



User Job Aid: Create New non-VA User Record (Trainees)

Purpose

The purpose of this job aid is to guide users through the step-by-step process of creating the Create New User tool in the VA TMS. In this job aid you will learn how to:

- A. Create New User Record 9 Steps
- B. Complete Required Training 6 Steps

Task A. Create New User Record

1 Step 1

- a. From the Login page, in the brown navigation bar (at the bottom of the screen) click the Check System link to see if your computer system will work with this portal.
- b. If so, from the Login page, in the brown navigation bar click the Create New User link.

Step 2

In the VA TMS Self

Enrollment page, select the appropriate employment type. *Students, residents, fellows, and other health professions trainees should select "Health Professions Trainee."*



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VA LEARNING	GUNIVERSITY		$\mathbf{\vee}$	Jystem			1	SIGN IN	
VA Loarning	I Iniversity Home Insi	da TMS Lacata V	lour Local Administ	rator Uala D	oek Eornot Da	eeword C	roato Now Llear		

lf you are Please cor If you nee	a VA employee and need a VA TMS profile, do not create an account here. ntact your local VA TMS Administrator. d assistance with self-enrollment, please contact the VA TMS Help Desk at 1 (866) 496-0463 or via email at VAMSEHelp@gpworldwide.com.
Please ans	over the following question to begin the Self Enrollment process:
l am a 2	Health Professions Trainee
0	Volunteer
C	WOC(Without Compensation)
C	0 Others Next









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.

Tips:

Make sure you enter the *same name* that is on two forms of identification, as they will all have to match when you get an ID badge.

Make sure you use your actual SSN. If the system does not accept it, contact your school administrator or VA contact immediately.

For email address, try to use one that you will still be using in one year, so that you can get training renewal notices (if applicable). Your email address will become your user ID.

4a Step 4a

4b

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

Step 4b (foreign national) If there is a security pop-up click **Allow**.

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

Proceed to Step 5.



Note: Fields marked with * are required

My Account Information

 The length of the password must be between 8 and 12 character The password must contain the following types of characters: English lowercase 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 be the same as any of the previous 3 pass The password cannot contain 6 or more characters in a row for Password cannot be same as the E-Signature PIN. 	ers. }[]<>?/";:\) swords. om the previous password.
* Password :	
* Re-enter Password :	
Security Question -	4
Serurity Answer	
Re-enter Security Answer :	
* SSN :	
(If you are foreign national and do not have an SSN please <u>click here</u>)	4a
* 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) :	
A website wants to open web content usin program on your computer This program will open outside of Protected mode. Internet E Protected mode helps protect your computer. If you do not to website, do not open this program. Name: Microsoft Office Outlook Publisher: Microsoft Corporation Do not show me the warning for this program again Allow	xplorer's rust this Don't allow
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A Cut Calibri 12 A A IE + IE Copy Paste Format Painter B I U V A + IE = IE Clipboard Basic Text Acc From + chamblin@gpworldwide.com To vatmshelp@va.cov Send Cc Subject: Self-enrollment request to create a new user	E ▼ 學 Address Check 意 辞 Names Incl
am a foreign national and do not have an SSN.	
Please assist me in creating a New User.	
tai.	







5 Step 5

In My Job Information

section, fill in all required fields as noted by the red asterisk. Your school or VA administrator will give you the VA Point of Contact information. (Consider copying/pasting the information, to avoid typing errors.) VA Location Code for VA Puget Sound Health Care System is: **PUG**

Step 6

6

If you are required to take training on the Health Insurance Portability and Accountability Act (HIPPA), click the box.

Step 7

Click Submit.

8 Step 8

From the congratulations page, note your VA TMS USER ID for future use. *Consider emailing this to yourself, so that you can find it again.*

9 Step 9

Click Continue.

My Job Information

-							
VA City :							
VA State :				•			
* VA Location Code :			•				
(Supplied by your VA Contract)	5						
• 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	1

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

1 Step 1

From the Home page, hover over item in your To Do List to display the pop-up menu. This may take a few seconds.

2 Step 2

3

Click Go to Content.

Step 3

Complete training per instructions.

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. It may take a couple of seconds of hovering to get the box to pop open.

Step 6

6

Click Print Certificate. Consider making a PDF of the document and sending it to yourself, your school administrator, and/or your VA administrator. Completed Work Competency History Show Completions: All Ŧ Туре Title Status Completion Date All All sec . Learning 4/29/2011 09:55 AM Privacy and Information Security Awareness and Rule: Complete 5





