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.

**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 2.0) The item is titled VHA Mandatory Training for Trainees and if you are in a multi-year program, this training must be completed every 364 days to remain compliant.

VA TMS 2.0 is on the internet and works best when accessed using Chrome and MS Edge. Give yourself some time because there is a 20 minute delay while your profile is created. After enrolling you will need to wait 20 minutes before you can log in and complete the training.

VA TMS 2.0 can be found at

<https://www.tms.va.gov/secureauth35/>.

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.

If you experience any difficulty creating a profile or completing the mandatory content, contact the VA Contact the Enterprise Service Desk via phone at **1(855) 673-4357**.

Sincerely,

Elston Howard

Management & Program Anaylst

GME/Associated Health Programs

901.577.7395

### Already Have a TMS Account? Contact the Enterprise Service Desk via phone at **1(855) 673-4357**

### Step-by-Step Instructions for Managed Self Enrollment (First Time Users)

From a computer, launch a web browser and navigate to <https://www.tms.va.gov/secureauth35/>

Please feel free to contact me with any questions.

1. Click the [[Create New User](file:///W%3A%5Cemployee%20education%5CTrainee%20Processing%5CTrainee%20Processing%5CMandatory%20Training%5CMandatory%20Training%20Letter%20To%20All%20Trainees_Self-Enrollment.docx)] link.
2. Select the radio button for 🞊**Veterans Health Administration (VHA)**
Click the [**Next**] button
3. Select the radio button for 🞊**Health Professions Trainee** **(DO NOT SELECT WOC)**
Click the [**Next**] button
4. 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 Physcian Residency/Fellowship, etc.)***
* Specialty/Discipline\* ***(Your specialty)***
* VA Point of Contact First Name\* ***(Elston)***
* VA Point of Contact Last Name**\**(Howard)***
* VA Point of Contact Email**\**(elston.howard@va.gov)***
* Point of Contact Phone Number\* ***(901-523-8990., ext. 7395)***
* School/University\*
* School/University Start Date\*
* Estimated School/University Completion Date\*

Click the [**SUBMIT**] button when all required fields are completed.

1. You should now see the Congratulations! Screen. Take note of your Username/Email Address.

**WAIT 20 MINUTES**

1. **After 20 minutes**, please return to <https://www.tms.va.gov/SecureAuth35/>
2. On the TMS 2.0 Login Screen enter your Username/Email Address and click the [**SUBMIT**] button
3. An email will be sent to your Username/Email Address containing a one-time-passcode enter it using your keyboard or the on-screen number pad and click the [**SUBMIT**] button
4. During this first time log in you will be asked to select and answer two security questions. These will be used to reset your TMS password.
5. Select questions, enter response, confirm response.
6. Click the [**Save**] button.
7. You have now completed your TMS User Profile.

### Launching and Completing the Content

1. Log into TMS using Username and one time Passcode
2. Click on the Home dropdown and select Learning
3. Click on the the Start Course button next to *VHA Mandatory Training for Trainees*

**Pop-Up blockers MUST BE TURNED OFF**

1. Complete all of the item content following the on-screen instructions.
2. Exit the item as instructed to accurately record your effort.
3. To print a Certification of Completion, click on My History and View All

### Trouble-shooting and Assistance

**Need TMS Assistance?** [**Locate Your Local Administrator**](https://www.valu.va.gov/Map/InteractiveMap) [**TMS 2.0 Resources Site**](https://www.valu.va.gov/Home/TMSResources)

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**](https://vaww.oit.va.gov/esd/?pk_campaign=automatedattendant&pk_kwd=bannerad)

The VA Talent Management System (TMS 2.0) 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**](http://www.va.gov/).

*\* 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.*