User Job Aid

TMS 2.0 Managed Self Enrollment
Non-VA VHA Users

Revision Number 4

Revision Date: April 30, 2020

User Job Aid: Create New Non-VA VHA User Record

Purpose

The purpose of this job aid is to guide users through the step-by-step process of creating a new non-VA user record. This job aid shows you how to complete a request for a TMS 2.0 User account utilizing the VHA sponsored menu.

Note: This job aid is to assist non-VA users of TMS 2.0 only! If you are a VA employee, you must contact your local organization to gain access to TMS 2.0.

In this job aid, you will learn to:

1. Create New Non-VA VHA User Record
2. Complete Required Training

![TMS logo] **Talent Management System**

Create New Non-VA User Record

1. Access the VA TMS login page at https://www.tms.va.gov/ SecureAuth35/.

2. From the login page, select the **Create New Non-Employee User** link.

3. On the VA TMS Self Enrollment page, select the **Veterans Health Administration (VHA)** option.

4. Select **Next**.

5. On the second VA TMS Self Enrollment page, select the appropriate **Employment Type.**

6. Select **Next.** If you have entered the wrong sponsor, select **Back.**

Select: "Health Professions Trainee", for all students, interns, residents and fellows

7. On the **My Account Information** page, fill in all required fields as noted by the red asterisk. Be careful to type accurately when entering your social security number, e-mail address, and legal name.

8. If you are foreign national, select the **click here** link. If you are not, continue to step 12.
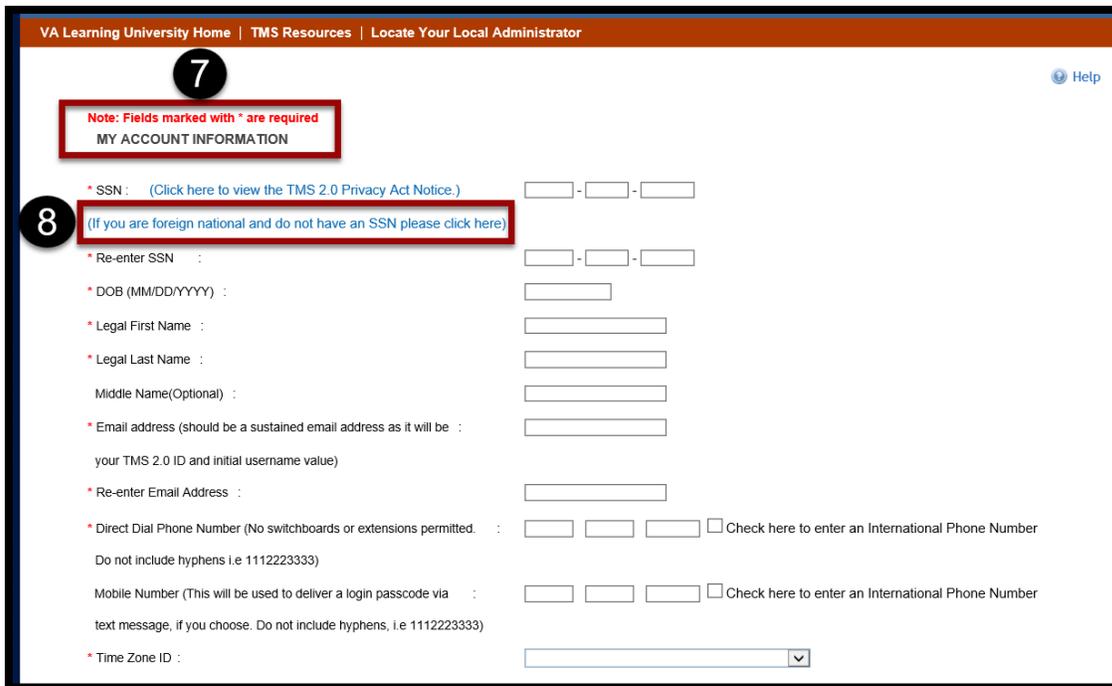
9. If there is a security pop-up, select **Allow**.
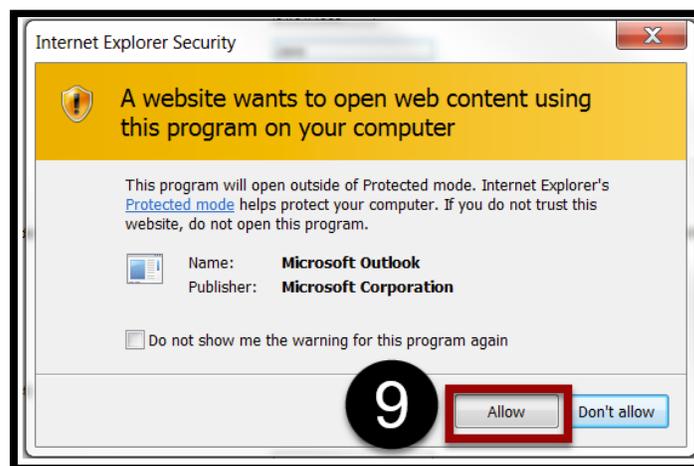
10. In the email pop-up, add any additional information to assist your Admin such as your name and contact information.

11. Select **Send**.

12. In the **My Job Information** section, fill in all required fields as noted by the red asterisk. Be sure to enter the data provided by your VA point of contact where appropriate. **Note:** The information required in the My Job Information may differ based on your user category. For instance, a Contractor will require different VA contact information than a Health Professions Trainee.

13. If you are required to take training on the Health Insurance Portability and Accountability Act (HIPPA), select the **HIPAA Training Required** checkbox.

14. Select **Submit**. If you've selected the wrong Employment Type, select **Back.**
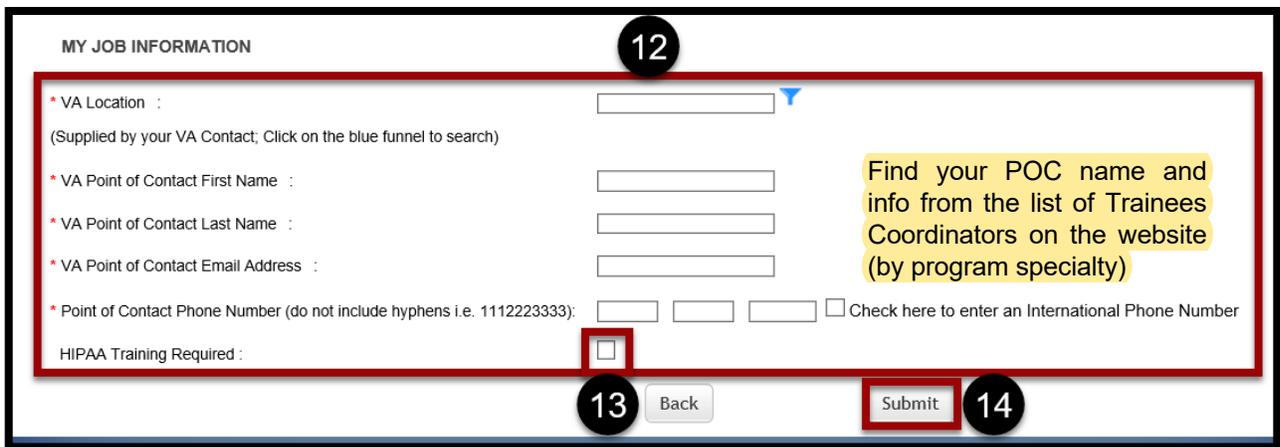
15. From the congratulations page, note your **VA TMS Username** for future reference.

16. Select **Continue**.
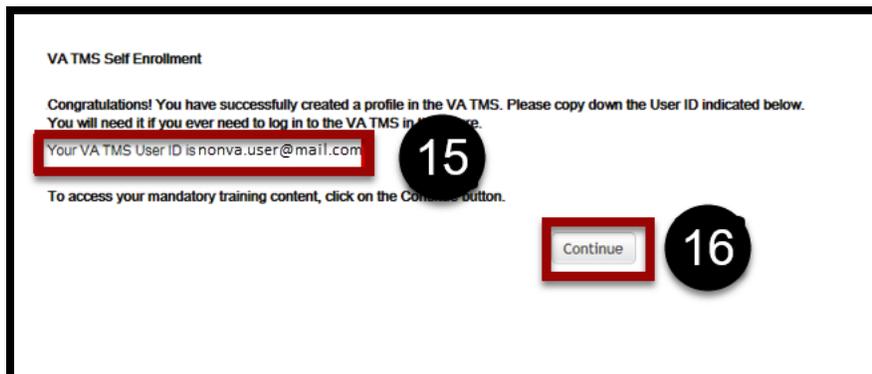
![TMS 2.0 Talent Management System logo]

Complete Required Training

1. Select **My Learning**. **NOTE**: The required training courses now appear in the My Learning section. All new Non-VA Users must take the **VA Privacy and Information Security Awareness and Rules of Behavior**. If you selected the checkbox **HIPAA Training Required** in the My Job Information section, then the **Privacy and HIPAA Training** will appear and is also required.

2. Select **Start Course**.

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3. In the Online Content Structure page, select **Launch Again.**
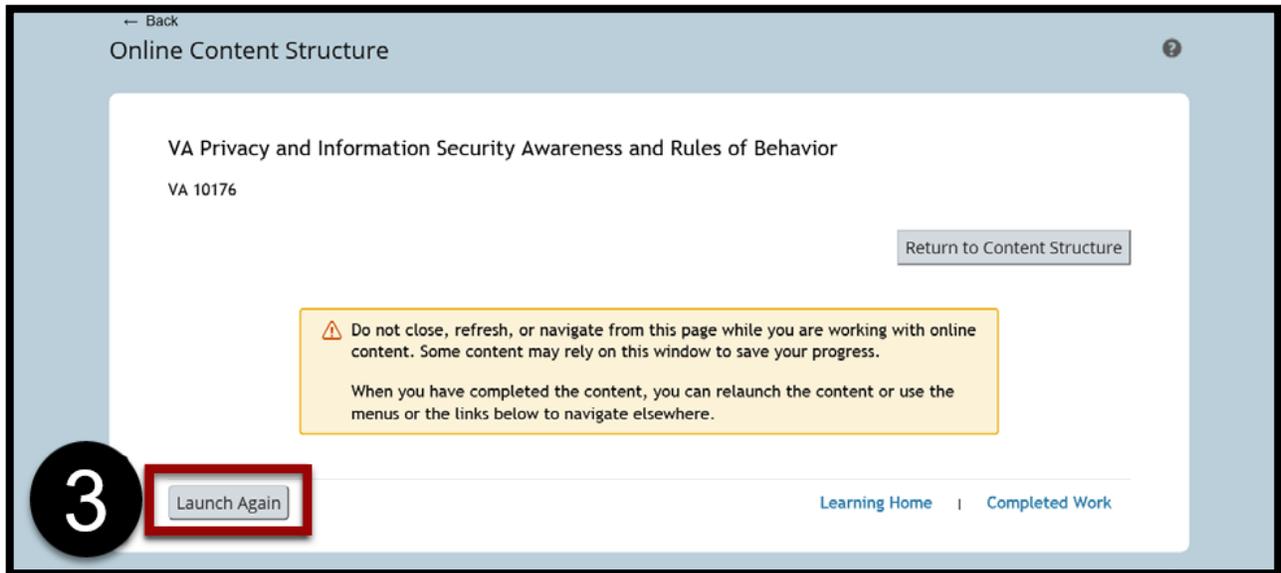
4. Complete the training as instructed.

NOTE: When you have finished the course(s), you may print completion certificates from the My History tile on your home page. You have successfully complete your required training.

TO ALL TRAINEES: SAVE A COPY OF YOUR "MANDATORY TRAINING FOR TRAINEES" AND "VA PRIVACY & HIPAA" CERTIFICATES. THESE ARE REQUIRED WITH THE PACKET YOU MUST SUBMIT TO YOUR SPECIALTY PROGRAM VA TRAINEE COORDINATOR.