User Job Aid
Logging into TMS 2.0
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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.

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**.

![Login Screen]

Other Login Options

- 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 UserID. 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.

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. Copyright 2018 All rights reserved.
2. Choose the delivery method to receive your Passcode and select **Submit**.
3. Enter the Passcode you received via the selected delivery method in step 2 and select **Submit**.
4. Once logged in, the TMS 2.0 landing page displays.
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

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Take a Tour of TMS 2.0.
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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) 673-4367. Minimum screen resolution for optimal use is 1024 x 768.
2. Enter your username and password in the **Username** and **Enter Password** fields.

3. Select the **Log in** button.
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.