



Revision Number 4
Revision Date: March 30, 2020

User Job Aid: Create New Non-VA 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.

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.

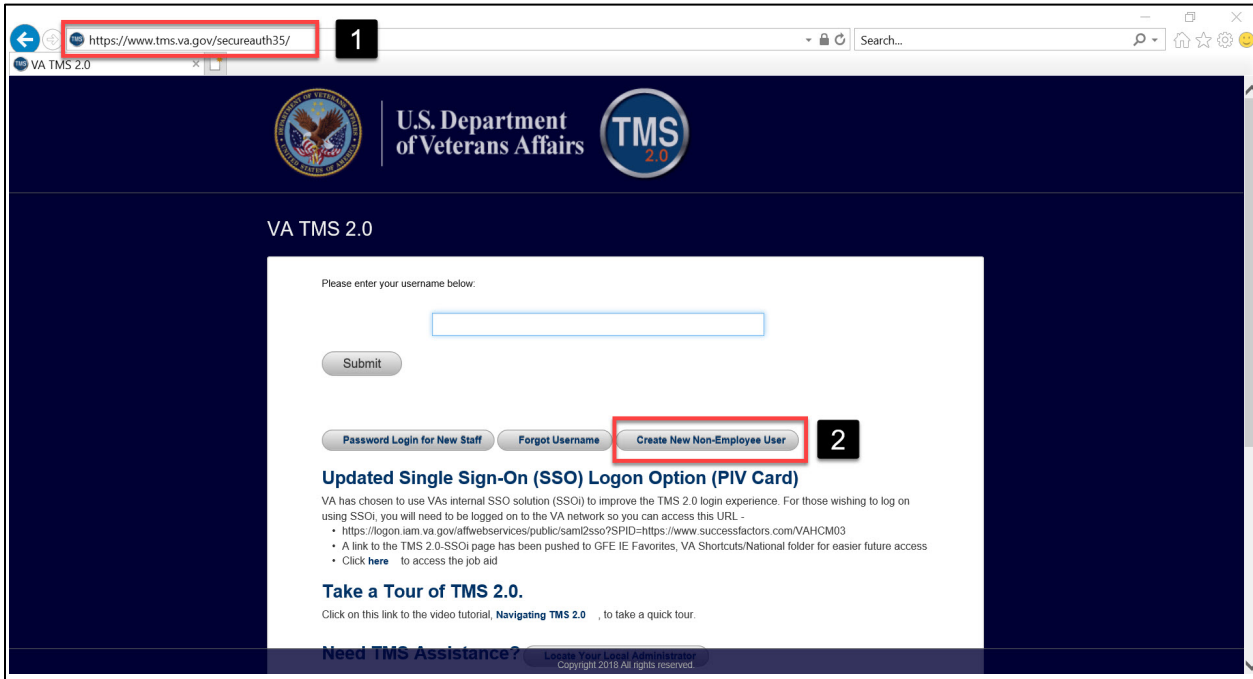
In this job aid, you will learn to:

1. Create New Non-VA User Record
2. Create a New Password
3. Complete Required Training



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, answer the question, **“I will work at, or will attend an event sponsored by...”**
4. Select **Next**.

VA TMS SELF ENROLLMENT

If you are a VA EMPLOYEE and need a VA TMS profile, do not create an account here. Please contact your local VA TMS Administrator. If you need assistance with self-enrollment, please contact the Enterprise Service Desk by going to the yourIT Services website or via phone at 1(800) 368-1000.

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

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

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- ☐ **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, domiciliaries, 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 manages 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 **4**

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

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

I am a...

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- ☐ **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)

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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 11.

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 6 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) :

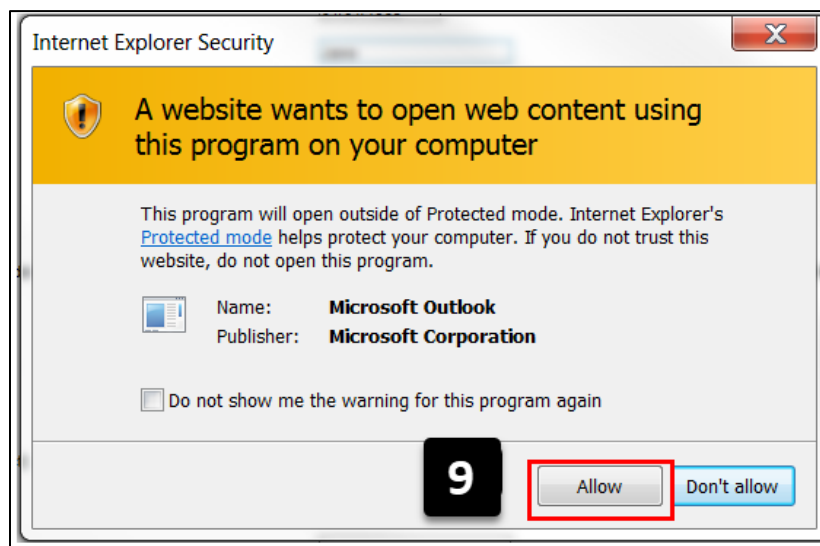
* Email Address :

* Re-enter Email Address :

* Phone Number (do not include hyphens i.e 1112223333) : ☐ Check here to enter an International Phone Number

* Time Zone ID :

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. Then select **Send**.

Format Insert Draw Options Discard Send

B I U Heading 1 Undo

From: nonva.user@mail.com

To: VALITier2@va.gov; Cc & Bcc

Self-enrollment request to create a new user

I am a foreign national and do not have an SSN.

Please assist me in creating a New User.

Sent from Mail for Windows 10

11. 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.
12. If you are required to take training on the Health Insurance Portability and Accountability Act (HIPAA), select the **HIPAA Training Required** checkbox.
13. Select **Submit**.

MY JOB INFORMATION

• VA Location : (Supplied by your VA Contact; Click on the blue funnel to search)

• VA COR First Name :

• VA COR Last Name :

• VA COR Email Address :

• VA COR Phone Number (do not include hyphens i.e. 1112223333) : Check here to enter an International Phone Number

• Contract Name (120 Characters max) :

• Contract # :

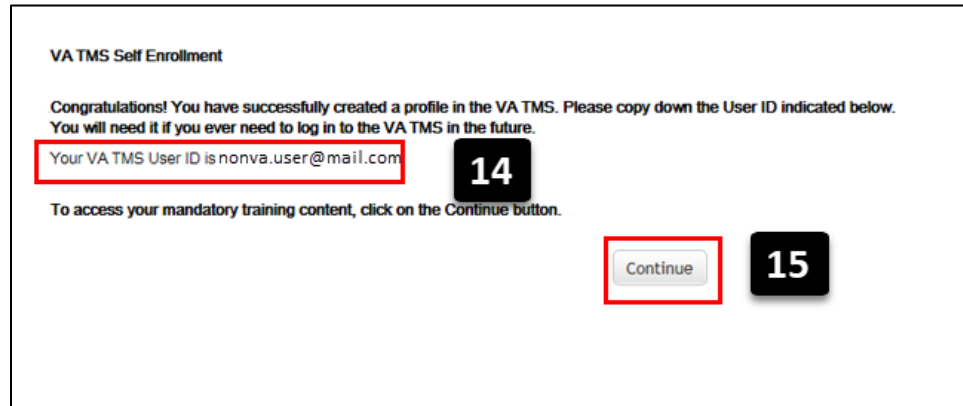
• Vendor Project Manager :

HIPAA Training Required : ☐

Back Submit

14. From the congratulations page, note your **VA TMS Username** for future reference.

15. Select **Continue**.



VA TMS Self Enrollment

Congratulations! You have successfully created a profile in the VA TMS. Please copy down the User ID indicated below. You will need it if you ever need to log in to the VA TMS in the future.

Your VA TMS User ID is nonva.user@mail.com

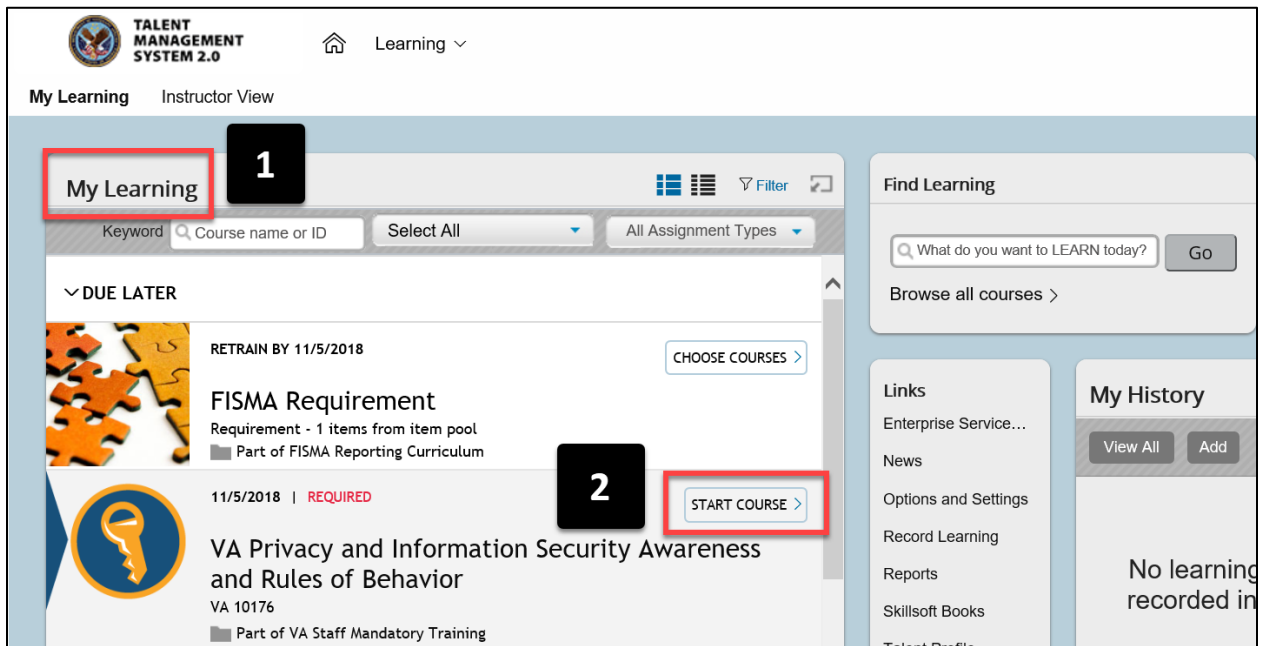
To access your mandatory training content, click on the Continue button.

Continue



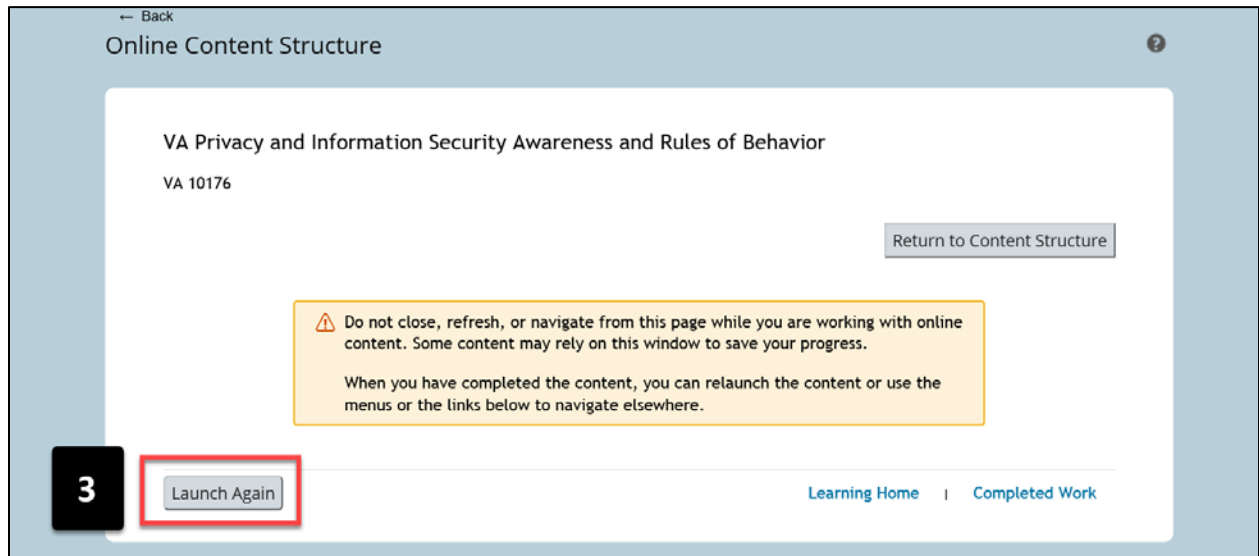
Complete Required Training

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**.



The screenshot displays the 'My Learning' section of the Talent Management System 2.0. The page is titled 'My Learning' and 'Instructor View'. A red box labeled '1' highlights the 'My Learning' tab. Below the tab, there is a search bar with the text 'Keyword Course name or ID' and a 'Select All' button. A 'Filter' button is also visible. The main content area shows a list of courses. The first course is 'FISMA Requirement' with a 'RETRAIN BY 11/5/2018' deadline. The second course is 'VA Privacy and Information Security Awareness and Rules of Behavior' with a '11/5/2018 | REQUIRED' deadline. A red box labeled '2' highlights the 'START COURSE >' button for this course. The right sidebar contains a 'Find Learning' section with a search bar and a 'Go' button. Below this is a 'Links' section with various links like 'Enterprise Service...', 'News', 'Options and Settings', 'Record Learning', 'Reports', 'Skillsoft Books', and 'Talent Profile'. At the bottom of the sidebar is a 'My History' section with 'View All' and 'Add' buttons, and a message 'No learning recorded in'.

3. On 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.