**VA Health Professions Trainee – Resident or Fellow:**

In order for you to train at the Department of Veteran Affairs (VA) within the Veterans Health Administration (VHA) you are required to complete the mandatory training program,

***VHA Mandatory Training for Trainees***.

This training is available through the VA Talent Management System (TMS). The VA TMS offers web-based training easily accessible to you through the Internet.

To use the VA TMS, you must self-enroll and create a profile at <http://www.tms.va.gov>.

Once you access the VA TMS website, follow the step-by-step instructions on pages 2 and 3 to create your profile; launch the mandatory training course; and complete the content.

**You must self-enroll in TMS and complete the training prior to beginning your clinical training at the VA. The training will take approximately 90 minutes to complete.**

Each health professions trainee will need the following information in order to complete the self-enrollment process in the VA TMS:

* **VA Location Code NFL**
* **VA Point of Contact First Name Ask your program**
* **VA Point of Contact Last Name Ask your program**
* **VA Point of Contact Email address Ask your program**

These steps enhance VA training and reporting compliance, and they ensure that you receive education on privacy, procedures, ethics, and veteran-specific topics necessary to ensure the best care and service possible for our Veterans.

**L. Chad Hood, M.D.**

**Associate Chief of Staff for Education**

**North Florida/South Georgia Veterans Health System**

**(352) 379-7486**

### 1.1 Step-by-Step Instructions

1. From any computer, launch a web browser and navigate to <http://www.tms.va.gov>
2. Click the [**Create New User**] link located near the SIGN IN button.
3. Select the radio button for **“Health Professions Trainee**”

*DO* ***NOT*** *SELECT "WOC"*

1. Click the [**Next**] button
2. Complete all required fields marked with an \*, and any non-required fields, if possible.
	1. **My Account Information:**
		* Create Password following directions on **My Account Information**
		* Re-enter Password
		* Security Question
		* Security Answer
		* Social Security Number *(if you do not have a Social Security Number, follow the on-screen instructions when registering)*
		* Re-enter Social Security Number
		* Date of Birth
		* **Legal** First Name *(nicknames are prohibited - e.g. William* ***not*** *Billy)*
		* Legal Last Name
		* Email Address *(enter a reliable email address that you check frequently; the email address will be used as your User ID when you login)*
		* Re-enter email address
		* Phone Number *(enter a number where you can be contacted by VA staff if issues arise with this self-enrollment process or in other circumstances)*
	2. **My Job Information:**
		* VA City – **Gainesville**
		* VA State – **Florida**
		* VA Location Code – **NFL**
		* Trainee Type – **Physician Residents**
		* Specialty/Discipline – **Select the appropriate discipline**
		* VA Point of Contact First Name: **Ask your program**
		* VA Point of Contact Last Name: **Ask your program**
		* VA Point of Contact Email: **Ask your program**

**Do NOT list yourself as the VA Point of Contact**

1. Once you have entered all of the required data (\*), click the “**Submit**” button.

Your profile will be immediately created.

**Copy** and **save** the **User ID** displayed on the confirmation page, as you will need this to log on to the VA TMS in the future.

Click on the “**Continue**” button and wait until your “**To-Do**” list is displayed with the title of the mandatory training course.

### 1.2 Launching and Completing the Content

1. Hover the mouse over the title of the ***VHA Mandatory Training for Trainees*** training course.
2. Click the [**Go to Content**] button in the pop-up window that appears.
3. Complete the course content following the on-screen instructions.
4. Exit the course and a completion of the course will be recorded for your effort.
5. Click on the “**Completed Work**” pod on the lower right hand side of your internet browser window.
6. Hover your mouse over the title of the course you just completed and choose to

“**Print Completion Certificate**.”

1. Print your completion certificate and save it in a pdf file for your records.
2. When you report to the VA, bring the **Certificate of Completion** for your mandatory training for verification by VA personnel. Your program may also ask you to email a copy of the certificate to them in advance.

### 1.3 Troubleshooting 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, a

**red “x”** will appear next to the **Check System** link. Should this be the case with your computer, please follow the instructions to bring your computer up to the standards that will work with the VA TMS.

For assistance, please send an e-mail message to vhanfltmshelp@va.gov or call (352) 337-2377, Monday – Friday, 8:00 a.m. – 4:30 p.m

For assistance after normal business hours, please call the National TMS Help Desk at 1‑866‑496‑0463.