

BJH/WUSTL Instructions for a Successful Onboarding

IMPORTANT! Before you begin, please read these instructions carefully.

The Onboarding Packet requires sensitive information. Please ensure that you take the appropriate precautions to safeguard your information (e.g. public computer, non-encrypted or password protected computer, etc.) We recommend sending an encrypted email using Microsoft Outlook.

For NEW Residents, Fellows and Students (Click on the blue links to open).

HPES cannot guarantee the HPT will be ready to start the rotation if the Onboarding process is not started at least 8 weeks prior to the beginning of the rotation:

1. [Fingerprinting](#) and background check. ([acceptable forms of ID](#))

- **Upon completion of fingerprints, please notify bjhwustlonboarding@va.gov with the date and location fingerprinting was completed.**

2. Complete Mandatory [TMS Training](#) (course 3185966). ([TMS Instruction Guide](#))

3. Complete and submit [TOP Packet](#) (Must Use Internet Explorer).

4. VA performs computer account creation after background check is cleared.

- Account creation can take up to 10 business days to complete. Fingerprinting, TOP Packet, and TMS must all be completed for an account.

5. [PIV Badge Sponsor](#)

- To avoid unnecessary trips to the PIV Badging Office, please wait for a St. Louis VA HPES representative to inform you that you have been sponsored and are ready to schedule an appointment using the Badging Office scheduling tool found here: [STL VHA PIV/Fingerprint Appointments \(office365.com\)](#)

6. [PIV Badge Picture](#)

- The HPT must be ready to have the picture taken for the PIV badge within 120 days of fingerprinting, or HPT will be required to fingerprint again

7. [PIV Badge Issued](#)

- Depending on rotation start date, a badge may be issued, or the HPT may be told to call the Badging Office the week before rotation start date. The badge will be printed on request.
- **Please email bjhwustlonboarding@va.gov when badge is in hand.**

8. Complete [Parking Packet](#) and submit to stldooraccess@va.gov

RETURNING BJH/WUSTL Residents, Fellows or Students

(Click on blue links to open).

HPES cannot guarantee the HPT will be ready to start the rotation if the Onboarding process is not started at least 8 weeks prior to the beginning of the rotation.

If you are preparing to come to our facility, are currently rotating or have previously rotated at another VA, it is imperative to email HPES if you still have your badge or are no longer in possession of it.

1. [Fingerprinting](#) and background check. ([acceptable forms of ID](#))

- Re-fingerprinting will depend on the status of the HPT's current badge, and/or other factors
- HPES will provide the necessary guidance when new fingerprints are needed
- If an HPT no longer has a badge, they will need to be fingerprinted.
- Fingerprints are valid for 120 days from the day you are fingerprinted

2. Complete and submit [TOP Packet](#) (Must Use Internet Explorer).

- If you have rotated at a VA other than the St. Louis VA, you will need to complete a new TOP Packet.
- If you previously rotated as a student, and are now a Resident, or rotated as a Resident and are now a Fellow, a new TOP packet is required.

3. Complete Mandatory Refresher [TMS Training](#) (course 3192008) ([Instruction Guide](#))

- The HPT is responsible for an annual training module requirement in the TMS platform. This must cover the duration of the HPT's rotation.
- TMS must be completed in Microsoft Edge, Google Chrome or Internet Explorer.
- This training requirement will expire one year from the date it was completed

4. Computer account access.

- If you still have possession of your VA badge and it is not expired, it may be necessary for HPES to update the status of the computer account made during your first rotation. This can take up to 10 days to complete.

5. [PIV Badge Sponsor](#)

- To avoid unnecessary trips to the PIV Badging Office, please wait for a St. Louis VA HPES representative to notify you have been sponsored and are ready to schedule an appointment using the Badging Office scheduling tool found here: [STL VHA PIV/Fingerprint Appointments \(office365.com\)](#).

6. [PIV Badge Picture](#)

- The HPT must be ready to have the picture taken for the PIV badge within 120 days of fingerprinting, or before their current badge expires. If a new badge is not issued prior to expiration of fingerprints or current badge, then the HPT will be required to fingerprint again.

7. [PIV Badge Issued](#)

- Depending on rotation start date, a badge may be issued, or the HPT may be told to call the Badging Office the week before rotation start date. The badge will be printed on request.
- **Please email bjhwustlonboarding@va.gov when badge is in hand.**

8. Complete [Parking Packet](#) and submit to STLDOORACCESS@va.gov