Mandatory Training for VA Health Professions Trainees

In order to be granted access to VA resources, you must first complete all of your assigned mandatory training. Required courses are accessed via the VA Talent Management System (TMS).

To access the TMS, you must first create a TMS user profile. Once you have created a user profile, you will see the list of mandatory training and the date(s) by which it must be completed.

In order to access the TMS you must use one of the following browsers:

- Internet Explorer (7.0 to 11.0)
- Mozilla Firefox (3.6.x.x and above)
- Safari on Mac (6.0 and above)
- Google Chrome (23.0.x.x and above)

To ensure that the training courses operate correctly, your system must also have the following software installed and enabled:

- Flash player version 10.0.0 and above
- Adobe Reader 9.0 and above

You will be required to provide specific information about yourself as well as information related to the work you will be doing under this contract. Your contract Project Manager should have provided you with the following information:

1. The VA Location being supported - Durham VAHCS
2. The VA Point of Contact (POC) First Name, Last Name, Email Address, and Telephone Number. Clyde Meador, Clyde.Meador@va.gov, telephone is 919.286.0411 ext 175423
3. You must complete TMS Training module - VA 3185966

The above information is required in order to create your profile. Make sure that you have it before starting the TMS User Profile creation process.

Step-by-step instructions for creating your TMS profile and then launching and completing the required training follow.

If You Need Assistance

If you have any questions about the information to be provided or experience difficulties creating a profile or completing the mandatory training(s), contact Clyde Meador at 919.286.0411 ext 175423
A. Create Your TMS Profile

1. From one of the above browsers, access https://www.tms.va.gov/SecureAuth35/

2. Select the CREATE NEW USER button.

3. The first screen requires you to select the overall VA organization that you will be supporting.

   Select the Veterans Health Administration (VHA) radio button.

Then select the NEXT button.
4. The next screen requires you to identify your enrollee type. The list of options is tied to the VA Organization.

Select Health Professions Trainee:

Please answer the following question to begin the Self Enrollment process:

I am a...

- **Health Professions Trainee** (Health professionals in VA training programs, including WOC trainees)
- **Volunteer** (Those volunteering for VA without VA compensation)
- **WOC** (Those working for the VA without VA compensation)
- **Clinical Contractor** (Medical professionals working for the VA on a contractual basis)
- **Contractor** (Non-medical professionals working for the VA who do so on a contractual basis)
- **Veterans Service Officer** (Non-VA employees that help Veterans with preparing, filing, and tracking a benefits claim through the VA system)
- **DOD** (Department of Defense Civilian employees and Active Duty military personnel from any branch of the US Armed Forces)
- **Conference Attendee** (Those attending a VA-sponsored conference)
- **Federal Non-VA** (Those holding positions in the Federal government, except the DoD and the VA)

Figure 3: VHA Enrollee Types
5. Select the **WOC** radio button. Then select the **NEXT** button.

![WOC Radio Button Option](image)

**Figure 7: WOC Radio Button Option**
6. You must provide information related to **MY ACCOUNT** and **MY JOB**. All of the fields marked with an asterisk must be completed.

**Note:** The **Email Address** that you enter here will be used as your Username to log into the system. Please ensure that the email address you use is one which you will be able access. **Do not use email addresses from your previously attended schools.**

![Figure 8: MY ACCOUNT INFORMATION Screen](image)

**Note: Fields marked with "*" are required**

**MY ACCOUNT INFORMATION**

- The length of the password must be between 12 and 20 characters.
- The password must contain the following types of characters:
  a. English lowercase letters.
  b. English uppercase letters.
  c. Arabic numerals (0,1,2,...9).
  d. 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 24 passwords.
- The password cannot contain 6 or more characters in a row from the previous password.
- Security answer must be at least 5 characters.

* Password: 

* Re-enter Password: 

* SSN: [Click here to view the VA TMS Privacy Act Notice.]

(if you are a foreign national and do not have an SSN please click here)

* Re-enter SSN: 

* DOB (MMDDYYYY) : 

* Legal First Name:

* Legal Last Name:

Middle Name(Optional): 

* Email Address: 

* Re-enter Email Address: 

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

Check here to enter an International Phone Number

* Time Zone ID: 

**Figure 8: MY ACCOUNT INFORMATION Screen**
Make sure that your PASSWORD complies with the requirements listed on the screen and that the re-entered password is identical.

Your password must comply with all of the following:

- Length must be 12 to 20 characters
- MUST contain:
  - Lowercase letters (a through z)
  - Uppercase letters (A through Z)
  - Numerals (0 through 9)
  - Non-alphanumeric characters to include ! @ $ % ^ & * _ + = ? , . / ' [ ]
- Cannot include more than two repeated characters in a row
- Cannot include your User Name
- Cannot include your first or last names

Make sure to read the Privacy Act Notice regarding use of SSNs.

<table>
<thead>
<tr>
<th>Privacy Act Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Authority:</strong> The Department of Veterans Affairs (VA) is authorized to collect this information under the authority of Executive Order 9397 as amended by Executive Order 13478, Title III, Section 301, Subchapter III of Public Law 107-347 (Federal Information Security Management Act of 2002); Section 7406(c)(1) of Title 38 of the U.S. Code; and Sections 4103, 4115, and 4118 of Title 5 of the U.S. Code.</td>
</tr>
<tr>
<td><strong>Purpose:</strong> The Department of Veterans Affairs (VA) will use this information to ensure your training records are properly documented and retained into one system, the VA Talent Management System (TMS); and, accurately credited to your TMS profile to acknowledge and provide verification training requirements are met.</td>
</tr>
<tr>
<td><strong>Routine Uses:</strong> This information will be used by and disclosed to VA personnel and contractors who need the information to assist with activities related to the training management purposes. Additionally, this information will become a part of your permanent personnel record and is included in the respective government-wide, DPM/GOVY-1 - General Personnel Records (71 FR 35326) and VA-specific, 701A05 General Personnel Records -Title 38 (65 FR 45131) electronic system of records notices (SORNs), and is subject to all published routine uses within these SORNs.</td>
</tr>
<tr>
<td><strong>Disclosure:</strong> Furnishing this information is voluntary, including Social Security Number; however, failure to furnish the requested information may prevent you from establishing a TMS profile and delay the completion of training that would be assigned as a result of the completion of this form.</td>
</tr>
<tr>
<td><strong>Social Security Number (SSN):</strong> Your SSN may be requested under the authority of Executive Order 9397 as amended by Executive Order 13478. The SSN is used as a unique identifier to ensure that each individual’s record in the system is unique, complete and accurate and the information is properly attributed. The SSN is not used by, nor displayed in, the TMS for any other purpose.</td>
</tr>
</tbody>
</table>

**Figure 9: TMS Privacy Act Notice**
7. After completing the MY ACCOUNT INFORMATION fields, you must complete the MY JOB INFORMATION fields. As indicated earlier, you should have received this information from your Project Manager. If you do not have this information, please reach out to your Project Manager as you will not be able to create your TMS User Profile without it.

VA Location: Durham
VA POC First name: Clyde
VA POC Last Name: Meador
Email address is: Clyde.Meador@va.gov, telephone is 919.286.0411 ext 175423

8. Once all of the required fields have been completed, select the SUBMIT button.

9. If there were any errors identified after selecting SUBMIT, you must fix those and then select SUBMIT again. Keep making corrections until you succeed.

10. Once any errors have been corrected, you should see the Congratulations screen. At this point you should make note of your TMS Username (which will be the Email Address that you entered).

Figure 11: Congratulations Screen
11. After 20 minutes have passed, please return to https://www.tms.va.gov/SecureAuth35/ and enter your Username and click Submit. You will be able to send a one-time Passcode to your Email Address.

![Figure 12: TMS 2.0 Login Screen](image)

12. Once your Passcode arrives, enter it using your keyboard, or the on-screen number pad, and click Submit.

![Figure 13: Enter Passcode Screen](image)

13. You are now asked to select and provide answers to two security questions. These will be used if you need to reset your TMS password.
B. Launch and Complete Mandatory Training

Follow these steps to launch and complete all of your assigned training.

1. Your TMS home screen displays. It lists the mandatory training you must complete and the date by which completion must occur.

Figure 14: Set Security Questions Screen

After selecting your questions and entering your answers, select the SAVE button.

At this point, you have now created your TMS User Profile. Now, you must complete all of the mandatory training courses assigned to you.

B. Launch and Complete Mandatory Training

Follow these steps to launch and complete all of your assigned training.

1. Your TMS home screen displays. It lists the mandatory training you must complete and the date by which completion must occur.

Figure 15:

Health Professions Trainees have only one required TMS course. Initially, it is VA 3185966, VHA Mandatory Training for Trainees and in subsequent years, VA 3192008, Refresher training
2. Hover your mouse over one of the course titles listed on your TMS Home screen. Brief information pertinent to this course displays.

![Privacy and HIPAA Focused Training](image)

Figure 16: Course Information Pop-up on Mouse Hover

3. Select the **START COURSE** link.

   The course windows launch in another browser window. You will see the Online Course Structure screen that is immediately followed by the initial screen of the selected course

   Follow the instructions on each of the course screens to complete all modules of the mandatory training course(s).
4. Once a course has been completed, select the HOME link located at the top left of the screen to return to your TMS Home screen.

![Home Link](image)

Figure 18: Snapshot of the Home Link

5. Once all of the mandatory training has been completed, you will see the Learning Status Pod display information stating that the work is completed.

![Learning Status Pod](image)

Figure 19: Example of the Learning Status Pod