

Training Management System (TMS) Instructions

To maintain your access to the VA, you are required to complete “Mandatory Training for Trainees” in the VA Training Management System (TMS). A “Mandatory Refresher Training for Trainees” will be required each year after. Failure to complete the annual retraining could result in your access to the VA being terminated. Regaining access can take up to 2 weeks.

The link to TMS can be found here: [VA TMS 2.0 \(ns2cloud.com\)](https://ns2cloud.com)

Give yourself plenty of time to complete this process. If you are taking a break, make sure you Exit out of it, or your record of progress may be interrupted.

If you are a **NEW** user, you will need *facility specific* information:

- VA Facility
- VA Location code: 3 characters
- VA Point of Contact, their email and phone #

Please follow the steps below to enroll as a new user:

- 1) Select “Create New Non-Employee User”
- 2) Select “Veterans Health Administration (VHA)”
- 3) Select the button for “Health Professions Trainee (Health professionals in VA training programs, including WOC trainees)” and click Next
- 4) Enter appropriate information in each field.

MY ACCOUNT INFORMATION - IMPORTANT NOTES:

Social Security Number Requirement:

If you do not have a Social Security Number, you will need to apply for one. Please complete the Social Security Application and request a Letter of Good Standing from your University Registrar or Dean immediately.

There are three Social Security offices in St. Louis. You will need to take the Letter of Good Standing and the SSN Application to apply for the SSN.

Completion Time – about 4 weeks.

Your SSN is used only as a unique identifier in the system to ensure users to not complete multiple profiles. **You must have a valid United States Social Security Number.**

Legal Name – Use your full, legal name as it appears on a valid form of government issued identification.

Email Address – Use a sustained personal email address, not a school email address as it will be your TMS 2.0 ID initial username. One-time passcodes and training notifications will be sent here.

Mobile Phone Number – This will be used to deliver a login passcode. Do not include hyphens.

MY JOB INFORMATION:

VA Location Code – STL

Trainee Type – select “Medical School of Physician Residency/Fellowship”

Specialty/Discipline – Medical Students, please select Medical Student. For Residents and Fellows, please select the appropriate specialty.

My Learning – If you are a **new** trainee, in the My Learning field, you should see “VHA Mandatory Training – 3185966” assigned to your account.

**** Take note of your Username/Email address as you will need this to access your yearly TMS training. ****

If you encounter any problems during any of these steps, contact the **Enterprise Service Desk 1-855-673-4357 and select Option # 1. You may also email STLTMSHelp@va.gov.**

You must provide a pdf of your TMS training certificate to the St. Louis VA HPES Program at STLTraineeOnboarding@va.gov. To save a copy, choose to print your certificate, under “file” menu, choose “save as” in a .pdf and attach it in an email.

Returning Users

If you are a **returning** user, enter the username retained from your original account and press submit.

In the My Learning field, you should see “VHA Mandatory Refresher Training - 3192008” assigned to your account.

VA TMS Point of Contact Information:

Name: Anthony Price

Email: Anthony.price2@va.gov

Number: 314-652-4100 ext 67767

OR