

Dear VA Health Professions Trainee,

Through an affiliation agreement between your learning institution and the Department of Veterans Affairs, part of your training will take place at ***the Orlando, FL VA Medical Center.***

### **VHA Mandatory Training for Trainees (MTT)**

In order for you to train, interact with patients and be granted access to our information systems you are required to complete a mandatory training item using the VA Talent Management System (TMS). The item is titled VHA Mandatory Training for Trainees and if you are in a multi-year program, this training must be completed every 365 days to remain compliant.

TMS can be found at <http://www.tms.va.gov>. Using the information below follow the steps on the subsequent pages to create your profile, launch the mandatory training item and complete the content prior to beginning your clinical training.

TMS Managed Self-Enrollment (MSE) enhances VA's training and reporting compliance, and is another step toward establishing VA as a 21st century organization built on providing the best care and service possible for our Veterans!

Sincerely,

Eyvette Hutchinson  
Associated Health Program Specialist  
Orlando VAMC – Lake Nona

1.1 **Already Have a TMS Account?** Contact the TMS Helpdesk [VATMSHelp@va.gov](mailto:VATMSHelp@va.gov)

## 1.2 Step-by-Step Instructions for Managed Self Enrollment (New Users)

1. From a computer, launch a web browser and navigate to <http://www.tms.va.gov>

2. Click the [**Check System**] link to see if your computer is compatible with the TMS. This automated check will tell you if you need to install updates or missing software components for the course to run. If the System Check shows red **x's**, follow the instructions on the display to install the indicated software. Once complete, you should be able to run TMS courses.

 A screenshot of the TMS login page. It features a blue header with a white 'SIGN IN' button. Below the header are two input fields for 'USER ID' and 'PASSWORD'. At the bottom of the page, there is a navigation bar with three links: 'Forgot Password', 'Create New User', and 'Check System'. The 'Check System' link is highlighted with a yellow circle.

3. Click the [**Create New User**] link located below the [**SIGN IN**] button.

4. Select the radio button for  **Veterans Health Administration (VHA)**  
Click the [**Next**] button

5. Select the radio button for  **Health Professions Trainee (NOT WOC)**  
Click the [**Next**] button

6. Complete all required fields, indicated by asterisk\* and any non-required fields if possible.

### **My Account Information:**

- Create Password\*
- Re-enter Password\*
- Social Security Number\* *(If you do not have a Social Security Number, follow the on-screen instructions when registering.)* and Re-enter Social Security Number\*
- Date of Birth\*
- Legal First Name\*
- Legal Last Name\* Middle Name is optional, but helpful
- Your e-mail Address\* *(Enter your personal email address. Do not use a School email address. This address will be used as your UserID when you login)*
- Re-enter your e-mail address\*
- Phone Number *(Enter a number where you can be reached by VA staff if issues arise with this self-enrollment process or in other circumstances)*
- Time Zone ID: Eastern Standard Time (America/New York)

### **My Job Information:**

- VA Location Code: *(ORL)*
- Trainee Type: Associated Health
- Specialty/Discipline\*
- VA Point of Contact First Name: *(Eyvette)*
- VA Point of Contact Last Name: *(Hutchinson)*
- VA Point of Contact Email: *(eyvette.hutchinson@va.gov)*
- Point of Contact Phone Number: *(407-631-0141)*
- School/University\*
- School/University Start Date\*
- Estimated School/University Completion Date\*

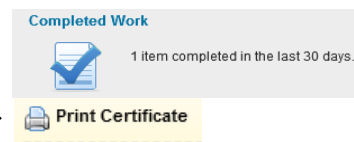
Click the [**SUBMIT**] button when all required fields are completed.

Once you have entered all of the required data and clicked the [**Submit**] button your profile will be immediately created. You must remember the **UserID** and **Password** for future logons to the VA TMS. Click the [**SAVE**] button to get to the Set Security Questions page. Please select questions that have definitive answers that you will remember. These will be used to recover your log in information if you use the [**Forgot Password**] option.

Once done with your questions and answer, click on the [**SAVE**] button and wait until your “**To-Do**” list is displayed with the title of the mandatory training item.

### 1.3 Launching and Completing the Content

1. Click on the the title of the *VHA Mandatory Training for Trainees* training item.  
Pop-Up blockers MUST BE TURNED OFF
2. Complete all of the item content following the on-screen instructions.
3. Exit the item as instructed to accurately record your effort.
4. Complete the steps below if you have been asked to provide a **Certificate of Completion**.
5. [**Optional**] Click on the “**Completed Work**” link on the lower right hand side of your internet browser window.
6. Move your mouse over the title of the course you just completed and select “**Print Certificate**”.
7. Print your completion certificate and save it in a pdf file for your records.



### 1.4 Trouble-shooting and Assistance

The **Check System** link on the VA TMS is an automated tool that confirms the existence of basic, required software on the computer you are using to complete this training.



If one of the components of your computer is not in compliance with the requirements, red **x's** will appear next to the **Check System** link. If the System Check shows red **x's**, please follow the instructions to bring your computer up to the standards that will work with the VA TMS.

If you do not have a Social Security Number, or if you need assistance with the VA Talent Management System (TMS) contact the VA TMS Help Desk at [vatmshelp@va.gov](mailto:vatmshelp@va.gov) or via phone every day, 24X7 at 1 (866) 496-0463.

*\* Your SSN is used only as a unique identifier in the system to ensure users do not create multiple profiles. The SSN is stored in a Private Data Table that cannot be accessed anywhere via the VA TMS interface. It is securely transferred to a VA database table inside the VA firewall where it can be confirmed, if necessary, by appropriately vested system administrators and/or Help Desk staff.*