

INSTRUCTIONS FOR RETURNING STUDENTS:

This process applies **ONLY** to students who have previously completed a clinical rotation at the Cheyenne VAMC .Please note that returning students do not need to either schedule or attend an Orientation:

Important: Common issues that may occur for returning students:

1. I forgot my TMS userid and or password or it says my account is inactive or does not exist what do I do now? Send an e-mail to CFEDpublic.website@va.gov In the subject line of your e-mail put: **“Returning Student TMS logon issues”** In the body of your e-mail put your full name, phone number, school/program and your instructors name and e-mail and await further instructions. Most of the time your account will just need to be reactivated however in some cases you will be directed to recreate a new account and will have to take VHA Mandatory Training for Health Professional Trainees vice the refresher training.
2. I went to start my rotation and I cannot log in to the VA computers with my old login and password what do I do now? Please contact Raymond Garwacki at 307-778-7750 X3762. Your account may simply need to be reactivated OR re-created this can usually be taken care of within a single business day.

Scenario#1

You have in your possession a PIV or Flash badge issued by the Cheyenne VAMC that will not expire for the duration of your planned rotation.

1. Your clinical coordinator at your school will still need to coordinate your placement with one of our facility coordinators per main website instructions
2. Your school will still need to provide a TQCVL letter per main website instructions.
3. You will need to log into TMS and complete only the VHA Mandatory Training For Health Professional Trainees –Refresher training and print a certificate of completion
4. You will need to complete the following: [Combined Work Without Compensation and Demographics form](#) (**Important: The use of this form is strictly for returning students only**) and fax it and a copy of your refresher training certificate from step 3 to our secure fax# 307-772-7738. Please note that you may also elect to scan and send both of these documents via e-mail provided you understand and accept that although very minimal there is a risk that your e-mail could potentially be intercepted en-route to our e-mail box. If you accept and understand this risk our e-mail is as follows: CFEDpublic.website@va.gov

Scenario#2

You do not have in your possession a PIV or Flash badge issued by the Cheyenne VAMC or you have a badge but it is expired or due to expire during your planned rotation **OR** *you were never issued a badge***.

****If you were never issued a PIV/Flash badge** during your previous rotation. Send an e-mail to CFEDpublic.website@va.gov In the subject line of your e-mail put: **“Returning Student Never Issued a Badge”** In the body of your e-mail put your full name, phone number, school/program and your instructors name and e-mail and await further instructions**.

1. Your clinical coordinator at your school will still need to coordinate your placement with one of our facility coordinators per main website instructions
2. Your school will still need to provide a TQCVL letter per main website instructions.
3. You will need to log into TMS and complete VHA Mandatory Training For Health Professional Trainees – Refresher and print a certificate of completion

4. You will need to complete the following: [Combined Work Without Compensation and Demographics form](#) **(Important: The use of this form is strictly for returning students only)** and fax it and a copy of your refresher training certificate from step 3 to our secure fax# 307-772-7738. Please note that you may also elect to scan and send both of these documents via e-mail provided you understand and accept that although very minimal there is a risk that your e-mail could potentially be intercepted en-route to our e-mail box. If you accept and understand this risk our e-mail is as follows: CFEDpublic.website@va.gov
5. You will need to schedule an appointment with HR for fingerprints per main website instructions.
6. You will need to schedule and coordinate a time to be PIV sponsored by CFED staff please send an e-mail to CFEDpublic.website@va.gov In the subject line of your e-mail put: **“Returning Student Needs PIV Sponsor Appt”** In the body of your e-mail put your full name, phone number, school/program and instructors name and e-mail.
7. You will need to ensure you make another appointment with HR after fingerprinting and after sponsorship for badge issue. Generally you can either be fingerprinted and sponsored same day or sponsored and badge issued same day but not all three in one day.