



FOR ALL NURSING STUDENTS

Create New User Record for Non-VA Staff (VA employees DO NOT use this system)

Purpose

The purpose of this job aid is to guide users through the step-by-step process of creating the Create New User tool in the VA Talent Management System or TMS.

Access the TMS login page:

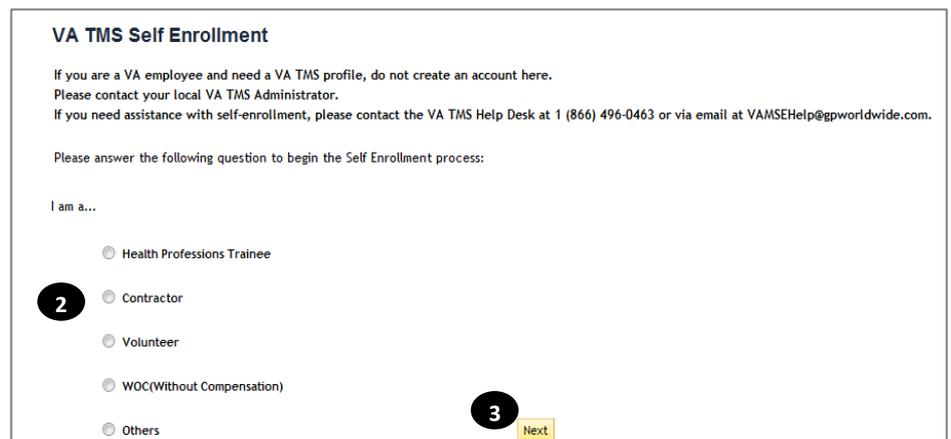
<https://www.tms.va.gov>

- 1 Step 1
From the Login page, in the **brown** navigation bar click the **Create New User** link.



- 2 Step 2
On the **VA TMS Self Enrollment** page, select the employment type:

Health Professions Trainee



- 3 Step 3

Click **Next**.



4 Step 4
In **My Account Information** section, fill in all required fields as noted by the red asterisk, taking care to type accurately when entering your Social Security Number, medical school E-mail address, and legal name. **Do not use nicknames or middle names.**

4a Step 4a
If you are a foreign national, click the **click here** link.

4b Step 4b
If there is a security pop-up click **Allow**.

4c Step 4c
In the email pop-up add any additional information to assist the Admin like your name and contact information and click **Send**.

Note: Fields marked with * are required

My Account Information

- The length of the password must be between 8 and 12 characters.
- The password must contain the following types of characters:
 - English lowercase letters.
 - English uppercase letters.
 - Arabic numerals(0,1,2,...9).
 - Non alphanumeric special characters (!@#\$%^&*()-_+=[]<>?/";:~\|)
- Characters cannot be repeated more than twice in a row.
- The password cannot contain user name(login ID).
- The password cannot contain users first name and last name.
- The password cannot be the same as any of the previous 3 passwords.
- The password cannot contain 6 or more characters in a row from the previous password.
- Password cannot be same as the E-Signature PIN.

* Password :

* Re-enter Password :

* Security Question :

* Security Answer :

* Re-enter Security Answer :

* SSN : - -

(If you are foreign national and do not have an SSN please [click here](#))

* Re-enter SSN : - -

* DOB (MM/DD/YYYY) :

* Legal First Name :

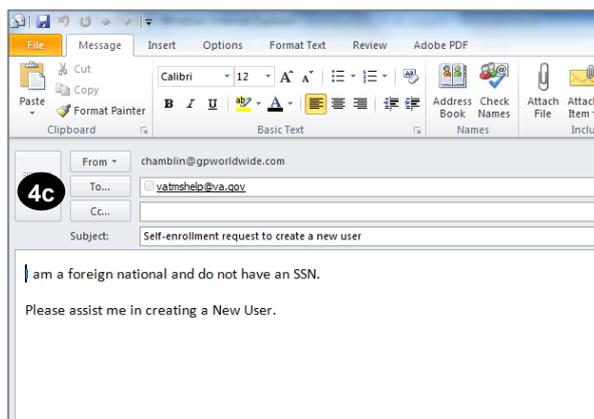
* Legal Last Name :

Middle Name(Optional) :

* Email Address :

* Re-enter Email Address :

Phone Number (do not include hyphens i.e 1112223333) :





- 5 Step 5
My Job Information:
 City: **Nashville**
 State: **Tennessee**
 VA Location Code: **TVH**
 VA POC for the Medical Students:
First Name: Lane
Last Name: Spelle
 E-mail Address:
lane.spelle@va.gov
 Contact Phone Number:
6158738458

My Job Information

VA City :

VA State :

* VA Location Code : 5

(Supplied by your VA Contract)

* VA Point of Contact First Name :

* VA Point of Contact Last Name :

* VA Point of Contact Email Address :

Point of Contact Phone Number (do not include hyphens i.e. 1112223333) :

HIPAA Training Required : 6

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- 6 Step 6
 You **are** required to take training on the Health Insurance Portability and Accountability Act (HIPPA):
CLICK THE BOCK

- 7 Step 7
 Click **Submit**.

- 8 Step 8
 From the congratulations page, note your VA TMS USER ID for future use.

- 9 Step 9
 Click **Continue**.

VA TMS Self Enrollment

Congratulations! You have successfully created a profile in the VA TMS. Please copy down the User ID indicated below. You will need it if you ever need to log in to the VA TMS in the future.

Your VA TMS User ID is sample.john1105 8

To access your mandatory training content, click on the Continue button.

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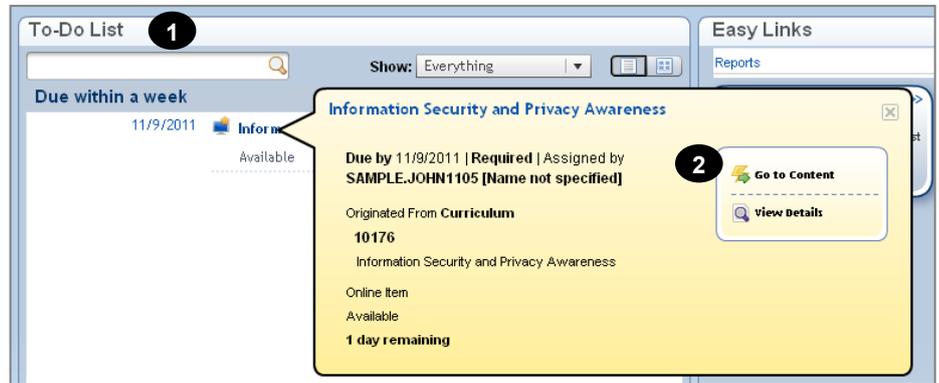


Complete Required Training: Mandatory Training for Trainees

Mandatory Training for Trainees is the only course a medical student is required to complete. If you have completed the course in the past, you will be assigned to complete the REFRESHER course only.

1 Step 1

From the Home page, hover over item in your To Do List to display the pop-up menu.



2 Step 2

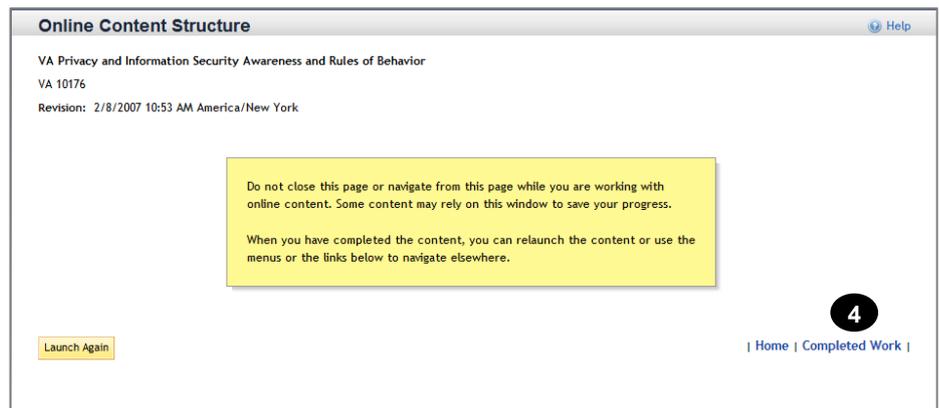
Click Go to Content.

3 Step 3

Complete training per instructions.

4 Step 4

On the Online Content Structure page, click the Completed Work link.



5 Step 5

From the Completed Work page, hover over the title of the completed training to display the pop-up menu.



6 Step 6

Click Print Certificate.

