

## **Mandatory Training for Trainees**

Prior to coming to VA to begin your clinical training, you are required to complete a mandatory self-enrolled training program titled **VHA Mandatory Training for Trainees**. This training is available through the VA Talent Management System (TMS). Follow the steps listed below to create your profile.

Each health professions trainee will need the following information in order to complete the self-enrollment process in the TMS:

- VA Location Code: NOL
- VA Point of Contact First Name: Crystal
- VA Point of Contact Last Name: Cruz
- VA Point of Contact Email address Crystal.Cruz2@va.gov

### **1.1 Step-by-Step Instructions**

1. From a computer, launch a web browser and navigate to <http://www.tms.va.gov>
2. Click the [**Create New User**] link located below the [**SIGN IN**] button.
3. Select the radio button for  **Health Professions Trainee**
4. Click the [**Next**] button
5. Complete all required fields, and any non-required fields if possible.
  - a. My Account Information:
    - i. Create Password
    - ii. Re-enter Password
    - iii. Security Question
    - iv. Security Answer
    - v. Social Security Number\* *(If you do not have a Social Security Number, follow the on-screen instructions when registering.)*
    - vi. Re-enter Social Security Number
    - vii. Date of Birth
    - viii. Legal First Name
    - ix. Legal Last Name
    - x. e-mail Address *(Enter your personal email address. The e-mail address will be used as your UserID when you login)*
    - xi. Re-enter your e-mail address
    - xii. Phone Number *(Enter a number where you can be reached by VA staff if issues arise with this self-enrollment process or in other circumstances)*
  - b. My Job Information:
    - i. VA City – **(New Orleans)**
    - ii. VA State – **(LA)**
    - iii. VA Location Code – **(NOL)**
    - iv. Trainee Type
    - v. Specialty/Discipline
    - vi. VA Point of Contact First Name **(Crystal)**
    - vii. VA Point of Contact Last Name **(Cruz)**
    - viii. VA Point of Contact Email **(Crystal.Cruz2@va.gov)**

Once you have entered all of the required data, click the “**Submit**” button. Your profile will be immediately created. Copy and save the **UserID** displayed to you on the confirmation page, as you will need this for future logons to the VA TMS. Once done, click on the “**Continue**” button and wait until your “**To-Do**” list is displayed with the title of the mandatory training course.

## 1.2 Launching and Completing the Content

1. Mouse over the title of the *VHA Mandatory Training for Trainees* training course.
2. Click the **[Start Course]** button
3. Complete the course content following the on-screen instructions.
4. Exit the course and a completion of the course will be recorded for your effort.



5. Click on the “**Completed Work**” link on the lower right hand side of your internet browser window.
6. Move your mouse over the title of the course you just completed and select “**Print Certificate**”.
7. Print your completion certificate and save it in a pdf file for your records.
8. When you report to VA, bring the **Certificate of Completion** for your mandatory training for verification by VA personnel.



## 1.3 Trouble-shooting and Assistance

The **Check System** link on the VA TMS is an automated tool that confirms the existence of basic, required software on the computer you are using to complete this training.



If one of the components on your computer is not in compliance with the requirements, a red “x” will appear next to the **Check System** link. If the System Check shows red x’s, please follow the instructions to bring your computer up to the standards that will work with the VA TMS.

If you do not have a Social Security Number, or if you experience any difficulty creating a profile or completing the mandatory content, contact the VA MSE Help Desk at 1.866.496.0463 or via email at [vatmshelp@va.gov](mailto:vatmshelp@va.gov). If you have worked at a VA facility before, please let us know so that you may be moved to the New Orleans domain in TMS. You will not need to create a new MSE-TMS account.

*\* Your SSN is used only as a unique identifier in the system to ensure users do not create multiple profiles. The SSN is stored in a Private Data Table that cannot be accessed anywhere via the VA TMS interface. It is securely transferred to a VA database table inside the VA firewall where it can be confirmed, if necessary, by appropriately vested system administrators and/or Help Desk staff.*