Mandatory Training for VA Health Professions Trainees (HPT)

In order to be granted access to VA resources, you must first complete all of your assigned mandatory training. Required courses are accessed via the VA Talent Management System (TMS).

To access the TMS, you must first create a TMS user profile. Once you have created a user profile, you will see the list of specific training courses and the date by which each must be completed.

In order to access the TMS, you must use one of the following browsers:

- Internet Explorer (7.0 to 11.0)
- Mozilla Firefox (3.6.x.x and above)
- Safari on Mac (6.0 and above)
- Google Chrome (23.0.x.x and above)

To ensure that the training courses operate correctly, your system must also have the following software installed and enabled:

- Flash player version 10.0.0 and above
- Adobe Reader 9.0 and above

You will be required to provide specific information about yourself as well as information related to the work you will be doing. Your VA Point of Contact should have provided you with the following information:

- The VA Location being supported.
- Your Trainee Type and Specialty/Discipline.
- The VA Point of Contact's First Name, Last Name, Email Address, and Telephone Number.

The above information is required in order to create your profile. Make sure that you have it before starting this TMS User Profile creation process.

Step-by-step instructions for creating your TMS profile and then launching and completing the required training follow.

If You Need Assistance

If you have any questions about the information to be provided or experience difficulties creating a profile or completing the mandatory training(s), contact the Enterprise Service Desk by going to the yourIT Services website or via phone at 1 (855) 673-4357.

A. Create Your TMS Profile

1. From one of the above browsers, access https://www.tms.va.gov/SecureAuth35/

2. Select the **CREATE NEW USER** button.

Figure 1: VA TMS Login Screen with Arrow pointing to the Create New User Button

3. The first screen requires you to select the overall VA organization that you will be supporting.

   Select the **VETERANS HEALTH ADMINISTRATION (VHA)** radio button.

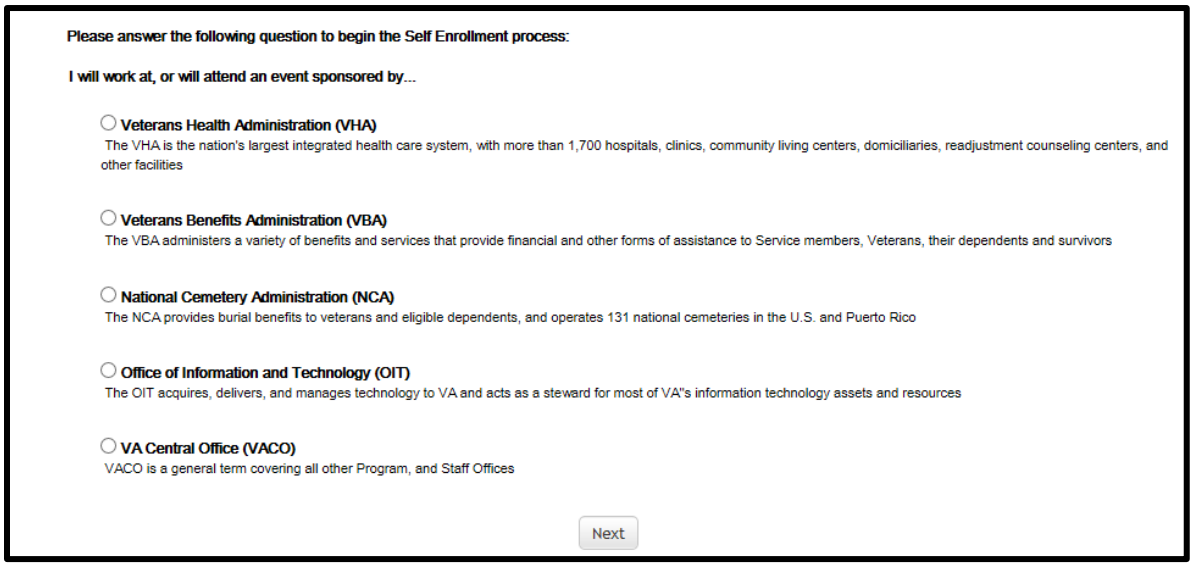

Figure 2: VA Organization Screen

Then select the **NEXT** button.

The next screen requires you to identify your enrollee type. If you selected the incorrect organization, select the BACK button to return to the previous screen. This is the screen you should see:

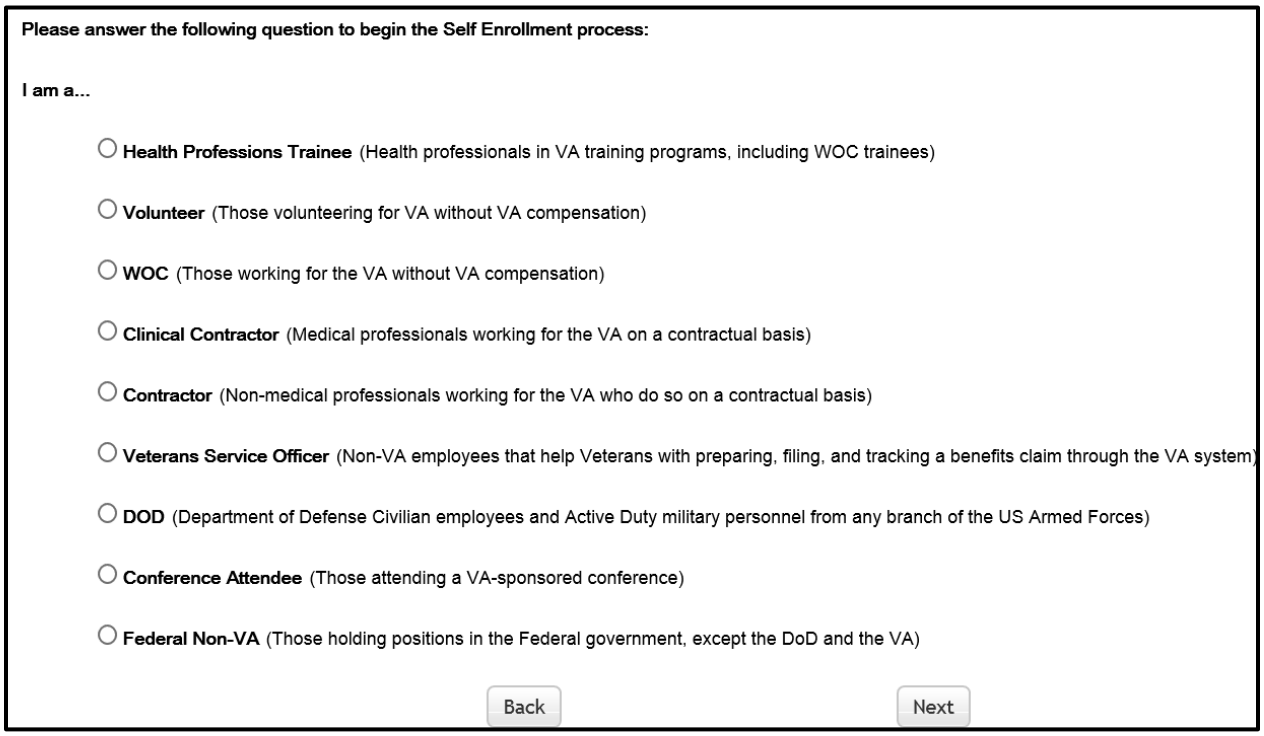

Figure 3: VHA Enrollee Types

4. Select the **HEALTH PROFESSIONS TRAINEE** radio button. Then select the **NEXT** button.

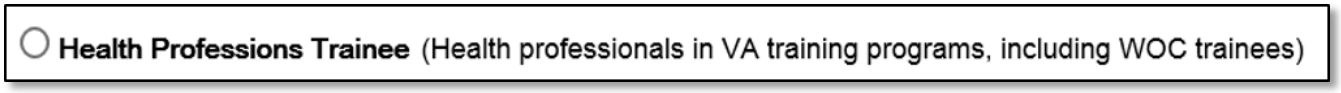

Figure 4: Health Professions Trainee Radio Button Option

5. You must provide information related to MY ACCOUNT and MY JOB. All of the fields marked with an asterisk must be completed.

   Note: The **Email Address** that you enter here will be used as your Username to log into the system. Please ensure that the email address you use is one which you will be able access.

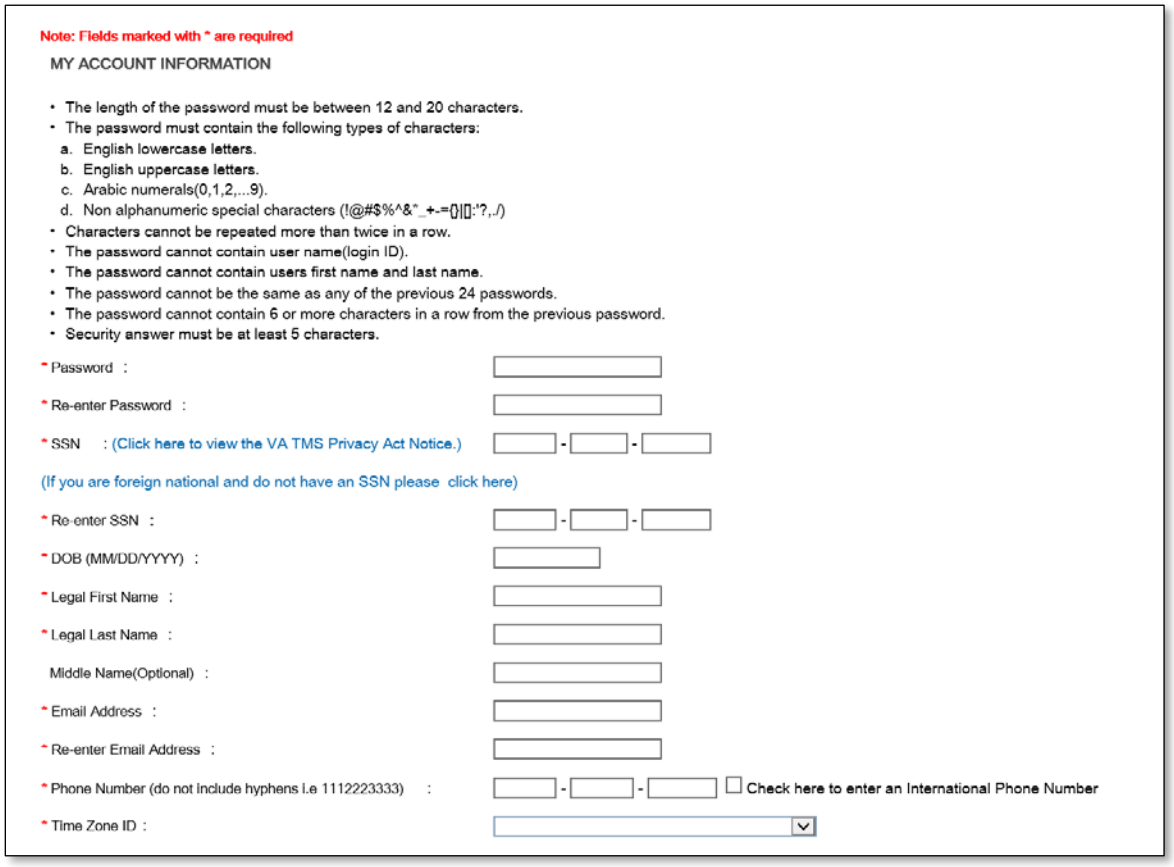

Figure 5: MY ACCOUNT INFORMATION Screen

Make sure that your **Password** complies with the requirements listed on the screen and that the re-entered password is identical.

Your password must comply with all of the following:

- Length must be 12 to 20 characters
- MUST contain:
  - Lowercase letters (a through z)
  - Uppercase letters (A though Z)
  - Numerals (0 through 9)
  - Non-alphanumeric characters to include: ! @ # $ % ^ & * _ + = ? , . / ‘ [ ] { }
- Cannot include more than two repeated characters in a row
- Cannot include your User Name
- Cannot include your first or last names

Make sure to read the Privacy Act Notice regarding use of SSNs.

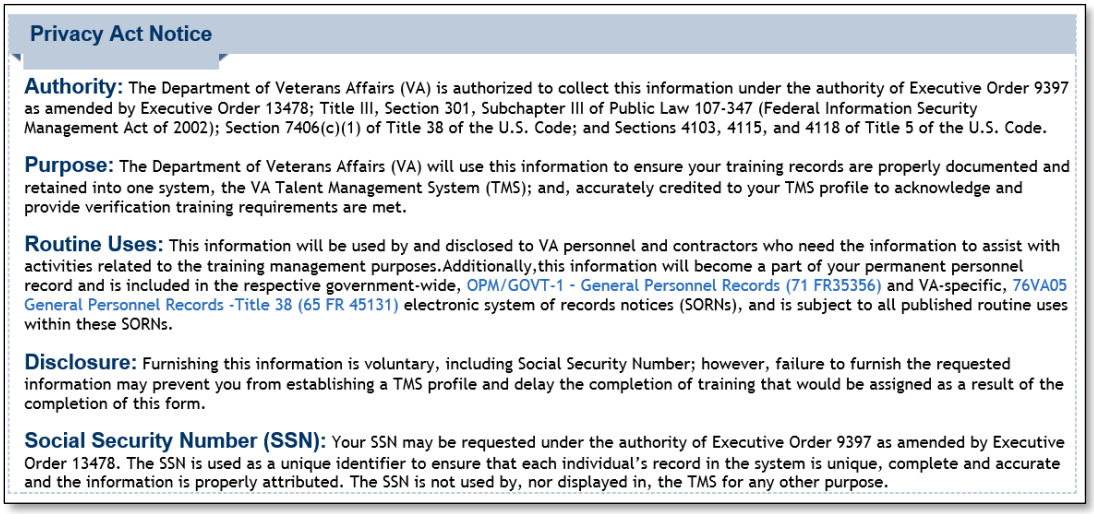

Figure 6: TMS Privacy Act Notice

6. After completing the MY ACCOUNT INFORMATION fields, you must complete the MY JOB INFORMATION fields. As indicated earlier, you should have received this information from your VA Point of Contact. If you do not have this information, please reach out to your VA Point of Contact as you will not be able to create your TMS User Profile without it.

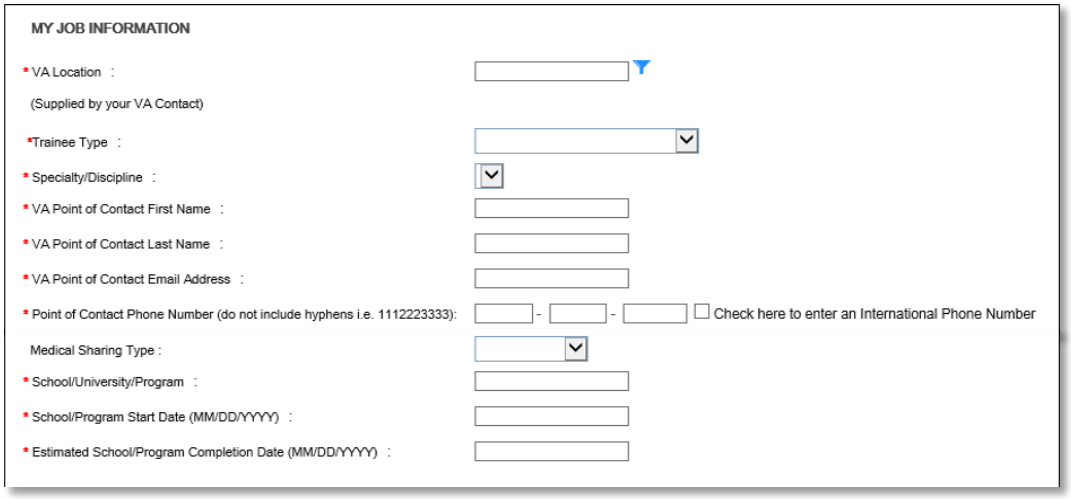

Figure 7: MY JOB INFORMATION Screen

7. Once all of the required fields have been completed, select the **SUBMIT** button.

8. If there were any errors identified after selecting **SUBMIT**, you must fix those and then select **SUBMIT** again. Keep making corrections until you succeed.

9. Once any errors have been corrected, you should see the **Congratulations** screen. At this point you should make note of your TMS Username (which will be the Email Address that you entered).

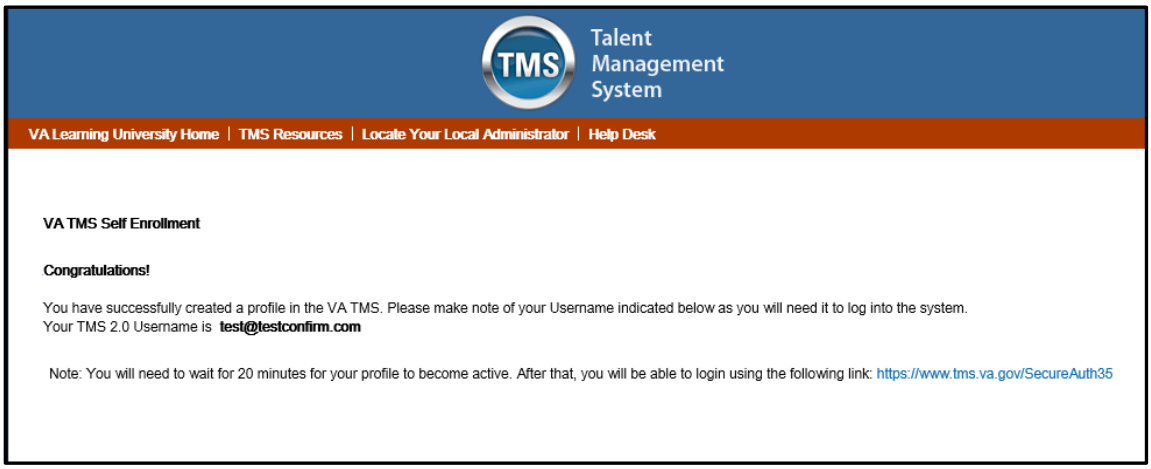

Figure 8: Congratulations Screen

10. After 20 minutes have passed, please return to https://www.tms.va.gov/SecureAuth35/ and enter your Username and click Submit. You will be able to send a one-time Passcode to your Email Address.

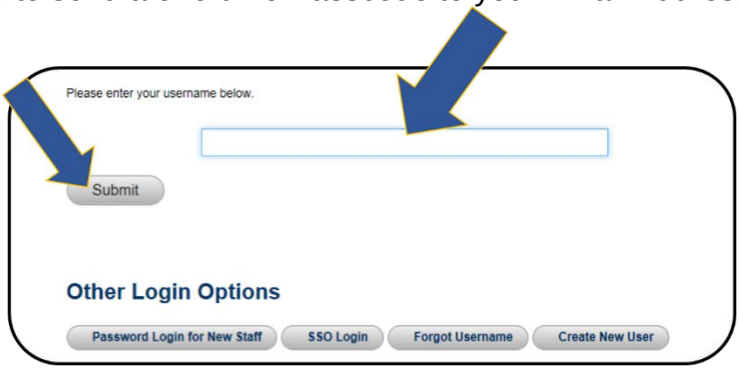

Figure 9: TMS 2.0 Login Screen

11. Once your Passcode arrives, enter it using your keyboard, or the on-screen number pad, and click Submit.

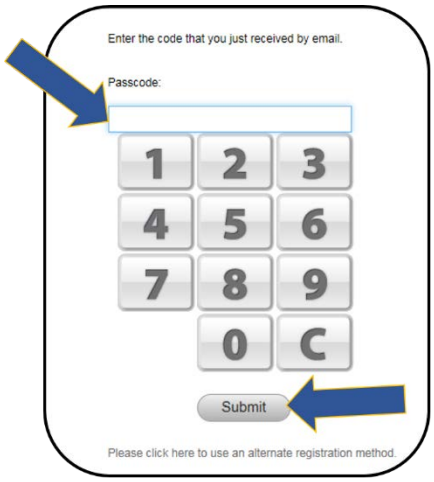

Figure 10: Enter Passcode Screen

12. You will be asked to select and provide answers to two security questions. These will be used if you need to reset your TMS password.

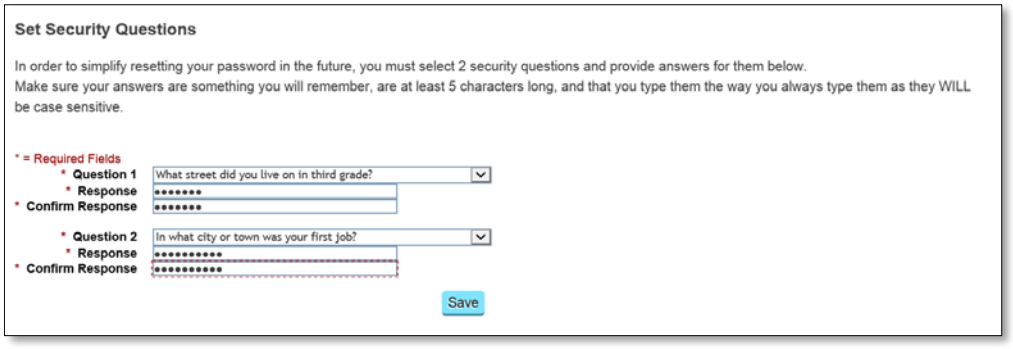

Figure 11: Set Security Questions Screen

After selecting your questions and entering your answers, select the **SAVE** button.

At this point, you have now created your TMS User Profile. Now, you must complete the mandatory training assigned to you.

B. Launch and Complete Mandatory Training

Follow these steps to launch and complete all of your assigned training.

1. Your TMS home screen displays. It lists the mandatory training you must complete and the date by which completion must occur.

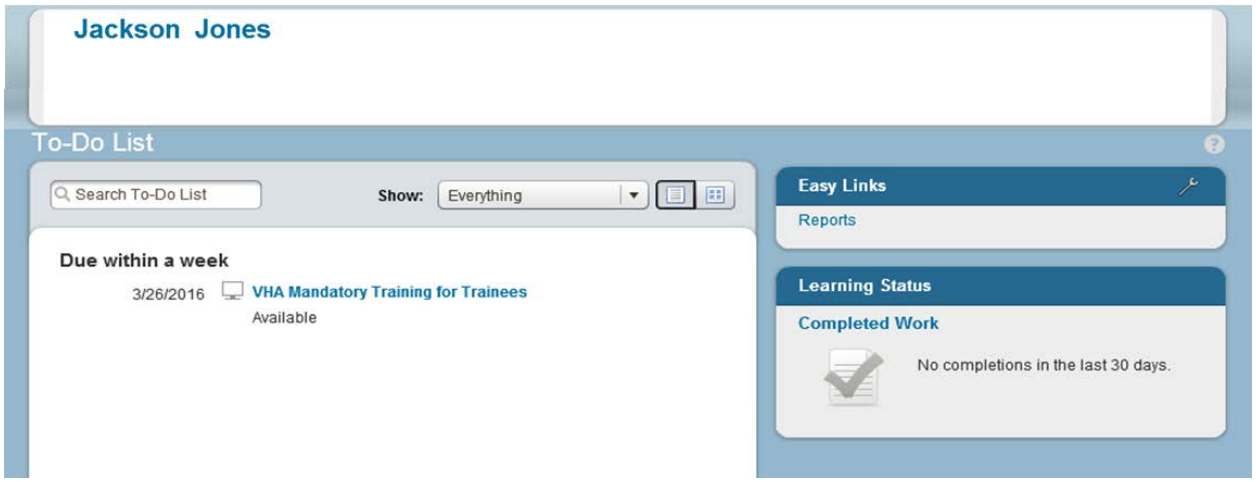

Figure 12: TMS Home Screen

As an HPT, only one course is required – ***VHA Mandatory Training for Trainees***.

2. Hover your mouse over the course title listed on your TMS Home screen. Brief information pertinent to this course displays.

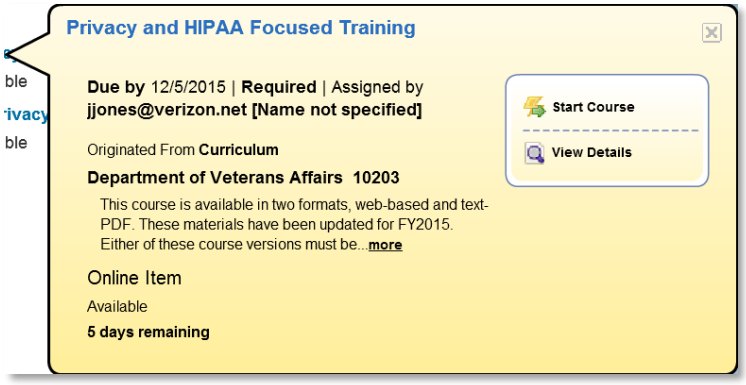

Figure 13: Course Information Pop-up on Mouse Hover

3. Select the **START COURSE** link.

   The course windows launch in another browser window. You will see the Online Content Structure screen that is immediately followed by the initial screen of the selected course

   Follow the instructions on each of the course screens to complete all modules of the mandatory training course.

4. Once a course has been completed, select the **HOME** link located at the top left of the screen to return to your TMS Home screen.

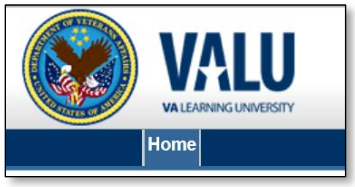

Figure 14: Snapshot of the Home Link

5. Once the mandatory training has been completed, you will see the **Learning Status Pod** display information stating that the work is completed.

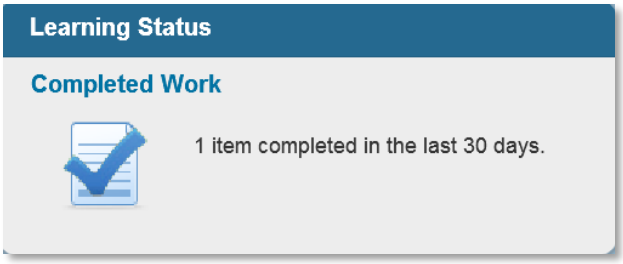

Figure 15: Learning Status Pod Example

6. While the completion of the mandatory training is recorded in the TMS, you must also print a Certificate(s) of Completion. To do this, you must select the **Learning Status Pod** to access the **Completed Work** screen.

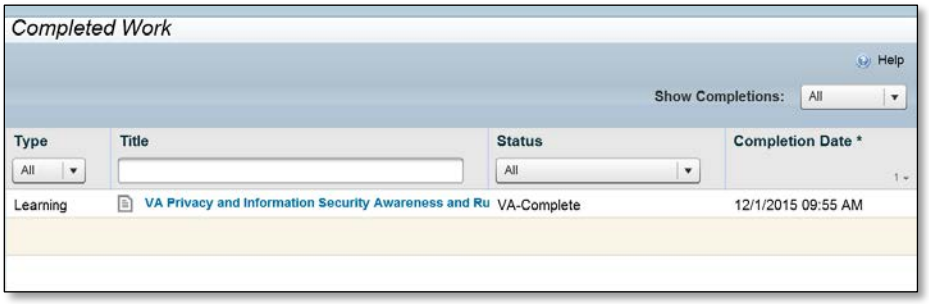

Figure 16: Completed Work Screen

The courses that you have completed and the date when they were completed display on this screen.

7. Hover the mouse over the course title for which a completion certificate is to be printed to display the Completed Course pop-up window.

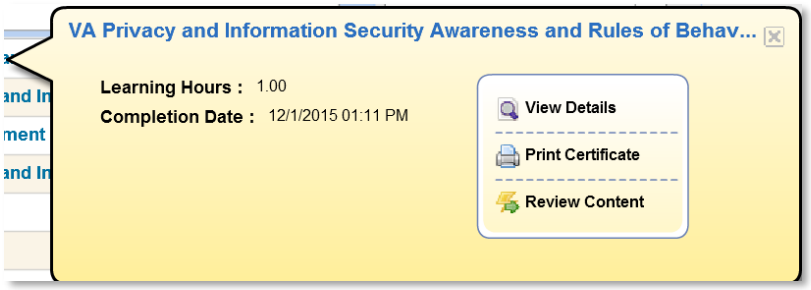

Figure 17: Completed Course Pop-Up

8. Select the **PRINT CERTIFICATE** link. A message indicating the information is being generated.

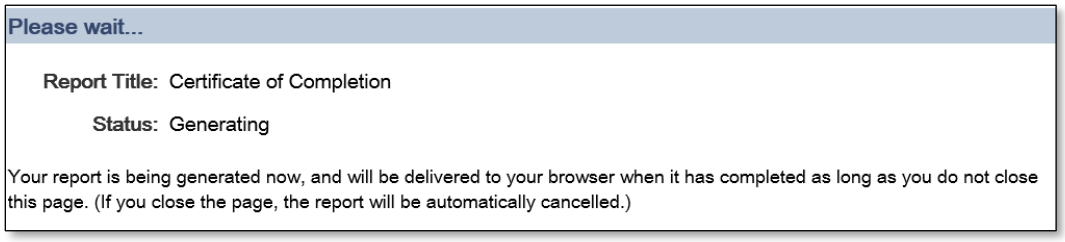

Figure 18: Generating Certificate of Completion Message Screen

Once the necessary information has been gathered, another browser window opens and displays a PDF of the Completion Certificate.

Figure 19: Certificate of Completion PDF

You may save this to your local drive and/or print the certificate to a local printer. Follow the instructions provided by your VA Point of Contact to either save it, print it, or do both.

9. Once you have printed and/or saved your certificate(s), you may log out of the TMS. Select the **SIGN OUT** link located in the upper right portion of your TMS Home screen.

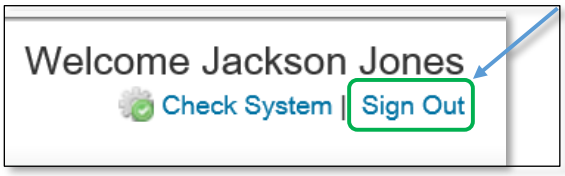

Figure 20: Snapshot of the Sign Out Link