Dear VA Health Professions Trainee,

You have been selected, through an affiliation agreement between the school you are attending and Department of Veterans Affairs, to receive an appointment in a health professions training program at the VA Medical Center Memphis.

**Enclosed Packet**
The enclosed packet needs to be completed and turned into Elston Howard, GME/Associated Health Program Specialist, in room CW-462, 4th floor or another member of the Education Service Team at the VAMC Memphis. **Please do not complete the STUDENT/INTERN ORIENTATION CHECKLIST.** This will be completed by a representative of the Education Service Team when the packet is turned in them.

**VHA Mandatory Training for Trainees**
In order for you to train, interact with patients and be granted access to our information systems you are required to complete a mandatory training item using the VA Talent Management System (TMS). The item is titled **VHA Mandatory Training for Trainees** and if you are in a multi-year program, this training must be completed every 365 days to remain compliant.

TMS can be found at


Using the information below follow the steps on the subsequent pages to create your profile, launch the mandatory training item and complete the content prior to beginning your clinical training.

**SPECIAL NOTE:** TMS is only compatible with the following browsers: Mozilla Firefox and Internet Explorer version 8.0 or lower.

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.

Sincerely,

Elston Howard  
GME/Associated Health Program Specialist
1.1 Already Have a TMS Account? Contact the TMS Helpdesk VATMSHelp@va.gov

1.2 Step-by-Step Instructions for Managed Self Enrollment (New Users)

From a computer, launch a web browser and navigate to
HPT:  https://www.tms.va.gov/learning/user/selfEnrollmentUserSelection.do?emp_id=2

Please feel free to contact me with any questions.

1. Click the [Check System] link to see if your computer is compatible with the TMS. This automated check will tell you if you need to install updates or missing software components for the course to run. If the System Check shows red x's, follow the instructions on the display to install the indicated software. Once complete, you should be able to run TMS courses.

2. Click the [Create New User] link located below the [SIGN IN] button.

3. Select the radio button for Veterans Health Administration (VHA) Click the [Next] button

4. Select the radio button for Health Professions Trainee (DO NOT SELECT WOC) Click the [Next] button

5. Complete all required fields, indicated by asterisk* and any non-required fields if possible.

My Account Information:
- Create Password*
- Re-enter Password*
- Social Security Number* (If you do not have a Social Security Number, follow the on-screen instructions when registering.) and Re-enter Social Security Number*
- Date of Birth*
- Legal First Name*
- Legal Last Name* Middle Name is optional, but helpful
- Your e-mail Address* (Enter your personal email address. Do not use a School email address. This address will be used as your UserID when you login)
- Re-enter your e-mail address*
- 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)
- Time Zone ID*

My Job Information:
- VA Location Code* MEM
- Trainee Type* (Medical School or Physician Residency/Fellowship)
- Specialty/Discipline* (Your specialty)
Click the [SUBMIT] button when all required fields are completed.

Once you have entered all of the required data and clicked the [Submit] button your profile will be immediately created. You must remember the UserID and Password for future logons to the VA TMS. Click the [SAVE] button to get to the Set Security Questions page. Please select questions that have definitive answers that you will remember. These will be used to recover your log in information if you use the [Forgot Password] option.

Once done with your questions and answer, click on the [SAVE] button and wait until your “To-Do” list is displayed with the title of the mandatory training item.

1.3 Launching and Completing the Content

1. Click on the the title of the VHA Mandatory Training for Trainees training item.
   Pop-Up blockers MUST BE TURNED OFF
2. Complete all of the item content following the on-screen instructions.
3. Exit the item as instructed to accurately record your effort.

1.4 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, red x’s 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 need assistance 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.