

## Quick Guide for Onboarding System

**To have computer access, you must complete the below steps four weeks prior to starting your rotation.**

- You will receive an invitation email from our coordinator.
- Please click on the AccessVA link. Click “I am a VA Employee or Authorized Contractor”. Select “IAM Invitation Service”.
- You will need to sign in with ID.me. Select “Sign in with ID.me” and create an account.
- You will be redirected to IAM Invitation Service. When prompted, enter the invitation code from your original email.
- Click “+” by the inviters name to access forms.
- You must fill out the “Initial Worksheet” first.
  - If your name, date of birth, or social security number is incorrect, click the “Notify VA of Identity Changes”. Your account will be locked, corrected, and you will be emailed when your account is accessible again.
  - Under US citizenship, if you select “yes (naturalized)”, you will need to upload your naturalization document or US passport.
- Review your “Initial Worksheet”. Hit “Review and Sign”, check the confirmation box, and hit “Apply Signature”. You will be prompted to sign in to ID.me to confirm your identify. Hit “Submit”.
  - If you need to correct the worksheet after completion, you can hit “Reset Form”, but this will reset all forms.
- After completing the “Initial Worksheet”, you can fill out all the other forms in whatever order you like.
- As a FYI, if you need guidance during the onboarding process, you can click “Message” at the top to contact our coordinator. Please treat this like email and use judiciously.
- When all forms are complete, hit “Submit” under “Action” at the top.
- After submitting, you will receive an email with instructions for completing your required trainings.
- You will also receive an email with a link to schedule an enrollment and fingerprinting appointment. A VA location is preferred, but a shared federal government location is ok. At this appointment, you will have your fingerprints taken, a photo taken, and get your ID documents scanned. Please bring proper identification (2 forms) to this appointment.
- You will be notified when your card is ready for pick-up at DC VA. You can make an appointment to pick it up (“Card Pick Up”) on the same system that you made your enrollment appointment on.

## Acceptable Government-Issued IDs

### **\*Need two forms of ID**

#### **Primary Identity Source Document**

- A U.S. Passport or U.S. Passport Card
- A Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- A foreign passport
- An Employment Authorization Document that contains a photograph (Form I-766)
- A Driver's license or ID card issued by a State or possession of the United States provided it contains a photograph
- A U.S. Military card
- A U.S. Military dependent's ID card
- A PIV Card

#### **Secondary Identity Source Document (can not be laminated)**

- A U.S. Social Security Card issued by the Social Security Administration
- An original or certified copy of a birth certificate issued by a state, county, municipality authority, possession or outlying possession of the U.S. bearing an official seal
- An ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph
- A voter's registration card
- A U.S. Coast Guard Merchant Mariner Card
- A Certificate of U.S. Citizenship (Form N-560 or N-561)
- A Certificate of Naturalization (Form N-550 or N-570)
- A U.S. Citizen ID Card (Form I-197)
- An Identification Card for Use of Resident Citizen in the United States (Form I-179)
- A Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350)
- A Temporary Resident Card (Form I-688)
- An Employment Authorization Card (Form I-688A)
- A Reentry Permit (Form I-327)
- A Refugee Travel Document (Form I-571)
- An Employment authorization document issued by Department of Homeland Security (DHS)
- An Employment Authorization Document issued by DHS with photograph (Form I-688B)
- A driver's license issued by a Canadian government entity
- A Native American tribal document