

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.

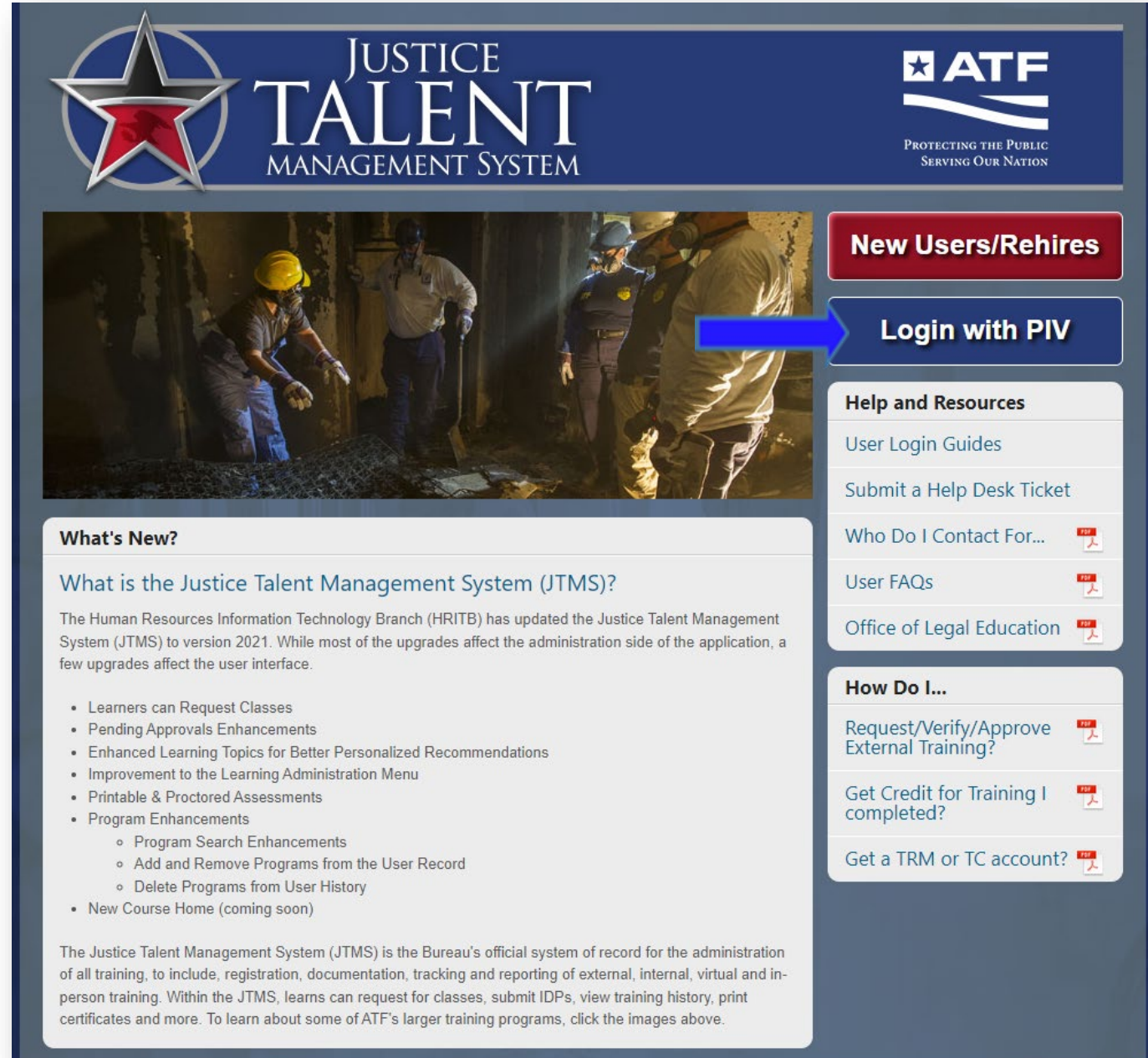
Login to JTMS

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.



The screenshot displays the Justice Talent Management System (JTMS) login interface. At the top, the header features the ATF logo on the right and the JTMS title with a star icon on the left. Below the header is a large image of firefighters. On the right side, there are two prominent buttons: 'New Users/Rehires' in a red box and 'Login with PIV' in a blue box, with a blue arrow pointing to the latter. Below these buttons is a 'Help and Resources' section containing links to 'User Login Guides', 'Submit a Help Desk Ticket', 'Who Do I Contact For...', 'User FAQs', and 'Office of Legal Education'. Further down is a 'How Do I...' section with links to 'Request/Verify/Approve External Training?', 'Get Credit for Training I completed?', and 'Get a TRM or TC account?'. The main content area on the left is titled 'What's New?' and includes a section 'What is the Justice Talent Management System (JTMS)?' which describes a 2021 update. Below this is a bulleted list of updates, including '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' (with sub-points for search, record, and history), and 'New Course Home (coming soon)'. At the bottom of this section, a paragraph explains that JTMS is the Bureau's official system for training administration.

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, learners 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](#).

Welcome to DOJ Login, the Department's official authentication platform for unified, secure application access.

DOJ LOGIN

[Sign in \(PIV credential\)](#)

OR

If you do not have a PIV credential please enter your email address below to sign in.

Email Address

[Next](#)

[Forgot password?](#)
[Need help signing in?](#)

NOTICE TO USERS

You are accessing U.S. Government information technology and/or information systems which includes: (1) this information technology, (2) this information system, (3) all information technology devices connected to this network, and (4) all devices and storage media attached to this information system or to information technology on this network.

This information technology and information system is provided for U.S. Government-authorized use only. You have no reasonable expectation of privacy when using this information technology and/or information system and the government may monitor, intercept, search and/or seize data transiting through or stored within. Unauthorized or improper use may result in disciplinary action as well as civil and/or criminal penalties.

Welcome to DOJ Login, the Department's official authentication platform for unified, secure application access.

Select a certificate for authentication

Site doj-login-ext.mtls.okta-gov.com:443 needs your credentials:

	STEPHANIE PROCTOR Entrust Authentication - STEPHANIE PROCTOR 7/26/2022
--	--

[Certificate information](#)

[OK](#)

DOJ LOGIN

PIV credential

Please insert your PIV credential and select your authentication certificate.

[Back to sign in](#)

NOTICE TO USERS

You are accessing U.S. Government information technology and/or information systems which includes: (1) this information technology, (2) this information system, (3) all information technology devices connected to this network, and (4) all devices and storage media attached to this information system or to information technology on this network.

This information technology and information system is provided for U.S. Government-authorized use only. You have no reasonable expectation of privacy when using this information technology and/or information system and the government may monitor, intercept, search and/or seize data transiting through or stored within. Unauthorized or improper use may result in disciplinary action as well as civil and/or criminal penalties.

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

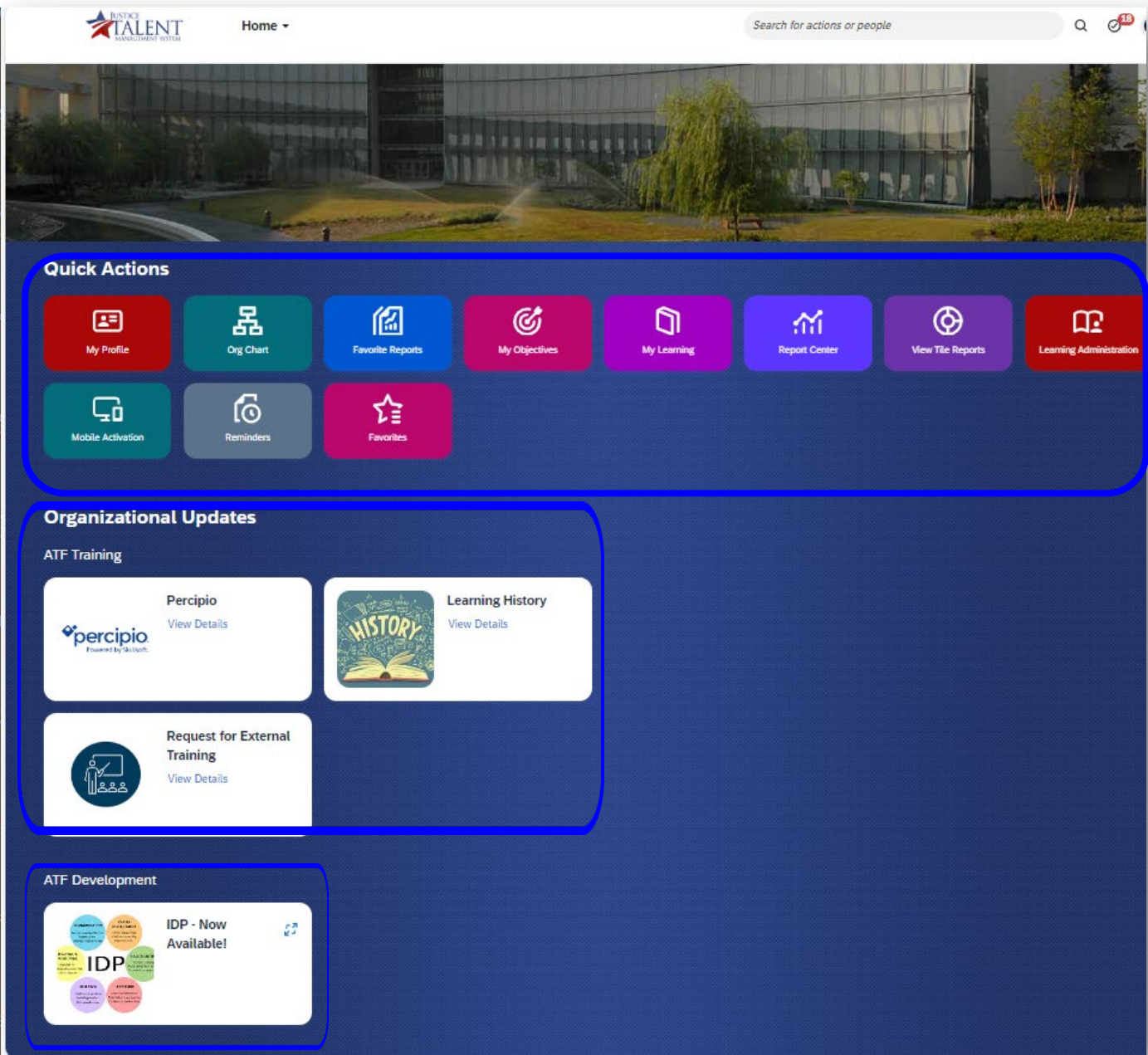
- [Percipio](#) – Allows the user to access to role-based and skill-based learning paths, including videos, books and audiobooks.
- [Learning History](#) – Allows the user to view and print your completed training history.
- [Request for External Training](#) – Allows the user to submit SF-182's for external training requests.

ATF Development

[Individual Development Plan \(IDP\)](#) – Allows the user 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 [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.**

The screenshot displays the 'To-Do List' interface. At the top, there's a header with 'To-Do List' and sorting options: 'Sort By Date | Priority' and a 'Filter' icon. Below the header is a search bar with the placeholder 'Course name or ID' and buttons for '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 (4/12/2022 and 4/16/2022) and retrain dates. Activities include 'ATF Rules of Behavior for JTMS Administrators', 'ATF HQ Occupant Emergency Plan', 'Conduct and Accountability', 'Ethics', 'Insider Threat', and 'IT Security Awareness'. Each activity has a 'START COURSE' button or a 'CHOOSE COURSES' button. The 'DUE ANYTIME' section lists self-assigned activities like 'ATF HQ Occupant Emergency Plan (OEP) Essentials', 'COVID-19 Essentials for ATF Supervisors: Navigating Effectively Through Critical Times', 'FBI: Betrayed', 'LearnDOJ Document Repository', and 'Records Management Fundamentals'. These have 'START COURSE' or 'CONTINUE COURSE' buttons. On the right side of the interface, there's a 'Library Search' section with a search bar and a 'Go' button. Below that is a 'Browse all courses' link. Further down are 'History' and 'Links' sections. The 'History' section shows a 'recently added' item with a circular arrow icon and a red badge with '0'. The 'Links' section includes 'My QuickGuides', 'Add to Learning Hist...', 'Approvals', 'External Learning R...', 'Options and Settings', and 'Reports'. At the bottom right, there's a 'Featured' section with a star icon and a red badge with '1'.

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

Close

Learning

My Classes

Back

Online Content Structure

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

Revision: 10/8/2010 10:22 AM US/Eastern

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 complete 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

Complete

Next Action | Retrain By 4/16/2022

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

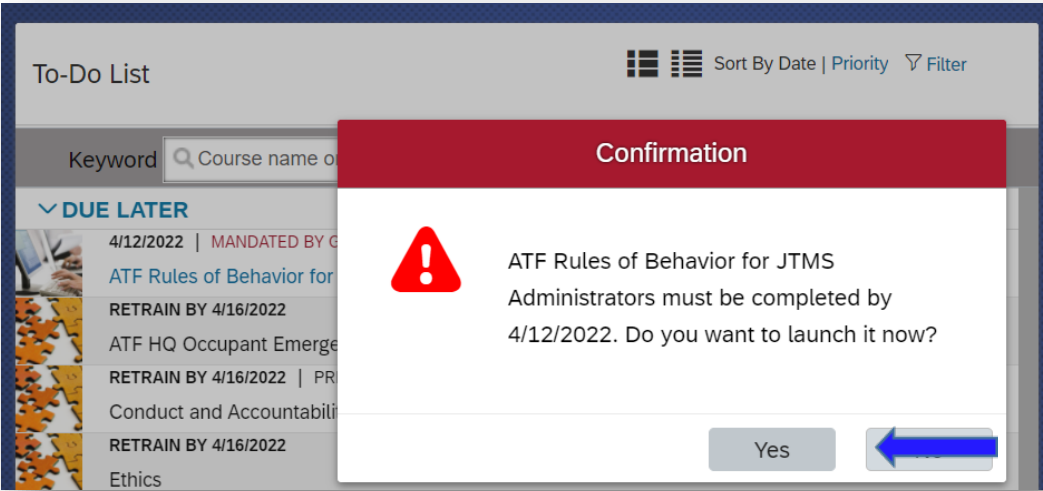
Documents can be assigned to your To-Do List for read only purposes.


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.

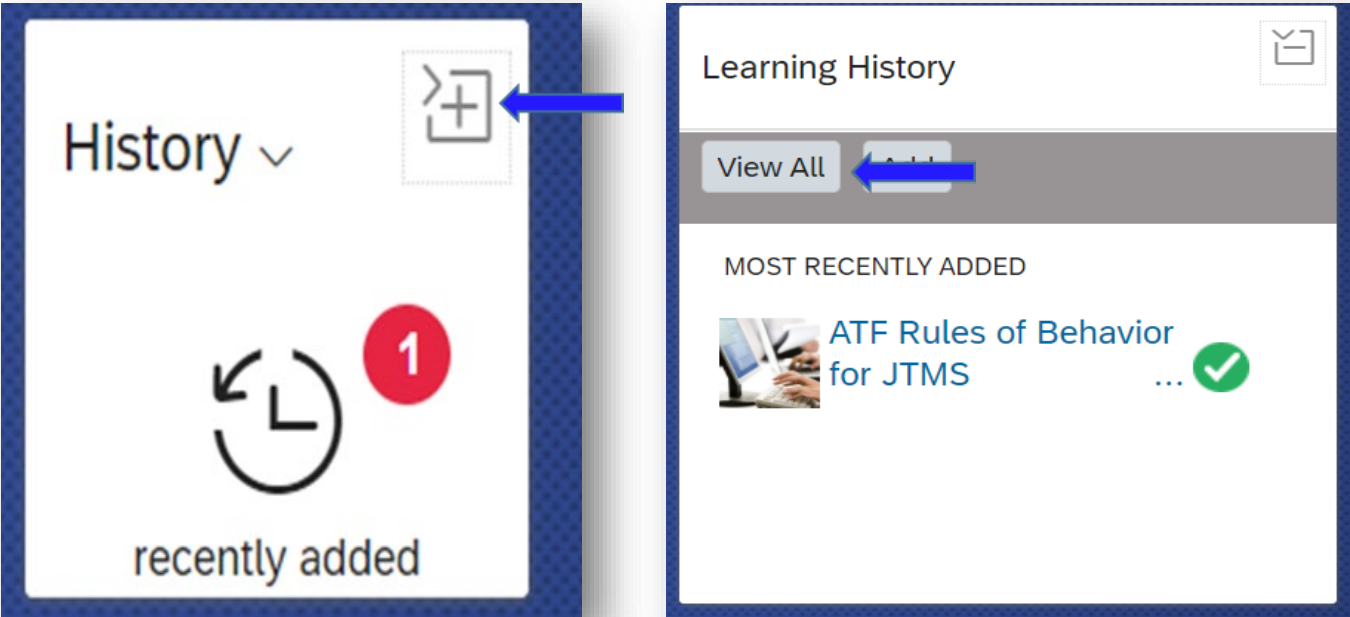
Agree Disagree

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	

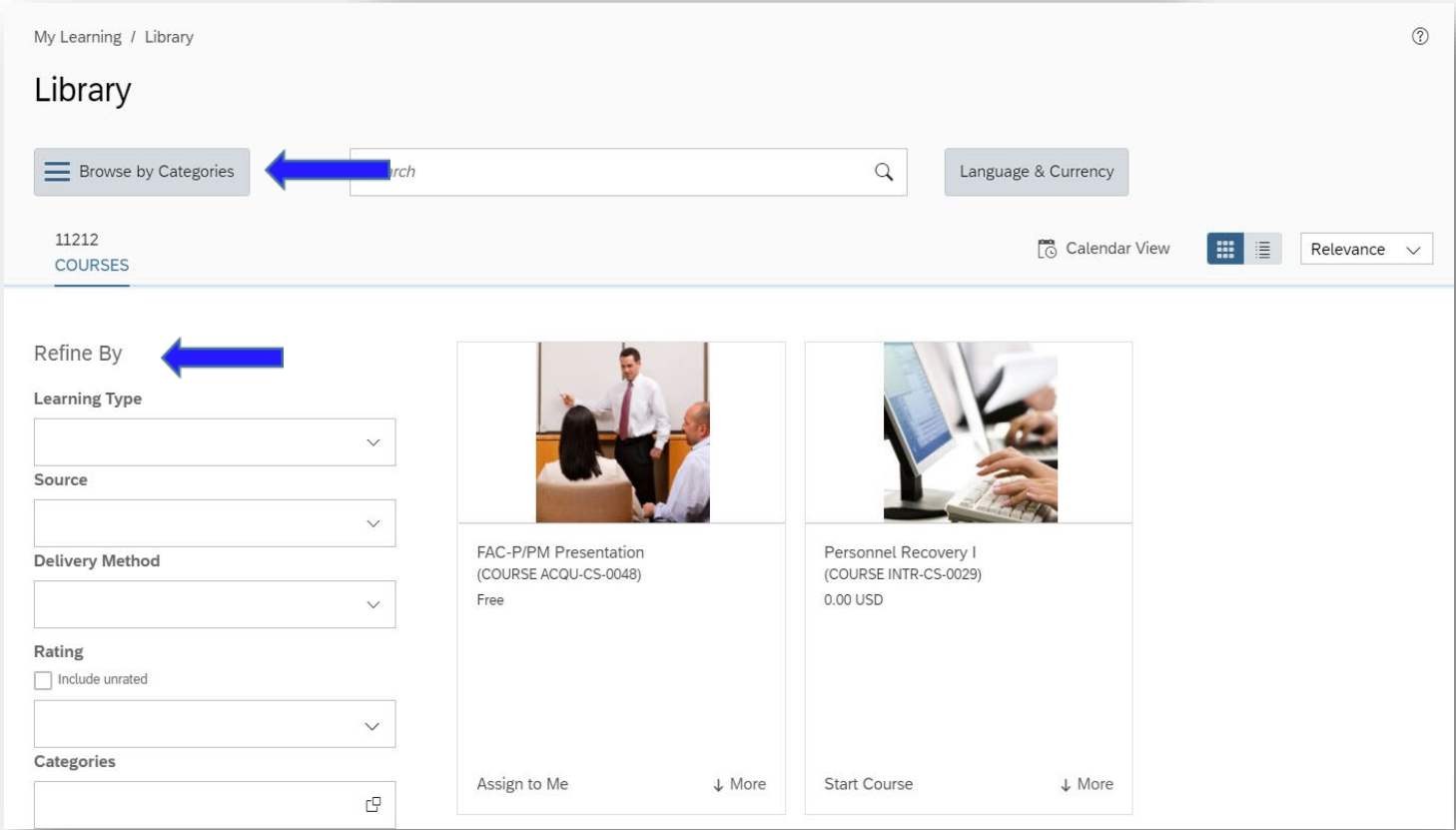
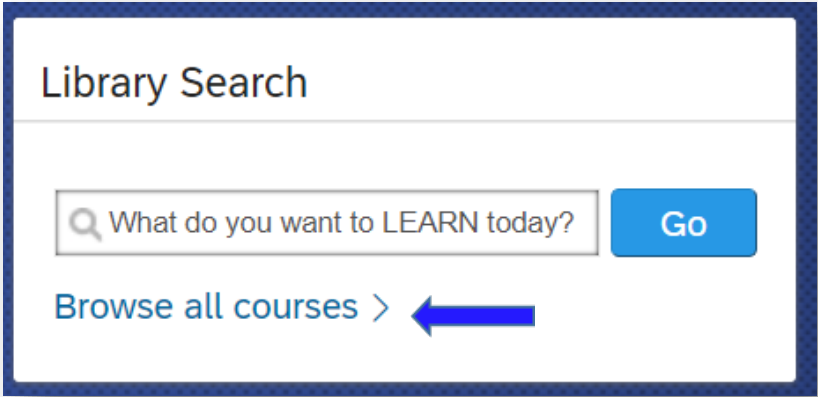
Library Search

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.

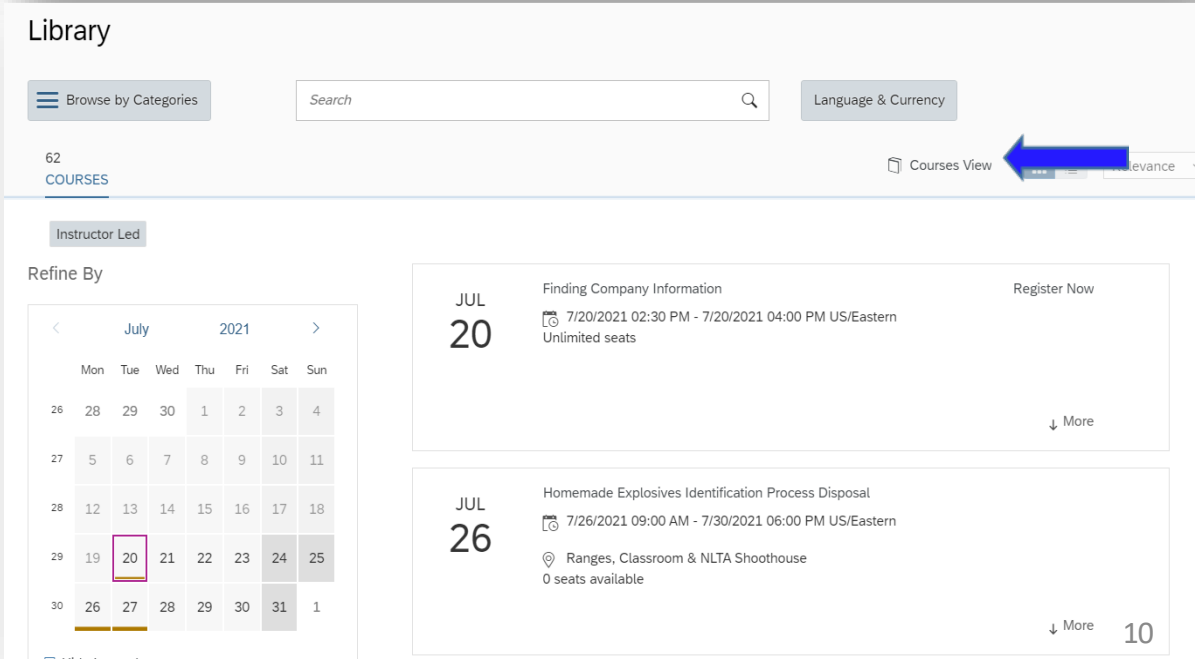
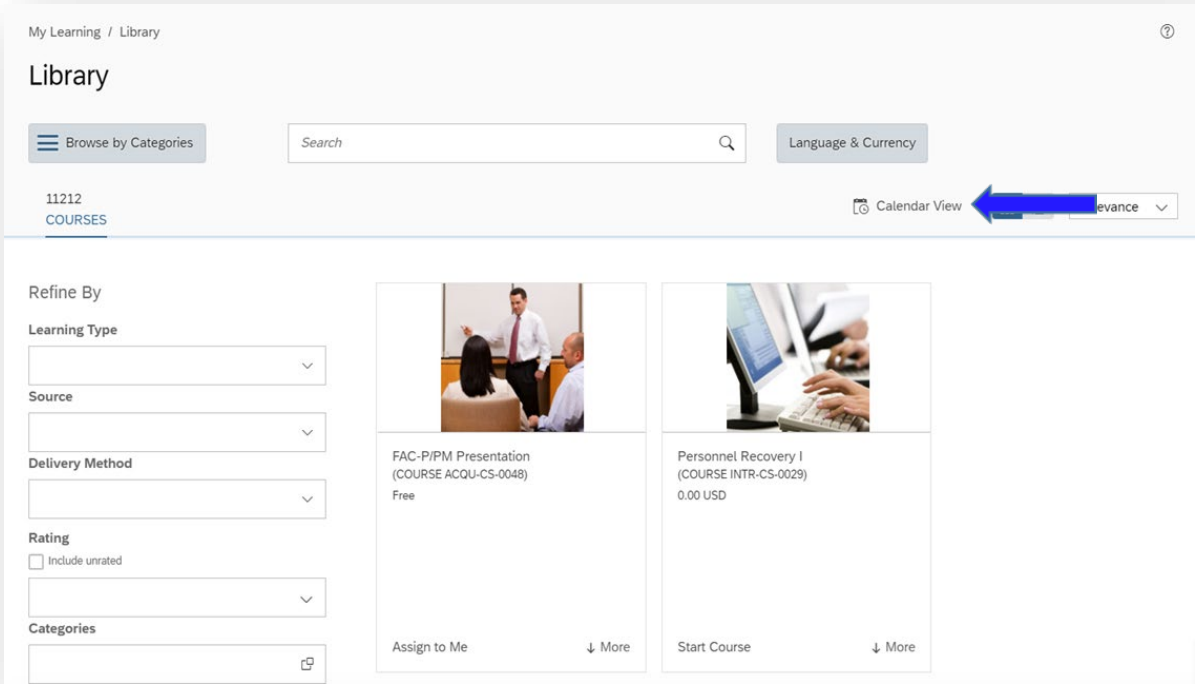
You may also Browse by Categories or refine your search by using the drop-down filters.

****** 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.



Registering for a Class

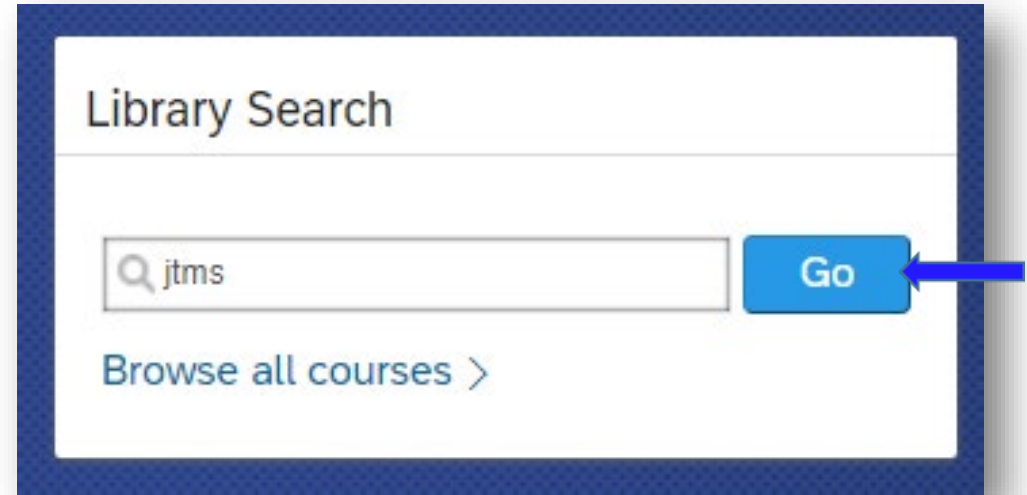
If you would like to register for an in-person or virtual class, you may search using the specific name of the course. ***You will not be able to search by the Class ID#.***

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**.

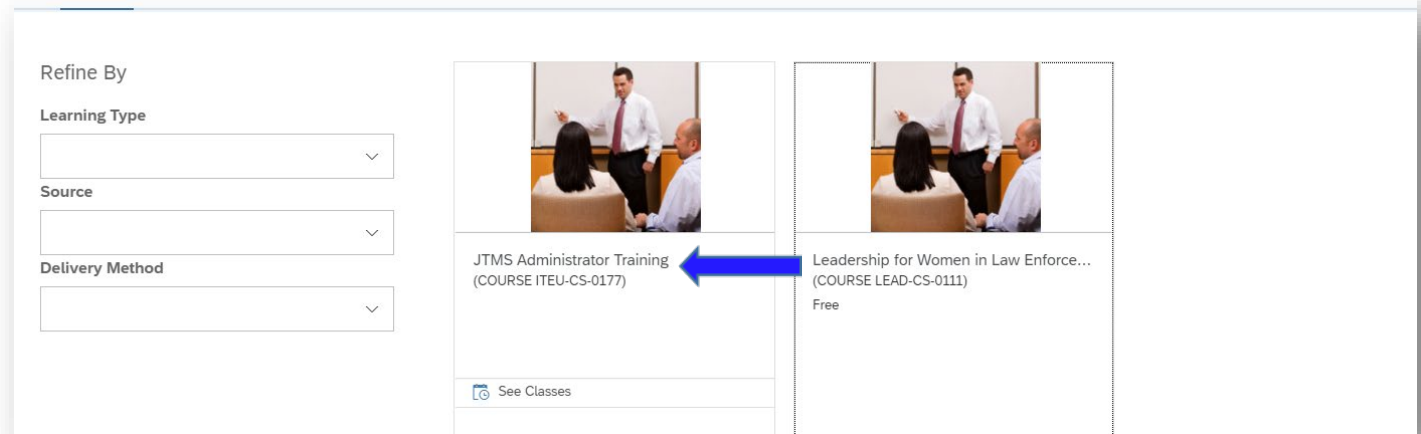
Locate the class in the search results below.



Library Search

Search input field containing "jtms" and a magnifying glass icon. A blue "Go" button is to the right, with a blue arrow pointing to it from the right.

[Browse all courses >](#)





Refine By

Learning Type

Source

Delivery Method

 JTMS Administrator Training (COURSE ITEU-CS-0177)	 Leadership for Women in Law Enforce... (COURSE LEAD-CS-0111) Free
---	--

[See Classes](#)

A blue arrow points from the right to the first search result, "JTMS Administrator Training".

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

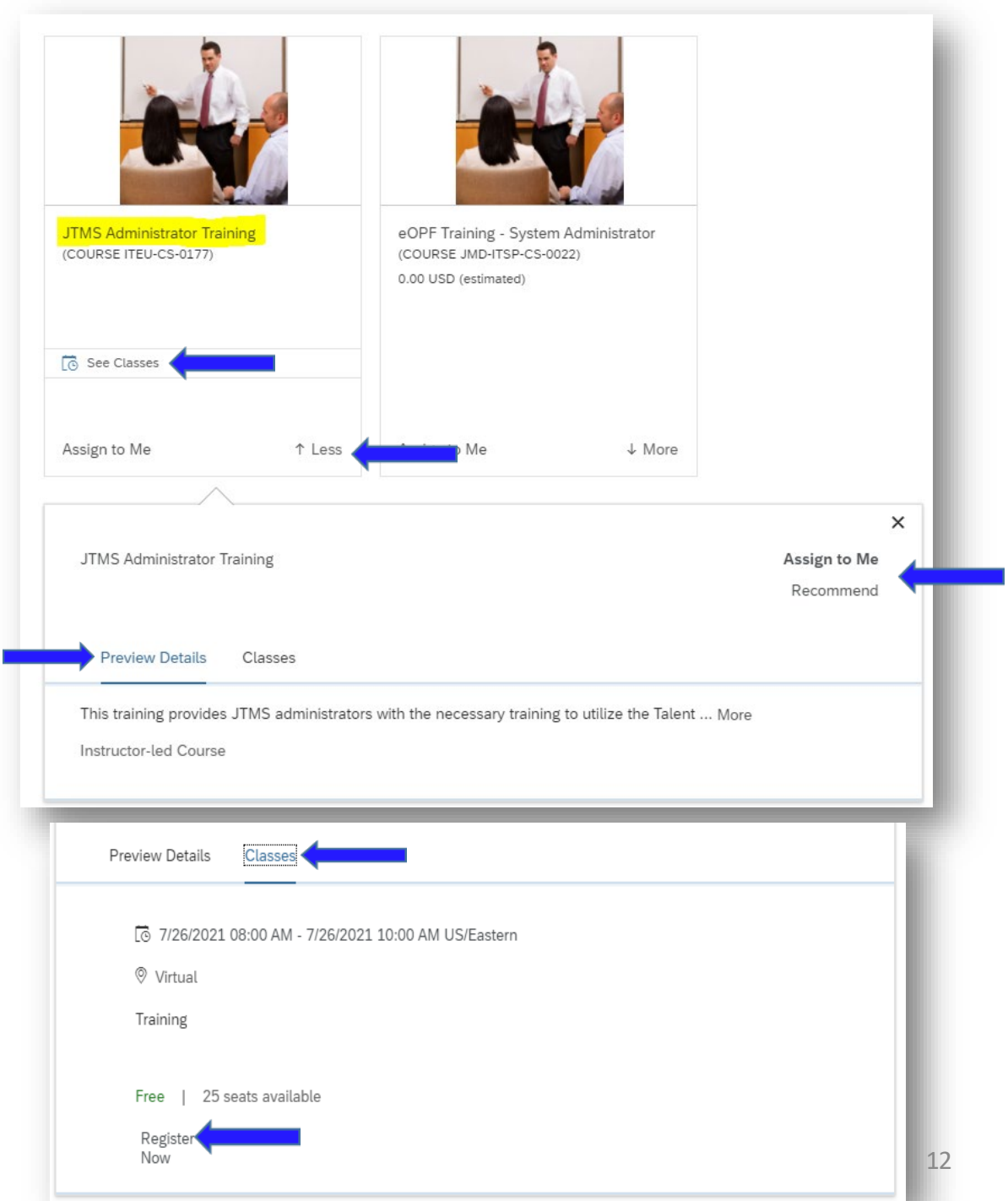
If you click the [Classes](#) tab, the upcoming classes will be listed by date. It also provides you with the class availability and the option to register.

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](#).

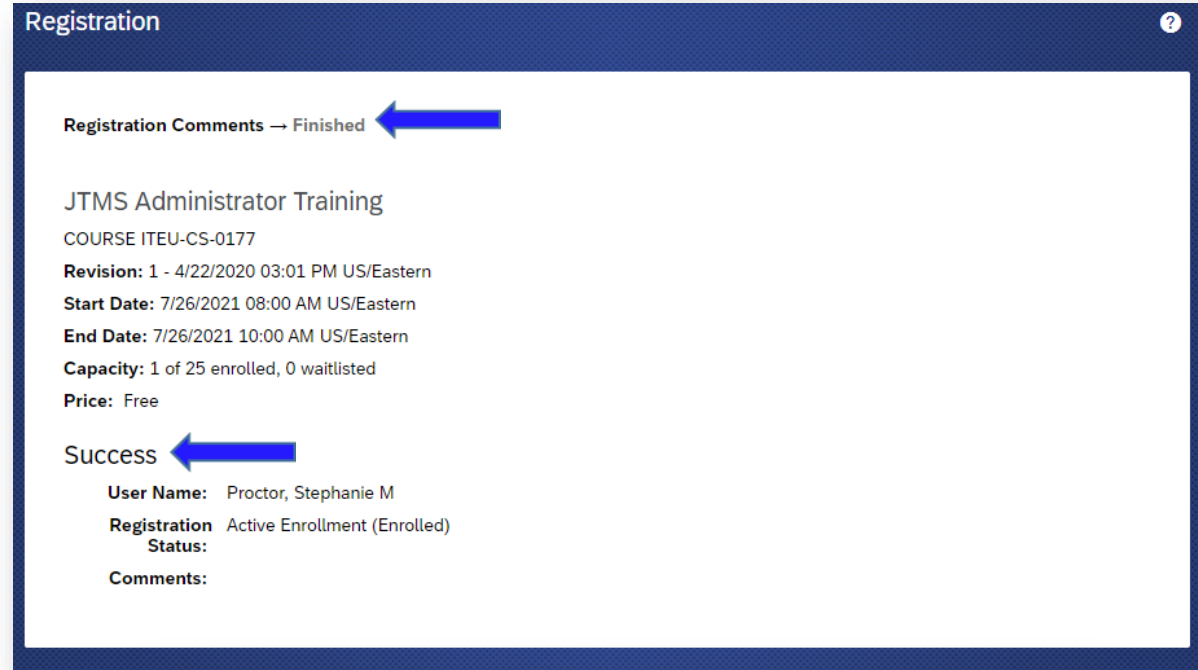
If you have successfully registered, you will see the [Success](#) status displayed.

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

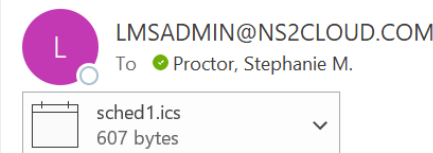
The email will also contain the class details.

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.



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](#).

To-Do List

Sort By Date | Priority


Filter

Keyword

Select All

All Assignment Types

▼ DUE LATER

RETRAIN BY 4/16/2022

CHOOSE COURSES>

ATF HQ Occupant Emergency Plan

RETRAIN BY 4/16/2022 | PRIORITY 0

CHOOSE COURSES>

Conduct and Accountability

RETRAIN BY 4/16/2022

CHOOSE COURSES>

Ethics

RETRAIN BY 4/16/2022

CHOOSE COURSES>


Insider Threat

RETRAIN BY 4/16/2022


CHOOSE COURSES>

IT Security Awareness


▼ DUE ANYTIME

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


Withdraw

View Registration

Recommend

LearnDOJ Document Repository

Records Management Fundamentals

OPTIONAL

▼

12/18/2023

15

Requesting a Class

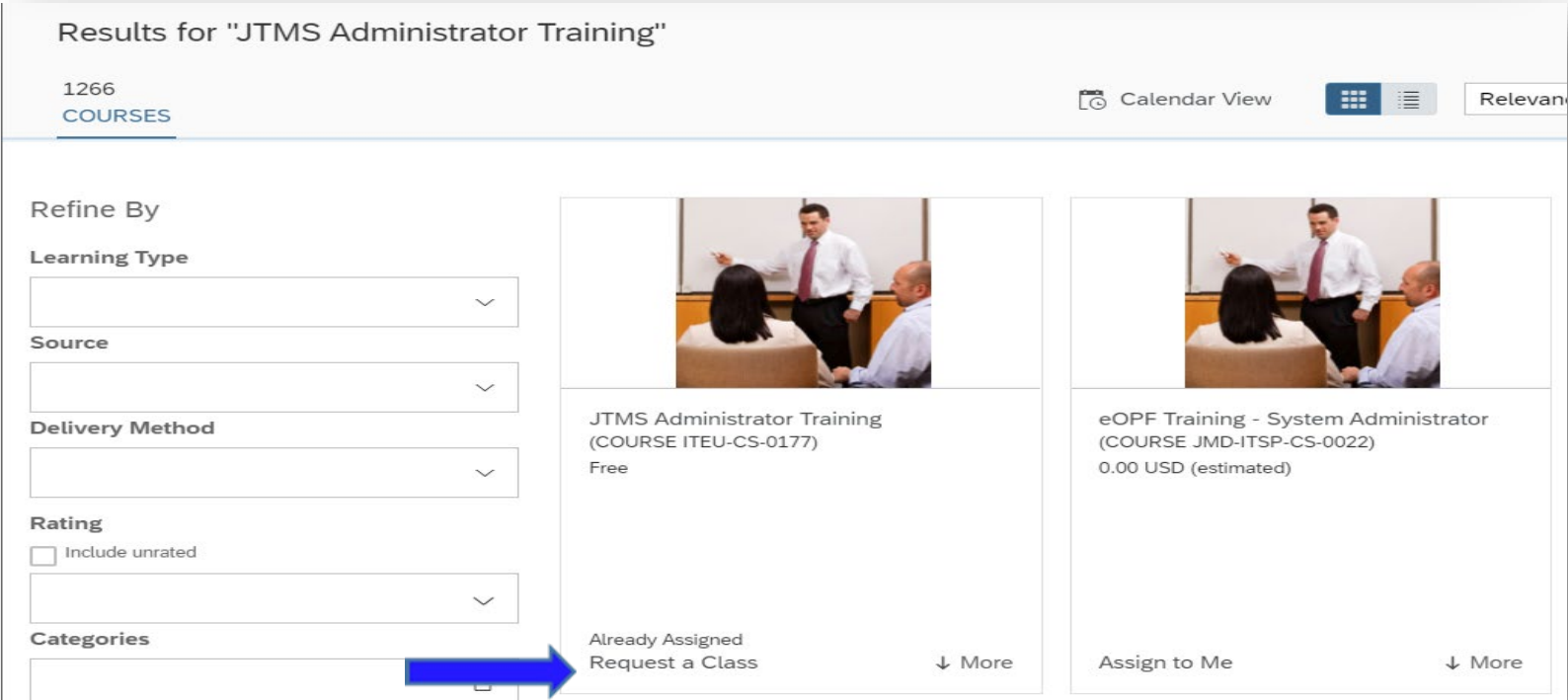
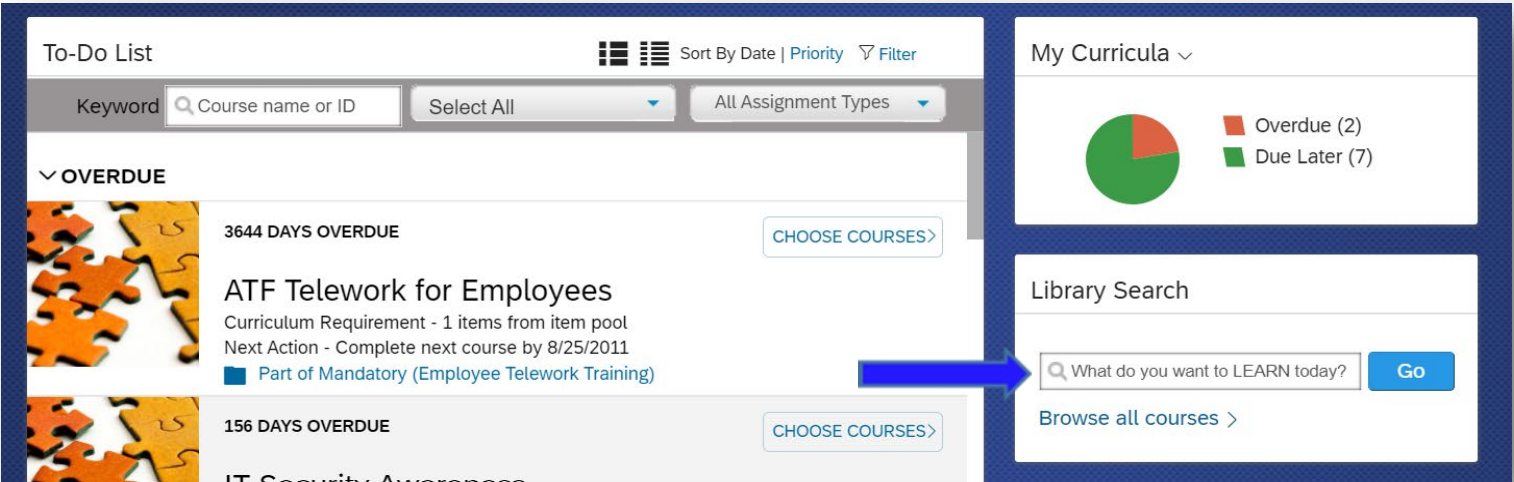
If you are interested in a class, but you do not see any scheduled offerings available, you can request a class. This functionality will notify the Training Records Manager of the training inquiry.

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 ^{12/18/2023}[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. 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**

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) ⓘ

Preferred Region:

Preferred Location:

Comments:

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>


▼ 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

▼

12/18/2023

19

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

KeywordSelect AllAll 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:
Assignment Type: REC

Completion Date:
Assignment Date: 7/21/2021

Days Remaining:
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>View Details</div> <div>Register Now</div>

12/18/2023

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.

12/18/2023

The screenshot displays the JTMS User Home Page interface. At the top, there is a 'To-Do List' section with a search bar and filters. Below this, the page is divided into several tiles: 'Available Classes' (showing no future classes), 'NEWS' (with a message about mandatory training), 'My Curricula' (showing a green circle), 'Library Search' (with a search bar), 'History' (with a clock icon and a red notification bubble), 'Links' (with a list of links), 'Featured' (with a star icon and a red notification bubble), and 'Recommend...' (with a lightbulb icon and a red notification bubble). Blue arrows point from the text descriptions on the left to the corresponding tiles on the right. The page number '13' is visible in the bottom right corner.

Reports

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

You have the option to pull the following reports:

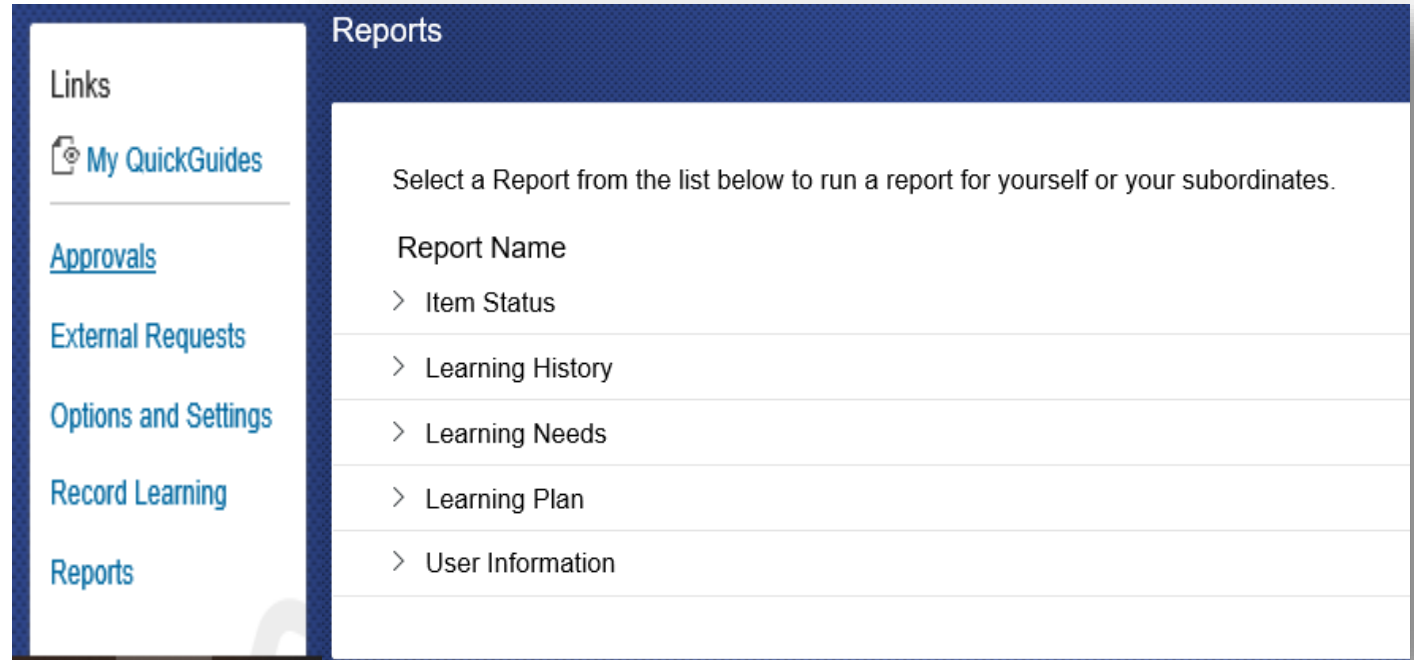
[Item Status](#) – Provides a completion status on assigned items.

[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.



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



recently added

View All

Featured



Links

My QuickGuides

Add to Learning Hist...

Approvals

External Learning R...

Options and Settings

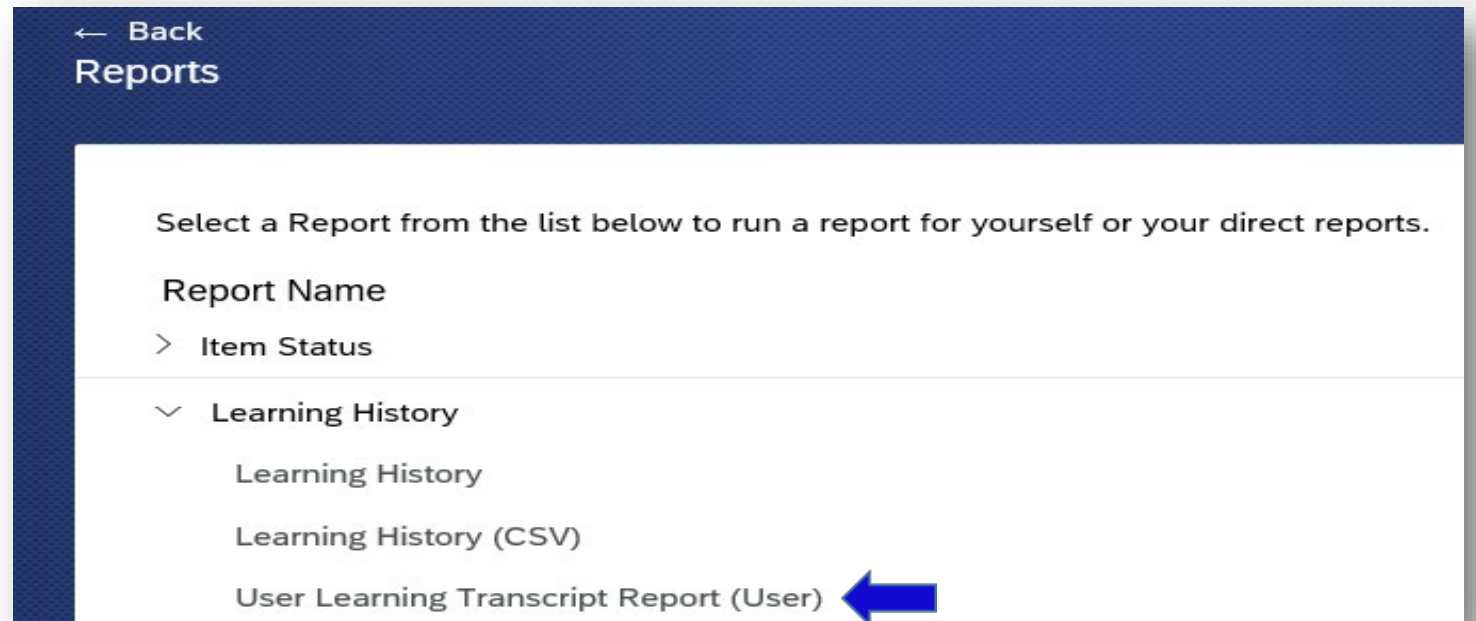
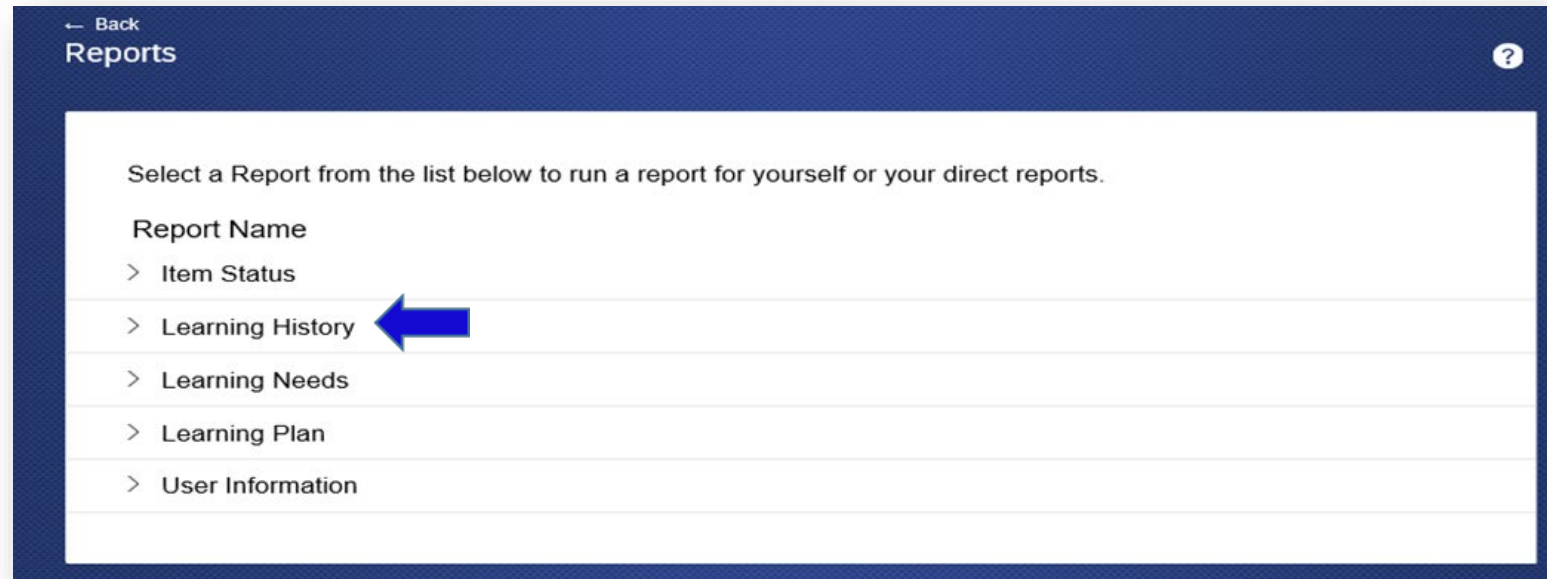
Reports

12/18/2023

23

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: (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 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	#####		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		
7	SMPROCT	Stephanie	Proctor	HR System	301	Ethics Roll Call	#####		Document	0.25	0	0	0		