VHA Mandatory Training for Trainees Training Course Instructions

Good Day All,

   Please forward to all Residents/Fellows for completion prior to rotation at the Bronx VAMC. Completion of training is good for one year from completion date. If you need an updated list for your department as to who has completed please e-mail me.

Please E-MAIL CERTIFICATE TO VHABRXGMECERTIFICATES@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 near the SIGN IN button.
3. Select the radio button for **"Health Professions Trainee"** *DO NOT SELECT "WOC"*
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 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:**

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 [**Go to Content**] button in the pop-up window that appears.
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**" pod 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 choose to "**Print Completion 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.

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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 of your computer is not in compliance with the requirements, a red "x' will appear next to the **Check System** link. Should this be the case with your computer, 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, with the VA Talent Management System (TMS) contact the VA TMS Help Desk at vatmshelp@va.gov or via phone every day, 24X7, at 1 (866) 496-0463.**

* 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.