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 365 days to remain compliant.

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

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

1.2   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] 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*   *(Associated Health, Medical School, 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.

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 2.0. 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

Need TMS Assistance? Locate Your Local Administrator   TMS 2.0 Resources Site

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

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**.

* 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.