Telework Agreement Instructions

http://intranet.nps.edu/hro/

- 1. Log into https://twms.navy.mil with your CAC, using Internet Explorer.
- 2. Select Click Here for Self-Service/myTWMS (fig. 1)
- 3. Select Online Training & Notices under the heading Tools/Actions (fig. 2)
- 4. Select Available Training link (fig. 3)
- 5. Scroll down to Telework Training For DON Employees or Telework Training For DON Supervisors (fig. 4)

Figure. 1

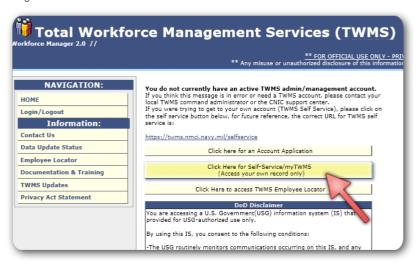


Figure. 3

| NAME | 1 | OFFICIAL RECORD | O UIC/ORG |
|---|-------|--|-----------|
| | | | |
| TITLE | | | PAY PLAN/ |
| | | | GS |
| REQUIRED TRAINING AVAILABLE TRAINING | | | |
| The following course To take a course, click o To view what training cla Navigation Menu on the | | ourse name. Once completed, you ses you have completed, please clft side of your screen. | |
| | | | |
| REQUIREMENTS | | | |
| ID REQUIRE | EMENT | | |
| | | | |

Figure. 4

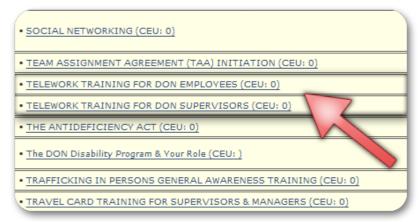


Figure. 2

