

Dear VA Health Professions Trainee,

Welcome to the Department of Veterans Affairs and the Veterans Health Administration (VHA). You have selected, through an affiliation agreement between University of Texas School of Medicine and Department of Veterans Affairs, for an appointment in a health professions training program at the South Texas Veterans Health Care System.

VHA Mandatory Training for Trainees

To participate in VA training, interact with VA patients and gain access to VA's information systems, you are required to complete a mandatory training program titled VHA Mandatory Training for Trainees. This training is available through the VA Talent Management System (TMS) 2.0, which offers web-based training to VA employees and its partners. And, you will be happy to know, that your training transfers between VA's. So as long as you complete the training every 364 days and remain "in good standing" there should be minimal interruptions as you proceed through your education.

VA TMS 2.0 is on the internet and can be accessed using Internet Explorer, Firefox, Safari and Google Chrome. 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.

You must self-enroll and create a TMS profile at <https://www.tms.va.gov/SecureAuth35/>. Once in the TMS website, follow the steps below to create your profile, launch the mandatory training course, and complete the content prior to the start of your VA clinical training.

First, you will need to Self-Enroll* in TMS 2.0 and to do so you need the following *facility specific* information:

- VA Facility: **South Texas Veterans Health Care System**
- VA Location Code: **671**
- VA Point of Contact First Name: **Robin**
- VA Point of Contact Last Name: **Risemas**
- VA Point of Contact Email address: **robin.risemas@va.gov**
- VA Point of Contact Phone Number: **210-617-5109**
- Printed Certificate Required? **Yes**

Again, welcome to the VA and thank you for doing your part toward establishing VA as a 21st century organization built on providing the best care and service possible for our Veterans!

*If you've been at a VA already, you will likely already have a VA TMS account. If this is the case, contact your POC or call the VA Enterprise Service Desk (ESD) at 1-855-673-4357.

Please follow the directions on the following pages and use the **RED** answers as a guide to complete the process and to do the training.

Sincerely,

Robin Risemas, Program Assistant
Audie L. Murphy VA Medical Center
Education Service (14A)
(210) 617-5109

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

1. From a computer, launch a web browser and navigate to <https://www.tms.va.gov/SecureAuth35/>
2. Click the **[Create New User]** 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.
Note: The email address you enter here will be your Username to log into the system.

My Account Information:

- Create Password*
- Re-enter Password*
- Social Security Number*
- Re-enter Social Security Number*
- Date of Birth*
- Legal First Name*
- Legal Last Name*
- Middle Name is optional, but extremely helpful
- Your e-mail Address* **(Enter a PERSONAL email address. DO NOT use a School email address. This address will become your UserID. Also, one-time-passcodes and training notifications will be sent here.)**
- Re-enter your e-mail address*
- Phone Number *(Enter your phone number. You will have the option to receive one-time-passcode information at this phone number.)*
- Time Zone ID*

My Job Information:

- VA Location Code* *(Filter and select the Code provided on Page 1 by your VA Point of Contact)*
- Trainee Type*
- Specialty/Discipline*
- VA Point of Contact First Name* *(Enter the name provided on page 1)*
- VA Point of Contact Last Name* *(Enter the name provided on page 1)*
- VA Point of Contact Email* *(Enter the email provided on page 1)*
- Point of Contact Phone Number* *(Enter the phone number provided on page 1)*
- School/University*
- School/University Start Date*
- Estimated School/University Completion Date*

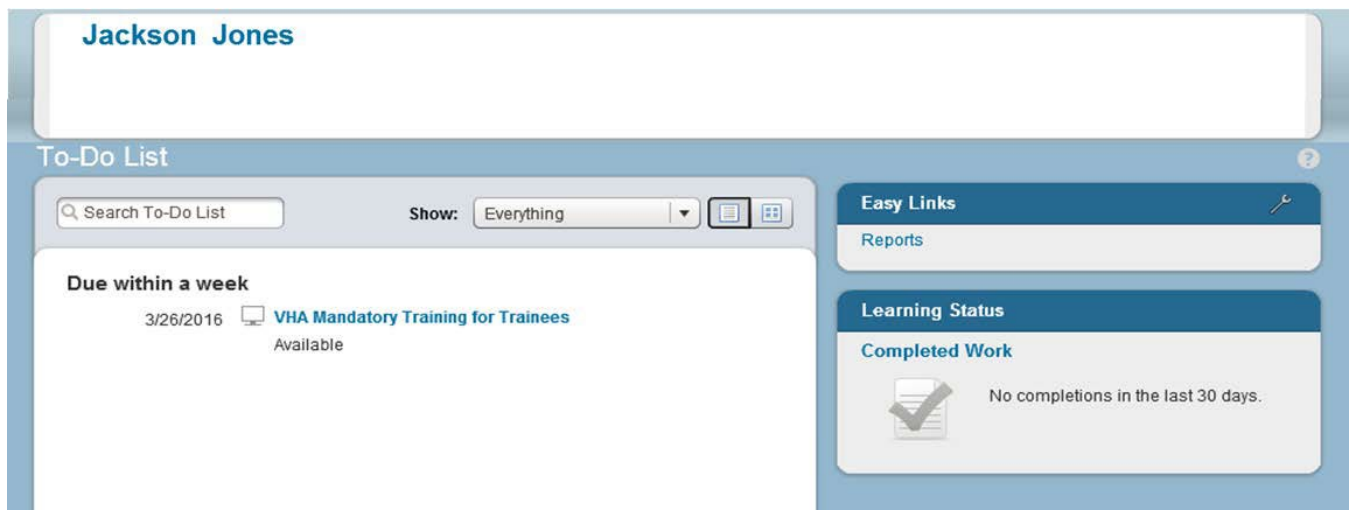
Click the **[SUBMIT]** button when all required fields are completed.

6. You should now see the Congratulations! Screen. **Note your Username/Email Address.**
WAIT 20 MINUTES

7. **After 20 minutes**, please return to <https://www.tms.va.gov/SecureAuth35/>
8. On the TMS 2.0 Login Screen enter your Username/Email Address and click the **[SUBMIT]** button
9. 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
10. 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.
11. Select questions, enter response, confirm response.
12. Select questions, enter response, confirm response.
13. Click the **[Save]** button.
14. You have now completed your TMS User Profile.

1.1 Launching and Completing the Content

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



4. To print a Certification of Completion, click on Completed Work
5. Hover your mouse over the title of the course you just completed and choose to **“Print Completion Certificate”**.
6. Print your completion certificate and save it in a pdf file for your records.

** 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.*

