



Dear Health Professional Trainees,

Welcome to the Department of Veterans Affairs and the Veterans Health Administration (VHA). To participate in training, interact with patients and gain access to our information systems you must complete an on-line mandatory training item using the VA Talent Management System (TMS) 2.0. The item is titled VHA Mandatory Training for Trainees (VA3185966). And, you will be happy to know that your training transfers between VA's. So as long as you complete the training every 364 days and remain "in good standing" there should be minimal interruptions as you proceed through your education.

VA TMS 2.0 is on the internet and can be accessed ONLY using Microsoft Internet Explorer. Give yourself some time because there is a 20-40 minute delay while your profile is created. After enrolling you will need to wait 20-40 minutes before you can log in and complete the training. We encourage you to wait until you get an email from the VA Talent Management System indicating that your account has been created.

Again, welcome to the VA and thank you for doing your part toward establishing VA as a 21st century organization built on providing the best care and service possible for our Veterans!

Sincerely,

Omaha VA Education Office

- 1.1 **Already Have a TMS Account?** Email the local TMS team at [theodore.wzorek@va.gov](mailto:theodore.wzorek@va.gov) or call the ESD at 1 (855) 673-4357. In the email please provide the following information to have your account transferred to the Omaha VA.

1. Date of Birth
2. Last four of your SSN
3. Do you remember the login or email you used to access TMS in the past?
4. Name of VA you were/are at

## 1.2 Step-by-Step Instructions for Managed Self Enrollment (New Users)

1. From a computer go to <https://www.tms.va.gov/SecureAuth35/>
2. Click the [**Create New Non-Employee User**] button
3. Select the radio button for **☉Veterans Health Administration (VHA)** Click the [**Next**] button
4. Select the radio button for **☉Health Professions Trainee (NOT WOC)** Click the [**Next**] button
5. Complete all required fields, indicated by asterisk\* and any non-required fields if possible. **Note:** The email address you enter here will be your Username to log into the system.

### My Account Information:

- Create Password\*
- Re-enter Password\*
- Social Security Number\*
- Re-enter Social Security Number\*
- Date of Birth\*
- Legal First Name\*
- Legal Last Name\*
- Middle Name is optional, but extremely helpful
- Your e-mail Address\* *(Enter a **personal email address**. Do not use a School email address. This address will become your UserID. Also, one-time passcodes and training notifications will be sent here.)*
- Re-enter your e-mail address\*
- Phone Number *(Enter your phone number. You will have the option to receive one-time-passcode information at this phone number.)*
- Time Zone ID\*

*\* Your SSN is used only as a unique identifier in the system to ensure users do not create multiple profiles. The SSN is stored in a Private Data Table that cannot be accessed anywhere via the VA TMS interface. It is securely transferred to a VA database table inside the VA firewall where it can be confirmed, if necessary, by appropriately vested system administrators and/or Help Desk staff.*

### My Job Information:

- VA Location Code\* **OMA, select VA Medical Center**
- Trainee Type\* **Health Professions Trainee**
- Specialty/Discipline\* **what type of student are you? (Nursing, Medical Student, Pharmacy etc)**
- VA Point of Contact First Name\* **See POC list**
- VA Point of Contact Last Name\* **See POC list**
- VA Point of Contact Email\* **See POC list**
- Point of Contact Phone Number\* **See POC list**
- School/University\*
- School/University Start Date\*
- Estimated School/University Completion Date\* **Graduation Date**

Click the [**SUBMIT**] button when all required fields are completed.

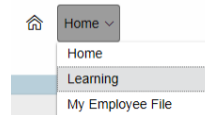
6. You should now see the Congratulations! Screen. Take note of your Username/Email Address.

**WAIT 20-40 MINUTES**

7. **After 20-40 minutes**, please return to <https://www.tms.va.gov/SecureAuth35/>
8. On the TMS 2.0 Login Screen enter your Username/Email Address and click the [SUBMIT] button
9. An email or text message will be sent to your Username/Email Address or phone number containing a one-time-passcode. Enter it using your keyboard or the on-screen number pad and click the [SUBMIT] button
10. During this first time log in, you will be asked to select and answer two security questions. These will be used to reset your TMS password.
11. Select questions, enter response, confirm response.
12. Click the [Save] button.
13. You have now completed your TMS User Profile.

### 1.3 Launching and Completing the Content

1. Log into TMS using Username and one time Passcode
2. Click on the Home dropdown and select Learning



3. Click on the the Start Course button next to **VHA Mandatory Training for Trainees**

**Pop-Up blockers MUST BE TURNED OFF**

4. Complete all of the item content following the on-screen instructions.
5. Exit the item as instructed to accurately record your effort.
6. To print a Certification of Completion, click on My History and View All. Make sure to save Certificate and email with your trainee application.

If you need assistance with the VA Talent Management System (TMS), contact local TMS Administrator [Theodore.Wzorek@va.gov](mailto:Theodore.Wzorek@va.gov).