

Dear Clinical Learners,

The Loma Linda VA Medical Center staff is looking forward to your upcoming rotation. Please follow these instructions.

## Mandatory Training for VA Health Professions Trainees (HPT)

In order for you to train and work with veterans and be granted access to our information systems you are required to complete a mandatory training item using the VA Talent Management System (TMS 2.0). 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 <https://www.tms.va.gov/SecureAuth35/>. 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.

**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)

**Each health professions trainee will need the following *facility specific* information in order to complete the TMS self-enrollment process and fulfill the training requirement:**

- VA Location Code: [LOM](#)
- Your Trainee Type and Specialty/Discipline.
- VA Point of Contact First Name: [Raquel](#)
- VA Point of Contact Last Name: [Rodriguez](#)
- VA Point of Contact Email address: [Raquel.Rodriguez@va.gov](mailto:Raquel.Rodriguez@va.gov)
- VA Point of Contact Phone Number: (909) 583-6850

### 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 the Enterprise Service Desk by going to the yourIT Services website or via phone at 1 (855) 673-4357.

If you have a current TMS account with another VA facility please use this link to find the local TMS administrator for the **new/gaining** VA facility <https://www.valu.va.gov/Map/InteractiveMap>. Request to have your account transferred to the new facility. This is the general rule for transferring TMS accounts from one facility to the next.



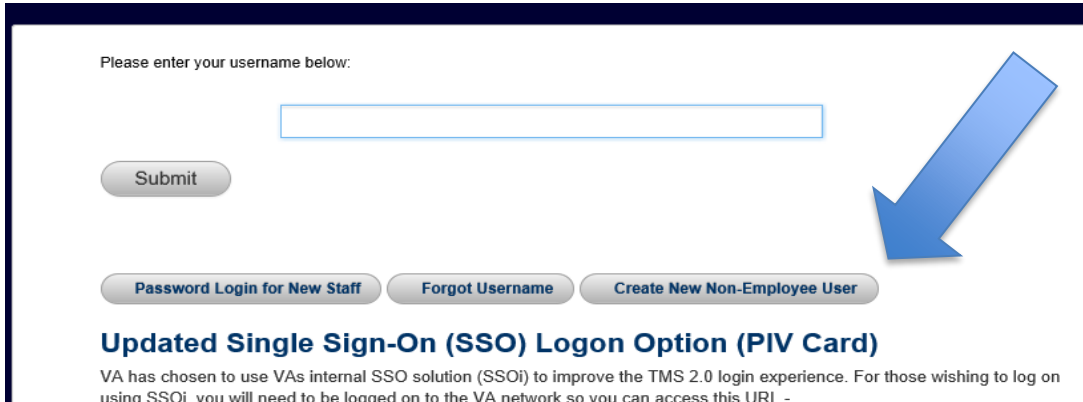
All Loma Linda VA TMS questions: please contact [Raquel.Rodriguez@va.gov](mailto:Raquel.Rodriguez@va.gov) (She is the TMS admin for trainees at the Loma Linda VAMC).

Sincerely,

Loma Linda VA Medical Center Staff

## PART A. Create Your TMS Profile

1. From one of the above recommended browsers, navigate to <https://www.tms.va.gov/SecureAuth35/>
2. Select the **CREATE NEW USER** button.



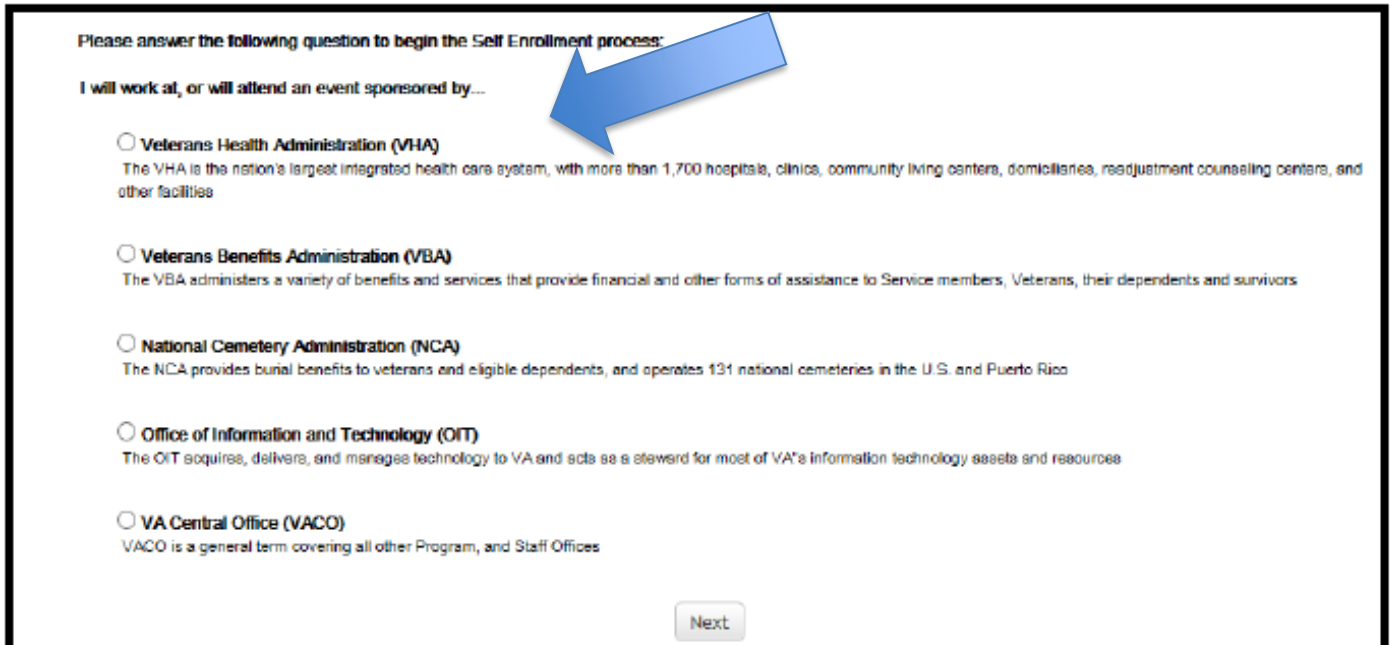
Please enter your username below:

Submit

**Updated Single Sign-On (SSO) Logon Option (PIV Card)**

VA has chosen to use VAs internal SSO solution (SSOi) to improve the TMS 2.0 login experience. For those wishing to log on using SSOi, you will need to be logged on to the VA network so you can access this URL -

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.



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

I will work at, or will attend an event sponsored by...

**Veterans Health Administration (VHA)**  
 The VHA is the nation's largest integrated health care system, with more than 1,700 hospitals, clinics, community living centers, domiciliares, readjustment counseling centers, and other facilities

**Veterans Benefits Administration (VBA)**  
 The VBA administers a variety of benefits and services that provide financial and other forms of assistance to Service members, Veterans, their dependents and survivors

**National Cemetery Administration (NCA)**  
 The NCA provides burial benefits to veterans and eligible dependents, and operates 131 national cemeteries in the U.S. and Puerto Rico

**Office of Information and Technology (OIT)**  
 The OIT acquires, delivers, and manage technology to VA and acts as a steward for most of VA's information technology assets and resources

**VA Central Office (VACO)**  
 VACO is a general term covering all other Program, and Staff Offices

Next

Then select the **NEXT** button.


VHA Mandatory Training for Trainees

The next screen requires you to identify your enrollee type. If you selected the incorrect organization, select the **BACK** button to return to the previous screen. This is the screen you should see:

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)



4. Select the **HEALTH PROFESSIONS TRAINEE** radio button. Then select the **NEXT** button.

**Health Professions Trainee** (Health professionals in VA training programs, including WOC trainees)

5. 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. (example graphic may have rolled onto next page)

**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:
  - English lowercase letters.
  - English uppercase 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 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 foreign national and do not have an SSN please click here)

\* 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) :  -  -   Check here to enter an International Phone Number

\* Time Zone ID :

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 though 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.

### Privacy Act Notice

**Authority:** 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.

**Purpose:** 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.

**Routine Uses:** 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, [OPM/GOVT-1 - General Personnel Records \(71 FR35356\)](#) and VA-specific, [76VA05 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.

**Disclosure:** 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.

**Social Security Number (SSN):** 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.

6. 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 VA Point of Contact. If you do not have this information, please reach out to your VA Point of Contact as you will not be able to create your TMS User Profile without it.

**MY JOB INFORMATION**

\* VA Location :  ▼  
(Supplied by your VA Contact)

\* Trainee Type :  ▼

\* Specialty/Discipline :  ▼

\* 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):  -  -   Check here to enter an International Phone Number

Medical Sharing Type :  ▼

\* School/University/Program :

\* School/Program Start Date (MM/DD/YYYY) :

\* Estimated School/Program Completion Date (MM/DD/YYYY) :

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

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

9. 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).

**TMS** Talent Management System

VA Learning University Home | TMS Resources | Locate Your Local Administrator | Help Desk

**VA TMS Self Enrollment**

**Congratulations!**

You have successfully created a profile in the VA TMS. Please make note of your Username indicated below as you will need it to log into the system. Your TMS 2.0 Username is **test@leslconfirm.com**

Note: You will need to wait for 20 minutes for your profile to become active. After that, you will be able to login using the following link: <https://www.tms.va.gov/SecureAuth35>

10. 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.

Please enter your username below.

Submit

**Other Login Options**

Password Login for New Staff | SSO Login | Forgot Username | Create New User

Enter the code that you just received by email.

Passcode:

1 2 3  
4 5 6  
7 8 9  
0 C

Submit

Please click here to use an alternate registration method.

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

12. You will be asked to select and provide answers to two security questions. These will be used if you need to reset your TMS password.

**Set Security Questions**

In order to simplify resetting your password in the future, you must select 2 security questions and provide answers for them below. Make sure your answers are something you will remember, are at least 5 characters long, and that you type them the way you always type them as they WILL be case sensitive.

\* = Required Fields

Question 1: What street did you live on in third grade?

Response: \*\*\*\*\*

Confirm Response: \*\*\*\*\*

Question 2: In what city or town was your first job?

Response: \*\*\*\*\*

Confirm Response: \*\*\*\*\*

Save

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 the mandatory training assigned to you.

## PART B. Launch and Complete Mandatory Training

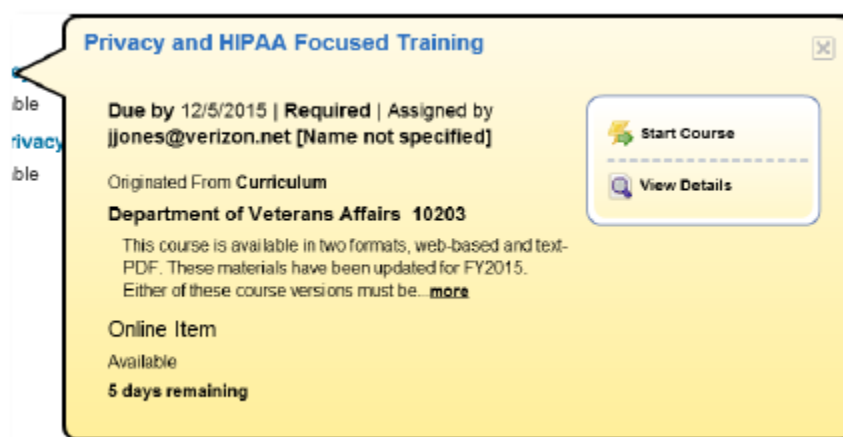
Follow these steps to launch and complete all of your assigned training.

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



As an HPT, only one course is required – **VHA Mandatory Training for Trainees**.

2. Hover your mouse over the course title listed on your TMS Home screen. Brief information pertinent to this course displays.



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

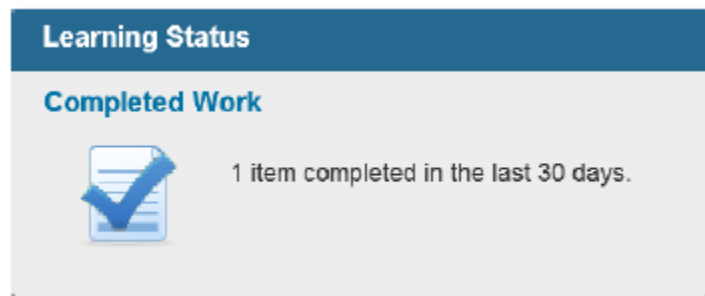
VHA Mandatory Training for Trainees

The course windows launch in another browser window. You will see the Online Content 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.

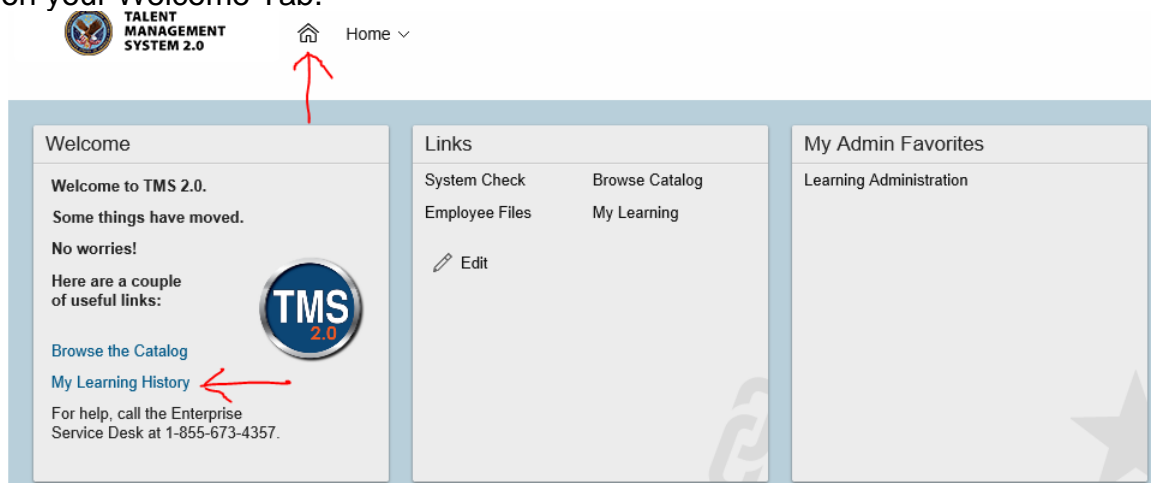
- Once a course has been completed, select the **HOME** link located at the top left of the screen to return to your TMS Home screen.



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



- While the completion of the mandatory training is recorded in the TMS, you must also print a Certificate(s) of Completion. Click the little house icon at the top of your TMS navigation pane to return to your main landing page. Then click "My Learning History" on your Welcome Tab.



- Hover the mouse over the course title for which a completion certificate is to be printed to display the Completed Course pop-up window.



The screenshot shows a list of training activities. The second item, 'WRJ Fire Extinguisher Training (Hands-on)', is selected, and a pop-up window displays its details: 'Learning Hours: 0.50' and 'Completion Date: 8/27/2010 04:00 PM'. The pop-up also contains 'View Details' and 'Print Certificate' buttons. The list includes the following items:

Date	Time	Activity Name	Status
8/27/2010	04:00 PM	Fire Safety and Prevention	NFED-Complete
8/27/2010	04:00 PM	WRJ Fire Extinguisher Training (Hands-on)	NFED-Complete
3/3/2010	02:45 PM	ISSO Led Privacy and Information Security Awareness and Rules of Behavior Presentation	VA-Complete
3/3/2010	02:45 PM	VA Privacy and Information	VA-Complete

- Select the **PRINT CERTIFICATE** link. A message indicating the information is being generated. Once the necessary information has been gathered, another browser window opens and displays a PDF of the Completion Certificate.

Please wait...

Report Title: Certificate of Completion

Status: Generating

Your report is being generated now, and will be delivered to your browser when it has completed as long as you do not close this page. (If you close the page, the report will be automatically cancelled.)



- Once you have printed and/or saved your certificate(s), you may log out of the TMS. Select the **SIGN OUT** link located in the upper right portion of your TMS Home screen.

10. **CPRS TAB BY TAB** training. This training is not mandatory for VA computer compliance, but it is recommended that you familiarize yourself with CPRS; our patient record system. Browse the catalog and search "35795", the item number for CPRS TAB by TAB.

**Note: Mandatory Training for Trainees will be the only training you have access to until the local TMS admin at your facility validates your account.** The validation process will allow you access to the CPRS training but also ensure the local facility can report that your training is compliant for working with veterans.

The screenshot displays the TMS 2.0 Management System 2.0 interface. At the top, there is a navigation bar with the system logo and a 'Home' dropdown menu. The main content area is divided into three columns: 'Welcome', 'Links', and 'My Admin'. The 'Welcome' section contains a message about system updates and a 'Browse the Catalog' link, which is highlighted with a red arrow. The 'Links' section includes 'System Check', 'Employee Files', 'Browse Catalog', and 'My Learning'. The 'My Admin' section is partially visible. Below the main content, there is a 'My Learning / Catalog' breadcrumb trail. The 'Catalog' page features a search bar with the text 'Browse by Topics' and a search input field containing '35795'. The search results show '1 COURSES' for the query '35795'. A 'Calendar View' button is visible next to the results. On the left, there is a 'Refine By' section with dropdown menus for 'Category', 'Source', and 'Delivery Method'. On the right, there is a card for the course 'CPRS Tab by Tab: A Basic Orientation (VA 35795)' with a small image of a person at a computer.