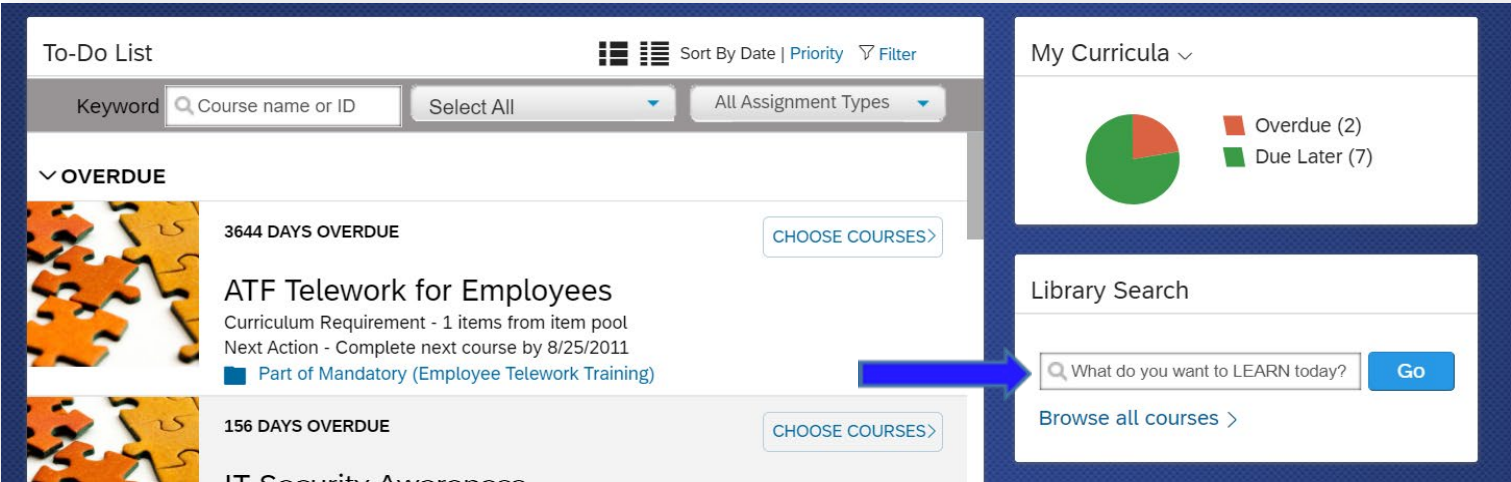
The Available Classes section will show any scheduled offerings currently in the system.

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 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

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⌄ **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 🔍 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   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   ˅

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

Keyword [Q 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

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∨ **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	View Details ➡ Register Now

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.

Reports

Click on the Reports link to pull user reports.

You have the option to pull the following reports:
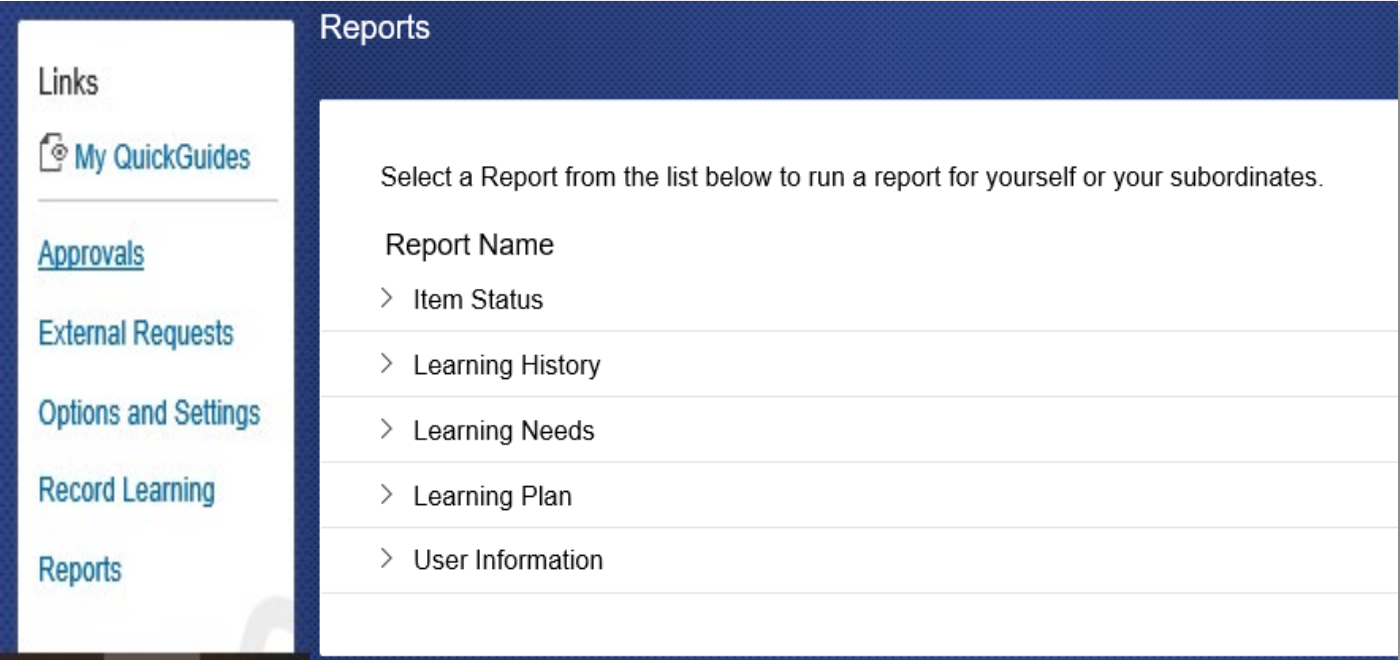
Item Status – Provides a completion status on assigned items.

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.

Reports

Links

My QuickGuides

Approvals

External Requests

Options and Settings

Record Learning

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.

Click the Learning History drop-down.

Click Learning Transcript Report (User).

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

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

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

Report Name
> Item Status
∨ Learning History
  Learning History
  Learning History (CSV)
  User 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: (MM/DD/YYYY)

Completed Date To: (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	Grade	Completion	Total Hour	Credit Hou	Contact H	CPE	Primary In	Comments
2	SMPROCT	Stephanie	Proctor	HR System	301	FBI: Betra	########		Complete	0.75	0	0	0		
3	SMPROCT	Stephanie	Proctor	HR System	301	FBI: Betra	########		Complete	0.75	0	0	0		
4	SMPROCT	Stephanie	Proctor	HR System	301	Introducti	########		Complete	2	0	2	0		
5	SMPROCT	Stephanie	Proctor	HR System	301	Records M	########		Complete	0.5	0	1	0		
6	SMPROCT	Stephanie	Proctor	HR System	301	Ethics Roll	########		Document	0.25	0	0	0		