

## Accessing Books24x7 from the VA TMS

As a user of the VA TMS you can now access Books24x7 Referenceware™. Books24x7 is an online library containing thousands of the latest business and technology books. You will be able to get access to the latest in technology content in the IT Pro collection, or best business topics and professional skills and development in the Business Pro collection. Office Essentials covers the popular desktop applications in easy to understand language and Well-Being Essentials will help you manage your life outside the office.

### Easy to Access and Use

#### 1. Login to the VA TMS – <https://www.tms.va.gov>

- For login and password help contact your local VA Administrator
- Visit the [Inside TMS](#) informational page to look up your local VA administrator, find VA TMS Orientation and How To's, as well as up-to-date VA TMS news and announcements.



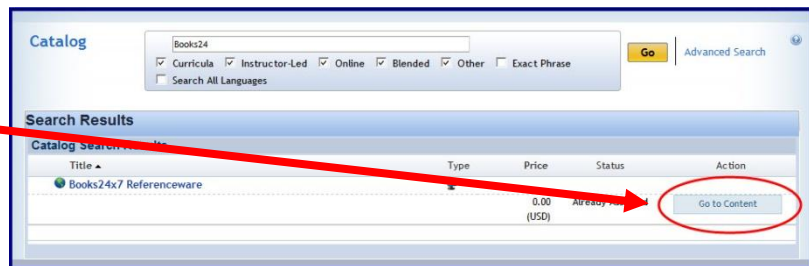
#### 2. Locate Books24x7 in the Catalog

- Type "Books24" in the Catalog search box.
- Hit **Enter** or click on the **Search** icon



#### 3. Launch the Books24x7 site

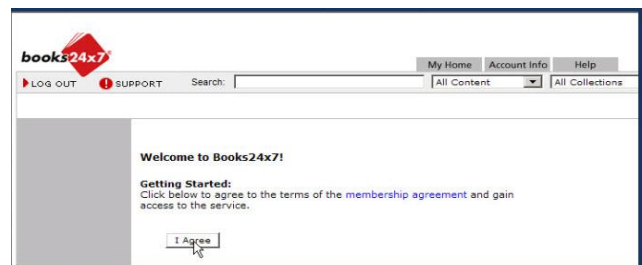
- Click on the **Go To Content** button on the Search Results page
- The Book24x7 portal will launch in a separate browser window.



**Time Saver!!** Use this [direct link](#) and enter your VA TMS ID & PW to go directly to the Book24x7 launch page.

#### 4. Accept Membership Terms

- The **first time** you launch Books24x7 you will be presented with a welcome screen asking you to review and agree to the terms of the site Membership Agreement.
- Click the link to review the terms then click on the **I Agree** button.



### 5. Overview of the Books24x7 portal home page

- a. Enter a keyword, specific book title, or author in the **Search** box.
- b. Use the **Browse Topics** dropdown to find books by category.
- c. Using the **Folders** section on the left side of the screen, you can save your favorite titles in a **Personal Folder**, see recommended titles for VA initiatives in the **Corporate Folders** section, or find newly released titles in the **System Folders**,
- d. For a complete overview of Books features, tools and navigation, we recommend you spend 4 minutes taking the **Books Virtual Tour**.
- e. Click on the **Help** tab to in the top toolbar for information and **Quick Reference Guides** on:
  - Using Books24x7 On the Go™ to access Books24x7 from your mobile device
  - Accessing Books24x7 Audio Books
  - Using Bookmarks & Notes

The screenshot displays the Books24x7 portal interface. At the top left is the Books24x7 logo. The top navigation bar includes 'LOG OUT', 'SUPPORT', a search box (callout 'a'), and dropdown menus for 'All Content' and 'All Collections'. On the right of the top bar are 'My Home', 'Account Info', 'Help' (callout 'e'), and 'Mobile Users'. A left sidebar contains 'Personal Folders', 'Corporate Folders', and 'System Folders'. The main content area features 'What's New', 'Books24x7 News', 'Search Hints...' (callout 'c'), 'Enhanced Notes feature', 'Books24x7 On the Go™ mobile access', 'Are you new to Books24x7?' (with a 'Take the Virtual Tour' button, callout 'd'), and 'Upcoming Webinars'. A 'Browse Topics' dropdown menu (callout 'b') is open on the right, showing categories like 'Well-Being Topics', 'MS Office 2007 for VA', 'Business Topics', 'IT and Technical Topics', 'Office Topics', 'Well-Being Topics', 'Industry', and 'Publisher'. The footer contains copyright information and the SkillsSoft logo.