

The following will guide through the procedures for completing your Mandatory Training for Trainees. Please follow the steps as outlined below. After entering the website below you should click on the “Check System” button located on the brown navigation bar on the far right. This will ensure that your computer system is compatible with TMS. If it is not then you may need to update or add programs. If you have any difficulties with any of the following processes please contact the VA TMS Helpdesk under the “Contact Us” tab or Nick Bach, his contact information is located below.

[Nicholas.Bach2@va.gov](mailto:Nicholas.Bach2@va.gov)

(316) 685-2221 x 54231

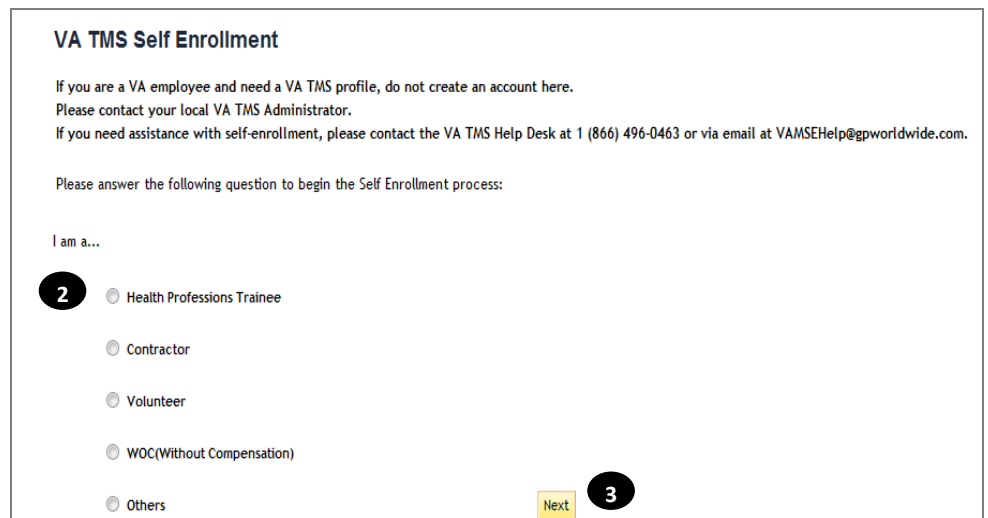
## Task A. Create New User Record

Access the TMS login page  
(<https://www.tms.va.gov>)

**1** Step 1  
From the Login page, in the **brown** navigation bar click the **Create New User** link.

**2** Step 2  
In the **VA TMS Self Enrollment** page, select the **Health Professions Trainee only**.

**3** Step 3  
Click **Next**.



**4** Step 4  
In **My Account Information** section, fill in all required fields as noted by the red asterisk, taking care to type accurately when entering your Social Security Number, e-mail address, and legal name.

**4a** Step 4a  
If you are a foreign national, click the **click here** link.

Note: Fields marked with \* are required

### My Account Information

- The length of the password must be between 8 and 12 characters.
- The password must contain the following types of characters:
  - English lowercase letters.
  - English uppercase letters.
  - Arabic numerals(0,1,2,...9).
  - Non alphanumeric special characters (!@#\$%^&\*()-\_+=[]<>?/";:|)
- Characters cannot be repeated more than twice in a row.
- The password cannot contain user name(login ID).
- The password cannot contain users first name and last name.
- The password cannot be the same as any of the previous 3 passwords.
- The password cannot contain 6 or more characters in a row from the previous password.
- Password cannot be same as the E-Signature PIN.

\* Password :

\* Re-enter Password :

\* Security Question :

\* Security Answer :

\* Re-enter Security Answer :

\* SSN :  -  -

(If you are foreign national and do not have an SSN please [click here](#))

\* Re-enter SSN :  -  -

\* DOB (MM/DD/YYYY) :

\* Legal First Name :

\* Legal Last Name :

Middle Name(Optional) :

\* Email Address :

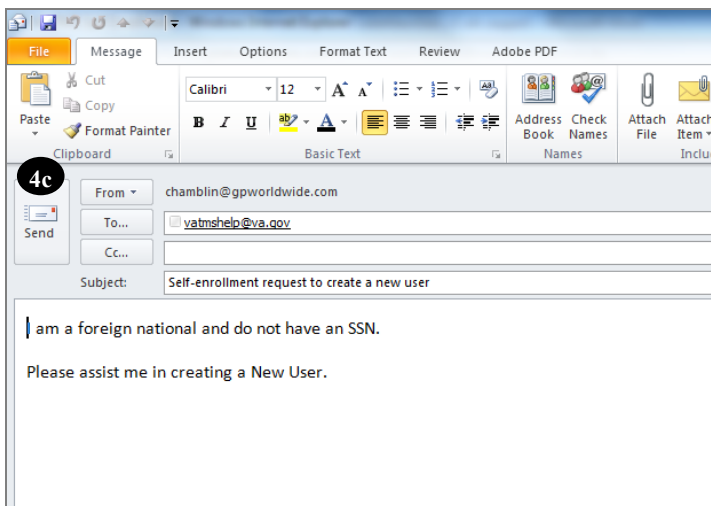
\* Re-enter Email Address :

Phone Number (do not include hyphens i.e 1112223333) :

**4b** Step 4b  
If there is a security pop-up click **Allow**.



**4c** Step 4c  
In the email pop-up add any additional information to assist the Admin like your name and contact information and click **Send**.



**5** Step 5  
In **My Job Information** section, fill in all required fields as noted by the red asterisk, entering the data provided by your VA point of contact where appropriate.

**VA Location Code: WIC**

**VA Point of Contact First Name: Nicholas**

**VA Point of Contact Last Name: Bach**

**VA Point of Contact Email Address: nicholas.bach2@va.gov**

**6** Step 6  
Click the Health Insurance Portability and Accountability Act (HIPAA) box.

**7** Step 7  
Click **Submit**.

**8** Step 8  
From the congratulations page, note your VA TMS USER ID for future use.

**9** Step 9  
Click **Continue**.

**My Job Information**

VA City :

VA State :

\* VA Location Code :

(Supplied by your VA Contract)

\* VA Point of Contact First Name :

\* VA Point of Contact Last Name :

\* VA Point of Contact Email Address :

Point of Contact Phone Number (do not include hyphens i.e. 1112223333) :

HIPAA Training Required :

**VA TMS Self Enrollment**

Congratulations! You have successfully created a profile in the VA TMS. Please copy down the User ID indicated below. You will need it if you ever need to log in to the VA TMS in the future.

Your VA TMS User ID is sample.john1105

To access your mandatory training content, click on the Continue button.

## Task B. Complete Required Training

**1** Step 1  
From the Home page, hover over item in your To Do List to display the pop-up menu.

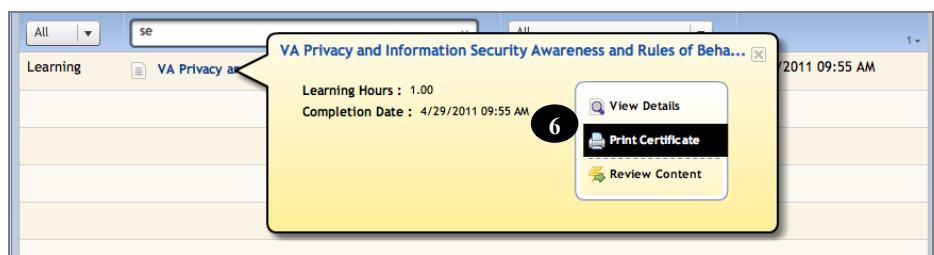
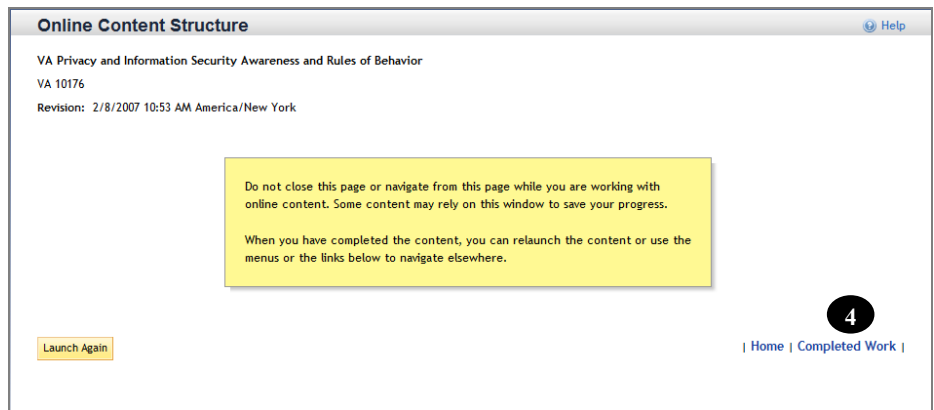
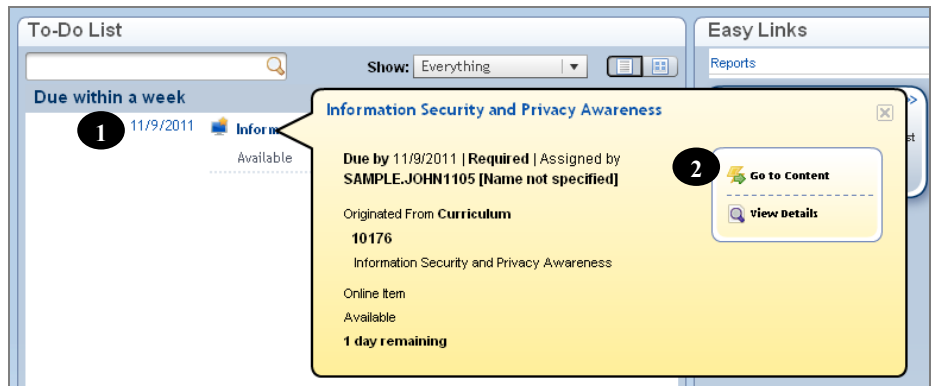
**2** Step 2  
Click Go to Content.

**3** Step 3  
Complete training per instructions.

**4** Step 4  
On the Online Content Structure page, click the Completed Work link.

**5** Step 5  
From the Completed Work page, hover over the title of the completed training to display the pop-up menu.

**6** Step 6  
Click Print Certificate.



**\*Print your certificate if you will be turning it into your clinical instructor or Clinical Site Coordinator for them to submit to your VA POC. If you will be performing clinicals by yourself then you can save and attach the certificate to an email and send to your VA POC.**

