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

(316) 685-2221 x 54231

Task A. Create New User Record

Access the TMS login page (https:\\www.tms.va.gov)	UNITED STATES DEPARTMENT OF VETERANS AFFAIRS	Search All VA Web Pages Search Search • Open Advanced Search	
Step 1	Home Veteran Services Business About VA Media Room Locations	Contact Us	
From the Login page, in the brown navigation bar click the Create New	VALUARINING UNIVERSITY	NORD SIGN IN	
User link.	VA Learning University Home Inside TMS Locate Your Local Administrator Help Desk Forgot Pa	assword Create New User Check System	
Step 2 In the VA TMS Self Enrollment page, select the Health Professions Trainee only. Step 3 Click Next.	 VA TMS Self Enrollment If you are a VA employee and need a VA TMS profile, do not create an account here. Please contact your local VA TMS Administrator. If you need assistance with self-enrollment, please contact the VA TMS Help Desk at 1 (866) 496-0463 or via email at VAMSEHelp@gpworldwide.com Please answer the following question to begin the Self Enrollment process: I am a Mealth Professions Trainee 		
	 Contractor Volunteer 		
	WOC(Without Compensation)		
	O Others Next	3	



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.



Step 4a

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



Step 4b

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

		_	
ľ	Internet l	Explorer Security 4b	×
	0	A website wants to open web content using this program on your computer	
This program will open outside of Protected mode. Internet Explorer's <u>Protected mode</u> helps protect your computer. If you do not trust this website, do not open this program.			
		Name: Microsoft Office Outlook Publisher: Microsoft Corporation	
	Do not show me the warning for this program again		
		Allow Don't	allow

Note: Fields marked with * are required My Account Information

English lowercase letters.
 English uppercase letters.

Arabic numerals(0,1,2,...9).

4.

* Password : * Re-enter Password :

• SSN :

Security Question :

• Security Answer :

Re-enter SSN :

Legal Last Name

DOB (MM/DD/YYYY) :
 Legal First Name :

Middle Name(Optional) : • Email Address : • Re-enter Email Address :

* Re-enter Security Answer

The length of the password must be between 8 and 12 characters.
The password must contain the following types of characters:

The password cannot be the same as any of the previous 3 passwords.

(If you are foreign national and do not have an SSN please click here) 42

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

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.

Password cannot be same as the E-Signature PIN.

Non alphanumeric special characters (!@#\$%^&*()-_+={][<>?/"";:\|)

The password cannot contain 6 or more characters in a row from the previous password.

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Step 4c

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





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 (HIPPA) box.



8

7 Step 7

Click Submit.

Step 8

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

Step 9 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 : 6	
	Back 7 Submit

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

9

Continue

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

Task B. Complete Required Training

N

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3

4

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Step 5

instructions.

On the Online Content

Completed Work link.

Structure page, click the

Step 4

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

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.