



***Portland VHA Mandatory Training Instructions For contractors Et Al,***

In order to work at VA, you are required to complete some mandatory training. The basic on-line course(s) are available through the VA Talent Management System (TMS). The TMS offers web-based training to VA employees and its partners; and is one step establishing VA as a 21st century organization built on providing the best care and service possible for our Veterans!

To use the TMS, you must self-enroll and create a profile / account first. This is done by you, via Managed Self-Enrollment (MSE). TMS allows access to VA's TMS training; And records compliance with the mandatory training requirements.

Once you are at the TMS internet website, follow the steps listed below to create your profile and complete the mandatory training courses assigned to you prior to working at VA .

***Section A: MSE INSTRUCTIONS***

1. FIRST contact your VA supervisor to obtain / confirm who your VA supervisory Point of Contact will be. This person may also be referred to as a COR (Contracting Official Representative). See below for all the information you may need to enroll and WRITE IT DOWN here BEFORE proceeding with the TMS enrollment steps below, otherwise your training may not be recorded properly.
2. It's suggested you have a printer installed on your computer in order to print course completion certificates.
3. launch a web browser and navigate to <http://www.tms.va.gov> It might be wise to use the Check System link on the TMS start page to confirm your computer is properly configured to work with TMS.
4. Click the [Create New User] link located near the SIGN IN button.
5. Select the applicable button; Contractor, Volunteer, Without Compensation (WOC) ( or Others. Check with your VA POC, COR or supervisor if in doubt.
6. Click the [Next] button

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7. In "My Account Information:" complete all required fields, and any non-required fields if possible. E. G.;

- Create and 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 (this must be exactly the same on all VA documents!!!)
- Legal Last Name (this must be exactly the same on all VA documents!!!)
- eMail Address (Enter your personal email address. 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 reached by VA staff if issues arise with this self-enrollment process or in other circumstances)

8. In "My Job Information" complete all fields, e. g.;;

- VA City – Portland
- VA State – Oregon
- VA Location Code POR
- Enter information for your VA POC / supervisor / COR
- If you see a HIPAA checkbox, check it if your work will involve working with patient health records / information.

9. After entering the requested information click on "Submit".

A message screen should appear indicating your account has been created.

10. Click Continue

### **Section B: INSTRUCTIONS FOR TAKING ON-LINE REQUIRED COURSE(s)**

1. Log into TMS with the username and password established during MSE above.

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2. Look at your To-Do list: You should see courses assigned to you. Click on one of the titles. Contact your VA supervisor / POC / COR if in doubt about which to take.

Generally, at the very least, one MUST take VA Privacy and Information Security Awareness and Rules of Behavior TMS item #10176

3. Click the [Go to Content] button in the pop-up window that appears.
4. Complete the course content following the on-screen instructions.
5. Exit the course as instructed and completion of the course should be recorded in TMS.
6. Click on the “Completed Work” pod on the lower right hand side of your TMS home screen window.
7. Move your mouse over the title of the course you just completed and choose to “Print Completion Certificate”. Print your completion certificate and save it in a pdf file for your records.

## ***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.

If you do not have a Social Security Number, or if you experience any difficulty creating a profile or completing the mandatory content, contact the VA MSE Help Desk at 1.888.501.4917 or via email at [VAMSEHelp@gpworldwide.com](mailto:VAMSEHelp@gpworldwide.com).

\* 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.