



DEPARTMENT OF VETERANS AFFAIRS
Portland VA Health Care System
3710 Southwest US Veterans Hospital Road
Portland OR 97239-2964



VHA Mandatory Training for Trainees

Dear VA Health Professions Trainee,

In order for you to train at the VA, you are required to complete a mandatory training program titled *VHA Mandatory Training for Trainees*. If you are in a multi-year training appointment, this training must be completed every 365 days to remain compliant. This online training is available through the VA Talent Management System (TMS). The TMS offers web-based training to VA employees and its partners.

To use the TMS, you must self-enroll and create a profile at <https://www.tms.va.gov>. Once you are at the TMS website, follow the Step-by-Step Instructions on the next two pages to create your profile, launch the mandatory training course and complete the content prior to your coming to VA to begin your clinical training.

Each health professions trainee will need the following facility specific information in order to complete the TMS self-enrollment process and fulfill the training requirement:

- VA Location Code: **POR**
- VA Point of Contact First Name: **Andrew**
- VA Point of Contact Last Name: **Cox**
- VA Point of Contact Email address: **Andrew.Cox3@va.gov**
- VA Point of Contact Phone Number: **503-220-8262**

TMS Managed Self-Enrollment (MSE) enhances VA's training and reporting compliance, and is another step toward establishing VA as a 21st century organization built on providing the best care and service possible for our Veterans!

SPECIAL NOTE: TMS is only compatible with the following browsers: Mozilla Firefox and Internet Explorer version 8.0 or lower. **For troubleshooting/logon assistance: contact the TMS Helpdesk at (866) 496-0463.**

Sincerely,

Andrew Cox

B.S General Studies
Admin. Assistant GME
Office of Academic Affiliations
VA Portland Health Care System
503-220-8262 x: 54749

1.1 Already Have a TMS Account? For the Helpdesk, contact VATMSHelp@va.gov

1.2 Step-by-Step Instructions

1. From a computer, launch a web browser and navigate to <https://www.tms.va.gov>
2. Click the [**Check System**] link to see if your computer is compatible with the TMS. This automated check will tell you if you need to install updates or missing software components for the course to run. If the System Check shows red **x's**, follow the instructions on the display to install the indicated software.
3. Click the [**Create New User**] link located below the SIGN IN button.
4. Select the radio button for **"Veterans Health Administration (VHA)"**
5. Select the radio button for **"Health Professions Trainee"** *DO NOT SELECT "WOC" or any other option.*
6. Click the [**Next**] button
7. Complete all required fields and any non-required fields if possible.
 - a. **My Account Information:**
 - i. Create Password
 - ii. Re-enter Password
 - iii. Social Security Number *(If you do not have a Social Security Number, follow the on-screen instructions when registering.)*
 - iv. Re-enter Social Security Number
 - v. Date of Birth
 - vi. Legal First Name
 - vii. Legal Last Name
 - viii. Enter Middle Initial only *(if you have one)*
 - ix. Email Address *(Enter an Email address you plan to have access to throughout your training. The Email address will be used as your User ID when you login.)*
 - x. Re-enter your Email address
 - xi. Phone Number *(Enter a number where you can be easily reached by VA staff if issues arise with this self-enrollment process or in other circumstances.)*
 - xii. Time Zone ID
 - b. **My Job Information:**
 - i. VA Location Code: **POR**
 - ii. Trainee Type
 - iii. Specialty/Discipline
 - iv. VA Point of Contact (POC) First Name: **Andrew**
 - v. VA Point of Contact Last Name: **Cox**
 - vi. VA Point of Contact Email: **Andrew.Cox3@va.gov**
 - vii. VA Point of Contact Phone Number: **503-220-8262**
 - viii. School/University
 - ix. School/University Start Date
 - x. Estimated School/University Completion Date



The image shows a portion of the TMS login interface. It features a blue header with a white input field for 'USER ID' and another for 'PASSWORD'. Below these fields is a blue button labeled 'SIGN IN'. At the bottom of the blue section, there are three links: 'Forgot Password', 'Create New User', and 'Check System'. The 'Check System' link is circled in yellow.

Once you have entered all of the required data, click the “**Submit**” button. Your profile will be immediately created. Copy and save the **UserID** displayed to you on the confirmation page, as you will need this for future logons to the VA TMS. Once done, click on the “**Continue**” button and wait until your “**To-Do**” list is displayed with the title of the mandatory training course.

1.3 Launching and Completing the Content

1. 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**” button on the lower right hand side of your internet browser window.
6. Move your mouse over the title of the course you just completed and choose to **Print Completion Certificate**.
7. Print your completion certificate and save it in a pdf file for your personal records.

1.4 Trouble-shooting 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, red **x's** 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 TMS Help Desk at vatmshelp@va.gov or via phone every day, 24X7 at 1 (866) 496-0463.

* 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.