



TMS  
2.0

VA

# User Job Aid

Logging into TMS 2.0

## User Job Aid: Logging into TMS 2.0

### Purpose

The purpose of this job aid is to guide you through the step-by-step process of logging into the TMS 2.0.

In this job aid, you will learn how to:

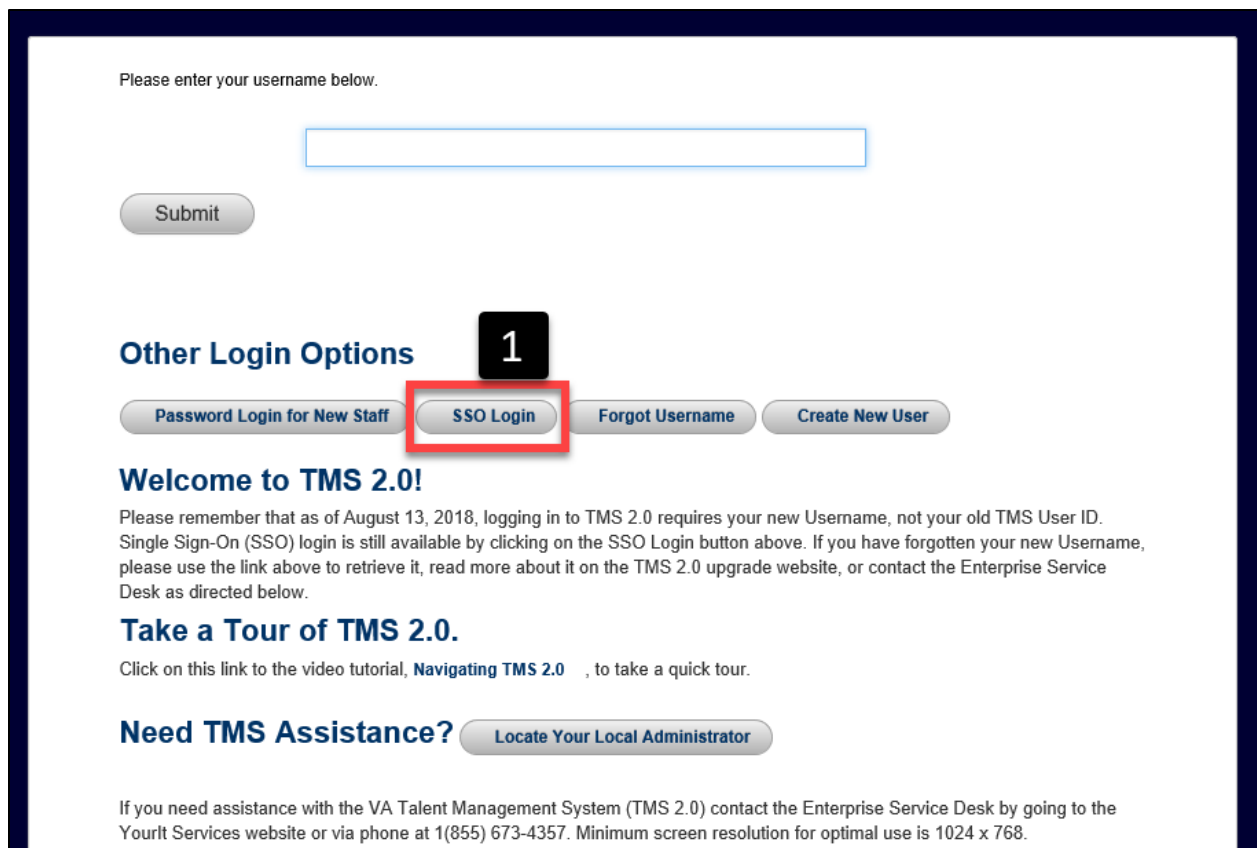
- Log into TMS 2.0 (three scenarios)



## Login to TMS 2.0, Scenario One

VA employees who already use the SSO Option may use the SSO process to log in to TMS 2.0. To log in using this process:

1. Navigate to <https://www.tms.va.gov/SecureAuth35/> and select the **SSO Login** button.



Please enter your username below.

Submit

### Other Login Options

1

Password Login for New Staff **SSO Login** Forgot Username Create New User

### Welcome to TMS 2.0!

Please remember that as of August 13, 2018, logging in to TMS 2.0 requires your new Username, not your old TMS User ID. Single Sign-On (SSO) login is still available by clicking on the SSO Login button above. If you have forgotten your new Username, please use the link above to retrieve it, read more about it on the TMS 2.0 upgrade website, or contact the Enterprise Service Desk as directed below.

### Take a Tour of TMS 2.0.

Click on this link to the video tutorial, [Navigating TMS 2.0](#) , to take a quick tour.

### Need TMS Assistance?

Locate Your Local Administrator

If you need assistance with the VA Talent Management System (TMS 2.0) contact the Enterprise Service Desk by going to the YourIt Services website or via phone at 1(855) 673-4357. Minimum screen resolution for optimal use is 1024 x 768.

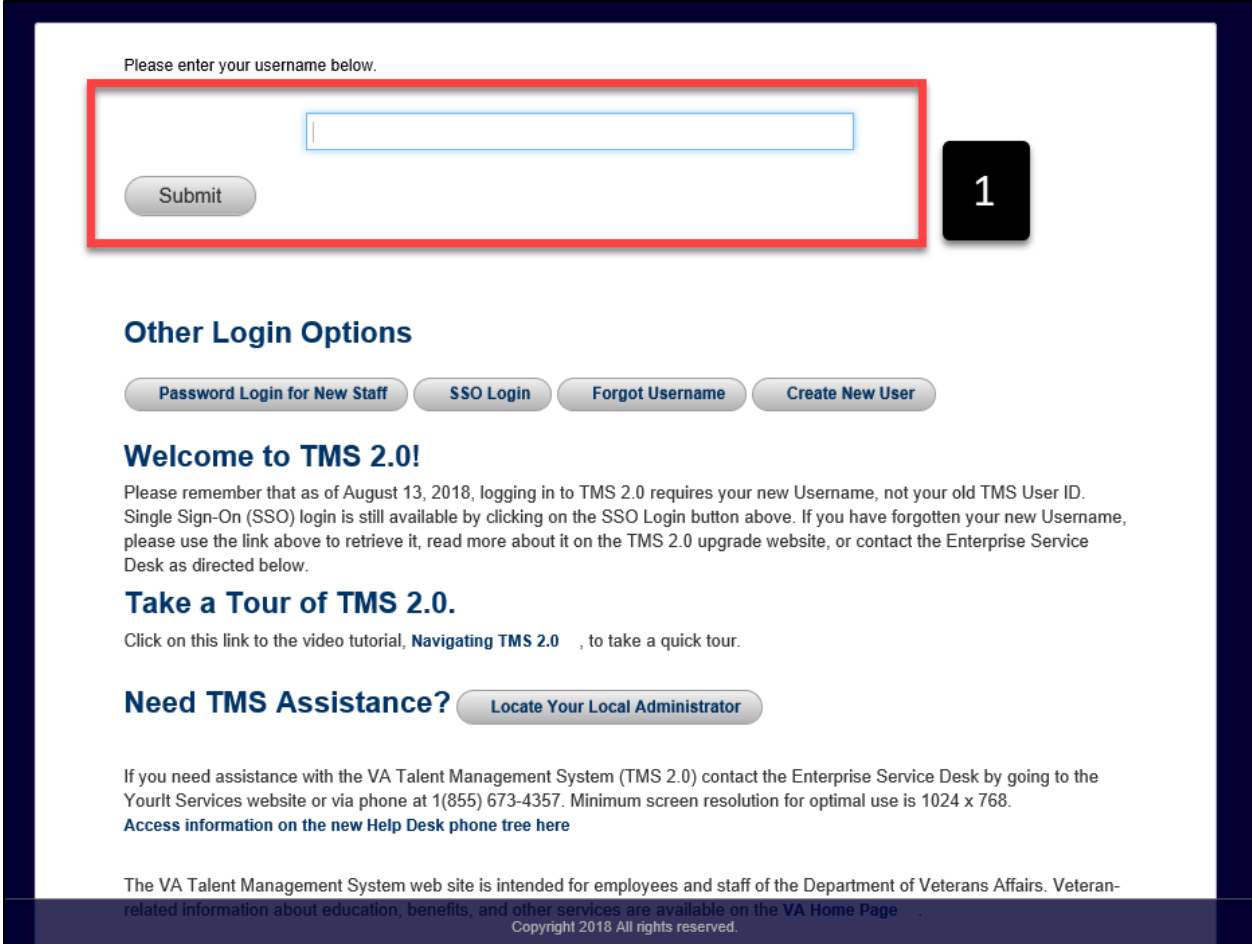
You are directed to the SSO login process during which you are required to select your login credentials using your PIV.



## Log into TMS 2.0, Scenario Two

The primary manual login method for TMS 2.0 is the username/passcode process. To log in using this process;

1. Navigate to <https://www.tms.va.gov/SecureAuth35/>, enter your **username**. Then, select **Submit**.



Please enter your username below.

  
 **1**

### Other Login Options

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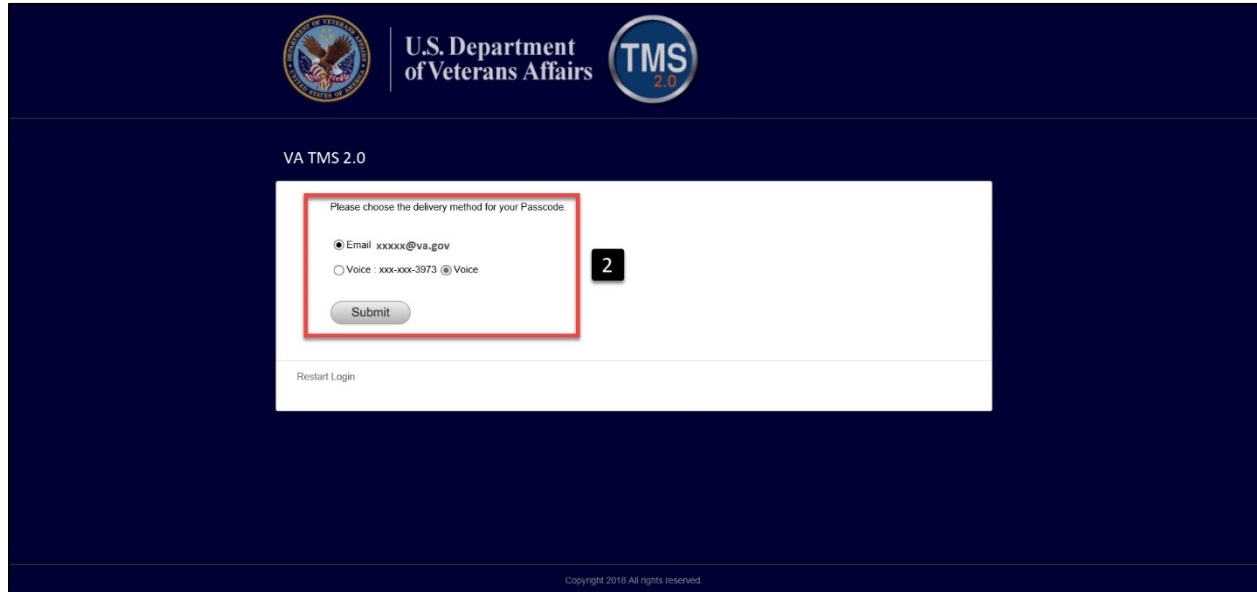
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[Access information on the new Help Desk phone tree here](#)

The VA Talent Management System web site is intended for employees and staff of the Department of Veterans Affairs. Veteran-related information about education, benefits, and other services are available on the VA Home Page  
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2. Choose the delivery method to receive your Passcode and select **Submit**.




The screenshot shows the VA TMS 2.0 login interface. At the top, there are logos for the U.S. Department of Veterans Affairs and TMS 2.0. Below the logos, the text "VA TMS 2.0" is displayed. The main content area is a white box with a red border containing the following text and options:

Please choose the delivery method for your Passcode:

- Email : xxxxxx@va.gov
- Voice : xxx-xxx-3973  Voice

A "Submit" button is located below the radio buttons. A small black box with the number "2" is positioned to the right of the radio buttons. Below the white box, there is a "Restart Login" link. At the bottom of the page, there is a copyright notice: "Copyright 2010 All rights reserved."

3. Enter the Passcode you received via the selected delivery method in step 2 and select **Submit**.



U.S. Department of Veterans Affairs

TMS 2.0

VA TMS 2.0

Enter the code that you just received by email.

Passcode:

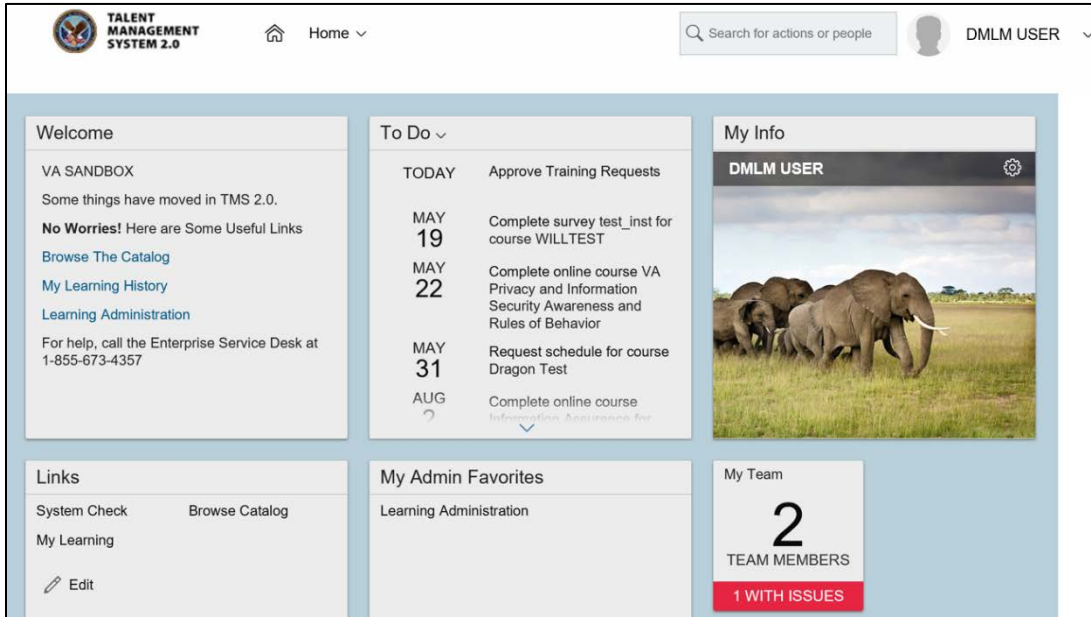
1 2 3  
4 5 6  
7 8 9  
0 C

Submit

[Please click here to use an alternate registration method.](#)

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4. Once logged in, the TMS 2.0 landing page displays.



**TALENT MANAGEMENT SYSTEM 2.0** Home  DMLM USER

**Welcome**

VA SANDBOX  
Some things have moved in TMS 2.0.  
**No Worries!** Here are Some Useful Links  
[Browse The Catalog](#)  
[My Learning History](#)  
[Learning Administration](#)  
For help, call the Enterprise Service Desk at 1-855-673-4357

**To Do**

TODAY Approve Training Requests

MAY 19 Complete survey test\_inst for course WILLTEST

MAY 22 Complete online course VA Privacy and Information Security Awareness and Rules of Behavior

MAY 31 Request schedule for course Dragon Test

AUG Complete online course Information Assurance for

**My Info**

DMLM USER

**My Team**

2 TEAM MEMBERS  
1 WITH ISSUES

**Links**

System Check Browse Catalog  
My Learning  
Edit

**My Admin Favorites**

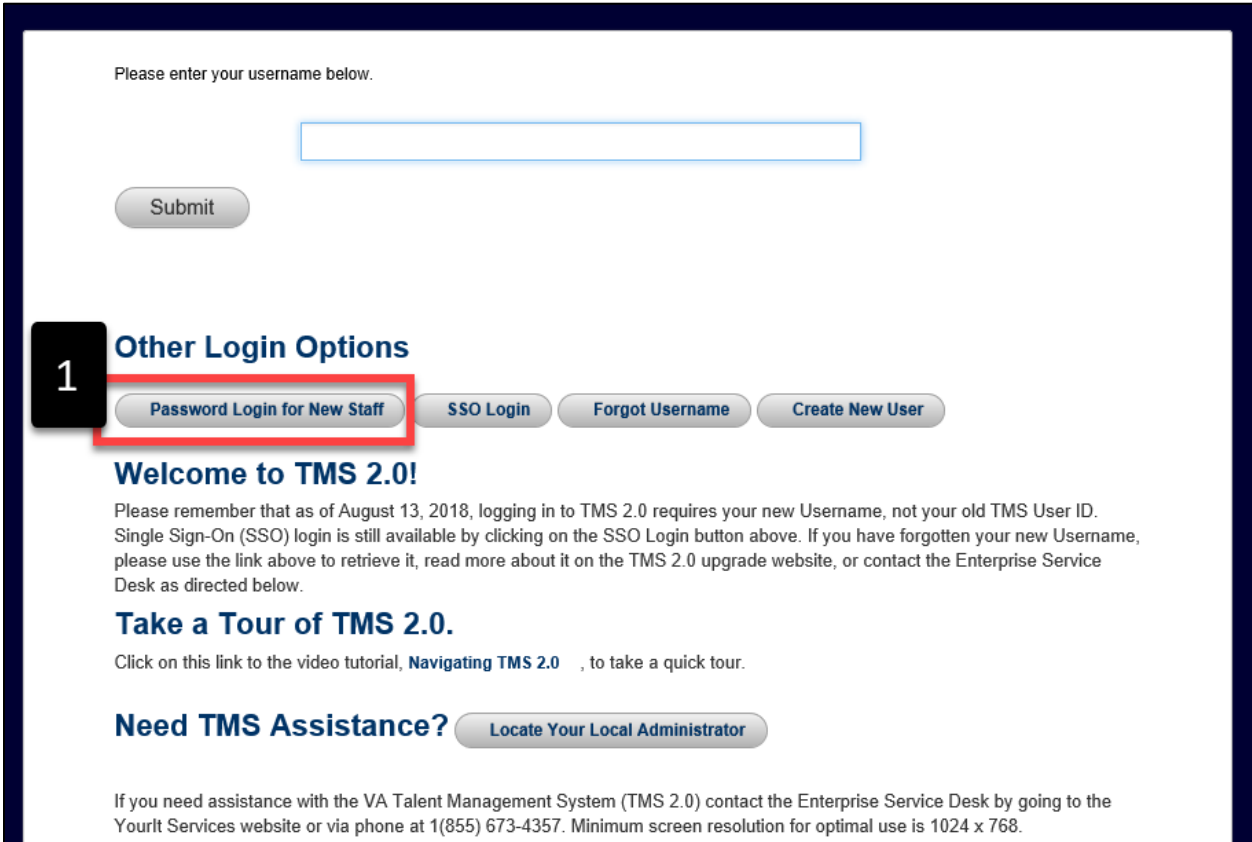
Learning Administration



## Log into TMS 2.0, Scenario Three

New VA staff who have not been with the VA for more than four weeks (28 days) and do not have a permanent TMS 2.0 account will use a manual username/password process to access TMS 2.0. To access TMS 2.0 with this process;

1. Navigate to <https://www.tms.va.gov/SecureAuth35/>, and select the **Password Login for New Staff** button



Please enter your username below.

Submit

### 1 Other Login Options

[Password Login for New Staff](#) [SSO Login](#) [Forgot Username](#) [Create New User](#)

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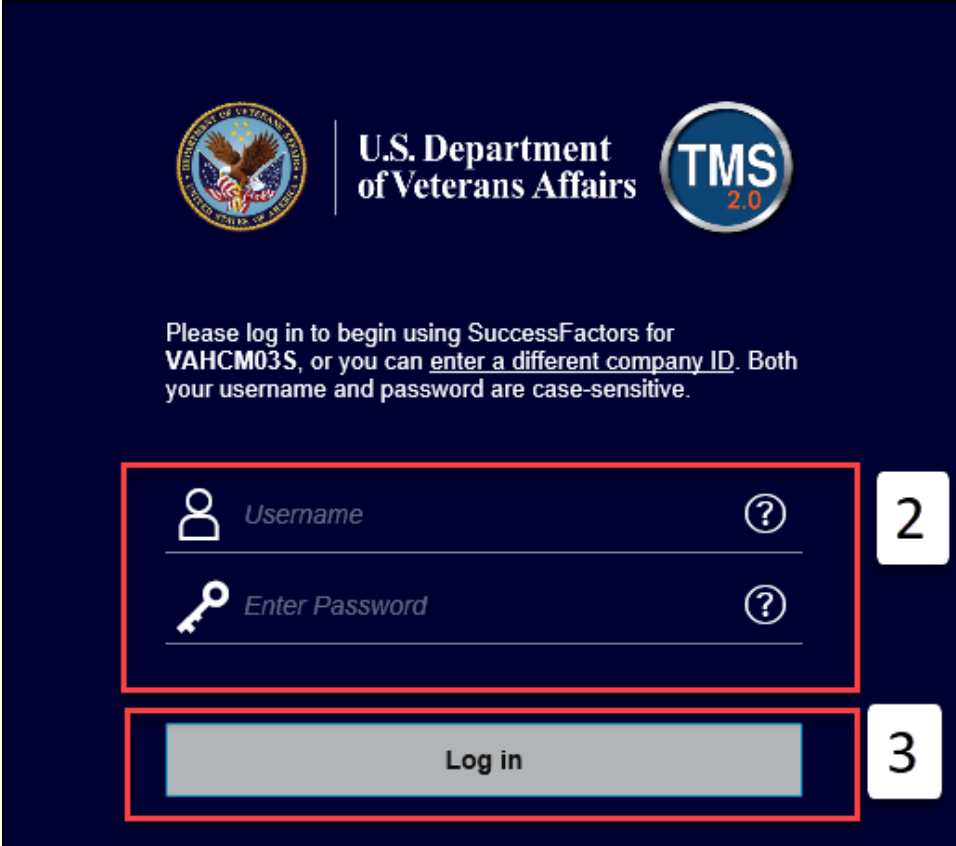
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[Locate Your Local Administrator](#)

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2. Enter your username and password in the **Username** and **Enter Password** fields
3. Select the **Log in** button




 U.S. Department of Veterans Affairs 

Please log in to begin using SuccessFactors for VAHCM03S, or you can [enter a different company ID](#). Both your username and password are case-sensitive.

 Username 

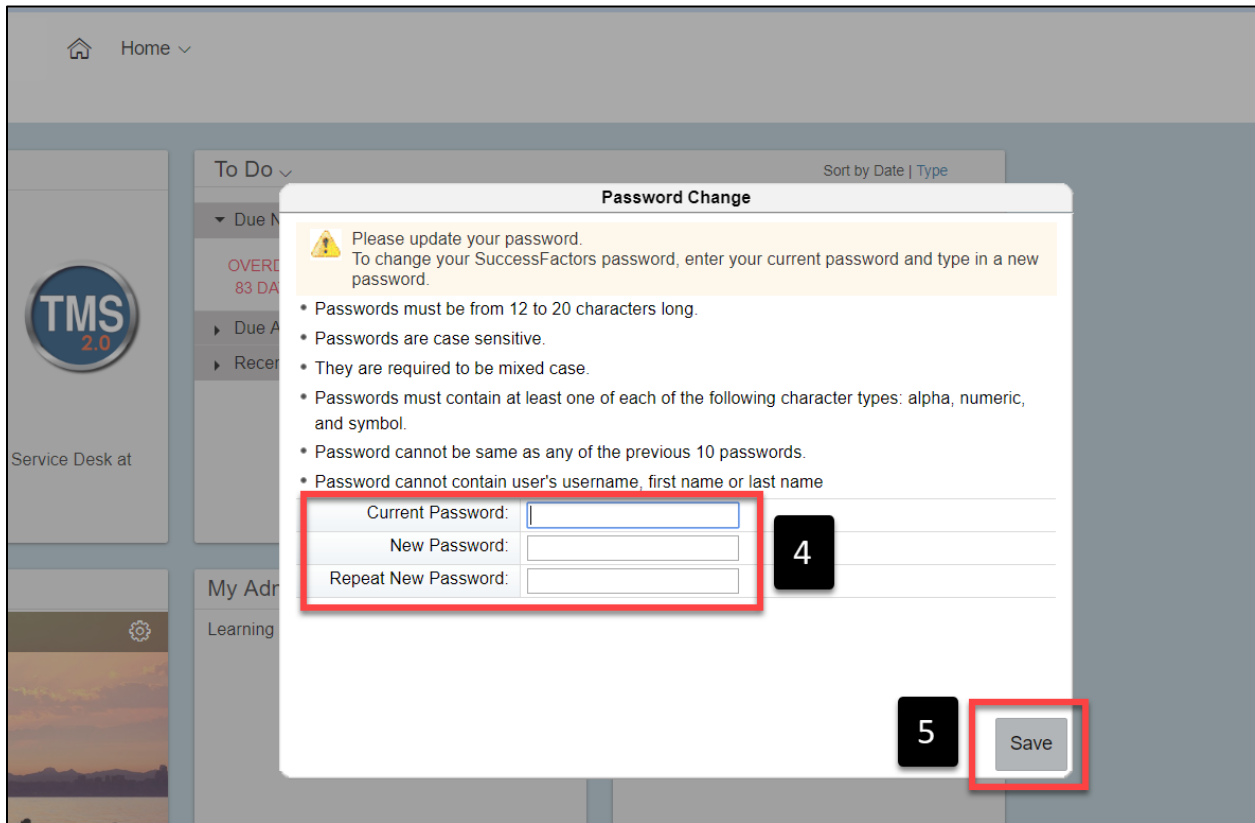
 Enter Password 

 Log in

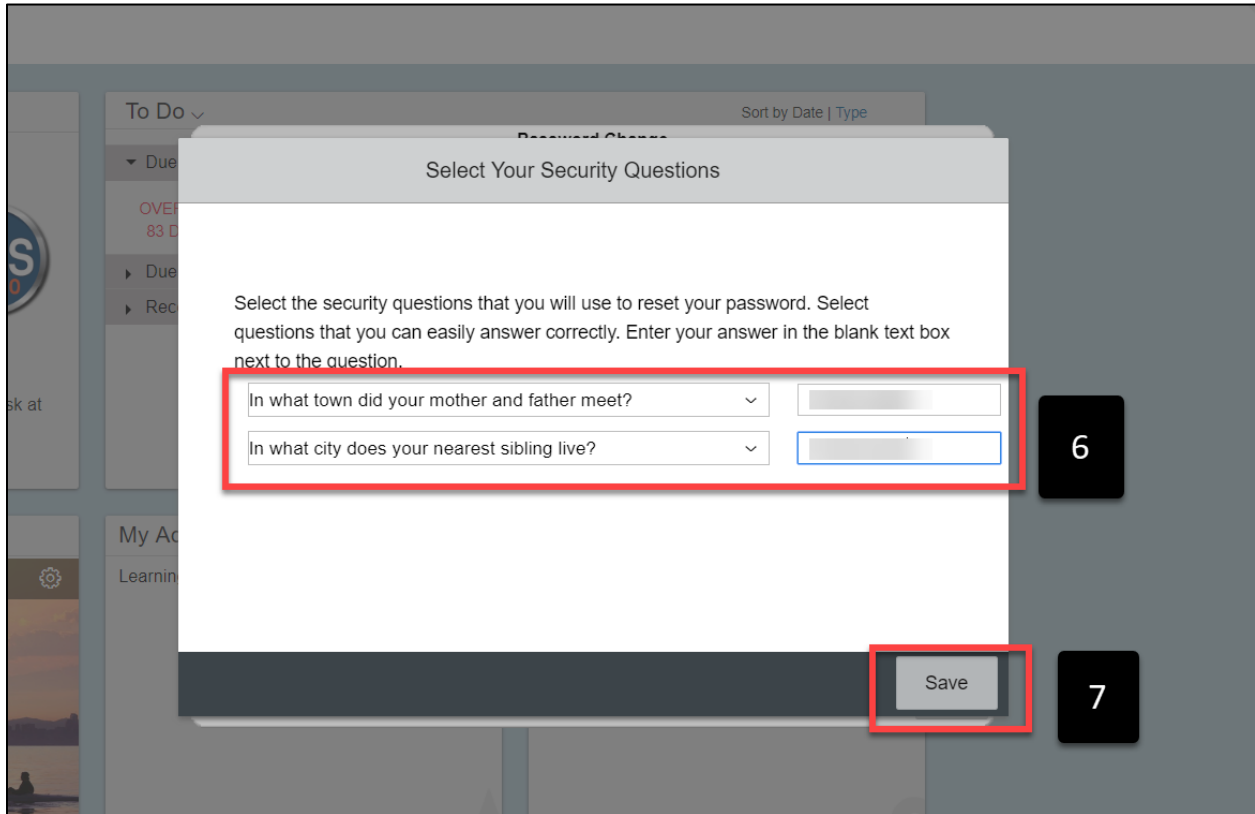
2

3

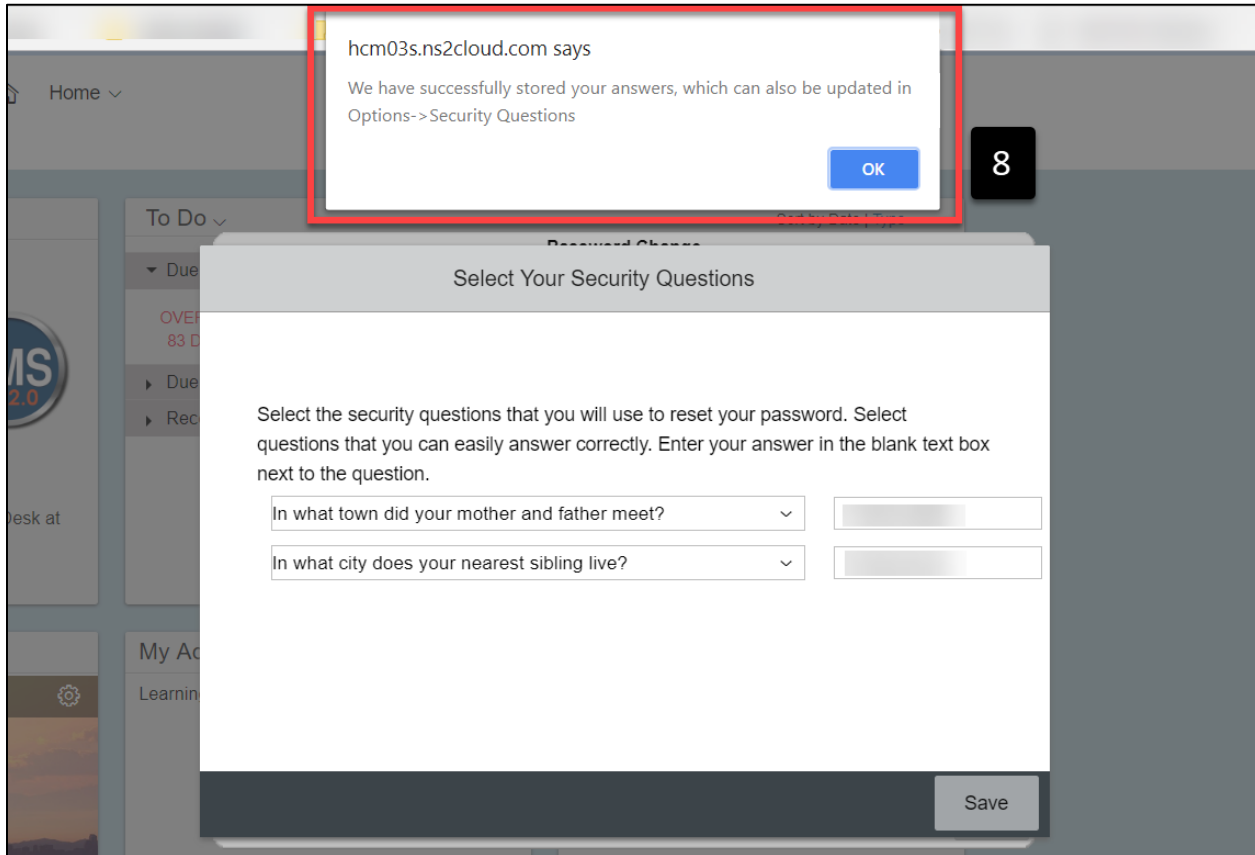
4. Enter your current password, a new password and repeat the password on the **Password Change** window.
5. Select the **Save** button



6. Next your Select your Security Questions window displays. Select questions from the drop-down and enter an answer to the questions.
7. Select the **Save** button



8. A confirmation window displays when the questions are successfully saved. Select the **OK** button.



Once logged in, the TMS 2.0 landing page displays.