User Job Aid: Create New Non-VA VHA User Record

(Revision: December 04, 2020)

Purpose

The purpose of this job aid is to guide users through the step-by-step process of creating a new non-VA user record. This job aid shows you how to complete a request for a TMS 2.0 User account utilizing the VHA sponsored menu.

Note: This job aid is to assist non-VA users of TMS 2.0 only! If you are a VA employee, you must contact your local organization to gain access to TMS 2.0.

In this job aid, you will learn to:

1. Create New Non-VA VHA User Record
2. Complete Required Training

⬛ Create New Non-VA VHA User Record

1. Access the VA TMS login page at https://www.tms.va.gov/ SecureAuth35/.

2. From the login page, select the **Create New Non-Employee User** link.

3. On the VA TMS Self Enrollment page, select the **Veterans Health Administration (VHA)** option.

4. Select **Next**.

5. On the second VA TMS Self Enrollment page, select the appropriate **Employment Type.** <mark>**SELECT HEALTH PROFESSIONS TRAINEE**</mark>

6. Select **Next.** If you have entered the wrong sponsor, select **Back.**

Help

Please answer the following question to begin the Self Enrollment process:

I am a...

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○ Health Professions Trainee (Health professionals in VA training programs, including WOC trainees)

○ Volunteer (those volunteering for VA)

○ WOC (those working for VA without VA compensation)

○ Clinical Contractor (medical professionals working for VA on a contractual basis)

○ Contractor (non-medical professionals working for VA who do so on a contractual basis)

○ Veterans Service Officer (non-VA employees that help Veterans with preparing, filing, and tracking a benefits claim through the VA system)

○ DOD (Department of Defense Civilian employees and Active Duty military personnel from any branch of the US Armed Forces)

○ Federal Non-VA (those holding positions in the Federal government, except the DoD and VA)

○ Conference Attendee (those attending a VA-sponsored conference)

Back   Next **6**

7. On the **My Account Information** page, fill in all required fields as noted by the red asterisk. Be careful to type accurately when entering your social security number, email address, and legal name.

8. If you are a foreign national, select the **click here** link. If you are not, continue to step 12.

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Help

Note: Fields marked with * are required
MY ACCOUNT INFORMATION

* SSN :   (Click here to view the TMS 2.0 Privacy Act Notice.)   ___-___-___

8 (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 (should be a sustained email address as it will be :   ___
your TMS 2.0 ID and initial username value)
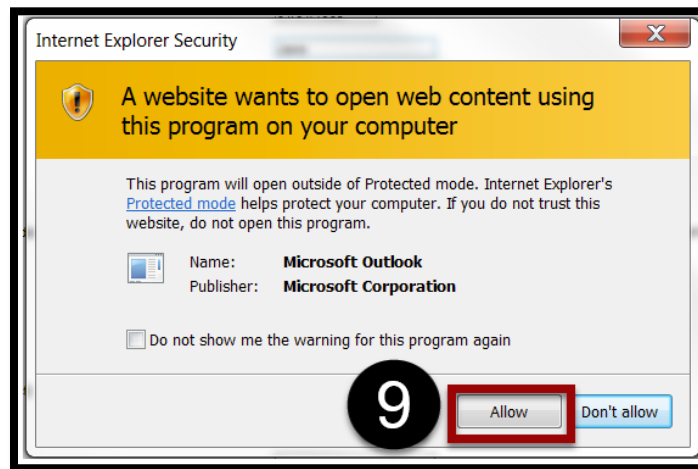
* Re-enter Email Address :   ___

* Direct Dial Phone Number (No switchboards or extensions permitted. :   ___ ___ ___   ☐ Check here to enter an International Phone Number
Do not include hyphens i.e 1112223333)

Mobile Number (This will be used to deliver a login passcode via :   ___ ___ ___   ☐ Check here to enter an International Phone Number
text message, if you choose. Do not include hyphens, i.e 1112223333)

* Time Zone ID :   ___

U.S. Department of Veterans Affairs
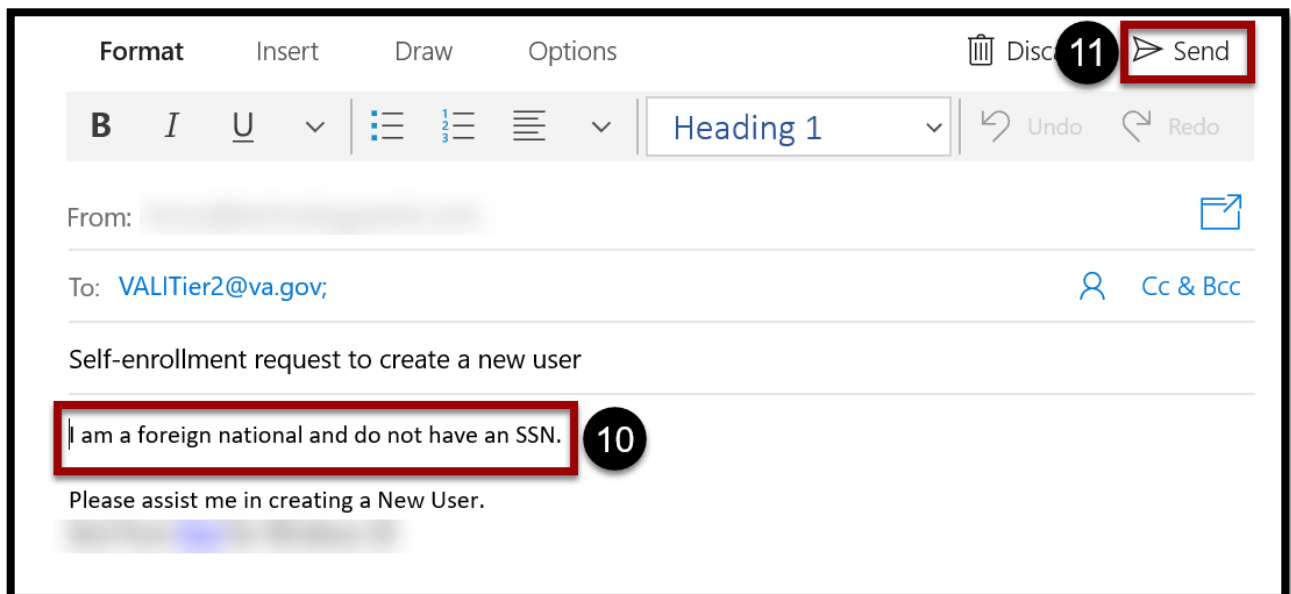
9. If there is a security pop-up, select **Allow**.

10. In the email pop-up, add any additional information to assist your Admin, such as your name and contact information.

11. Select **Send**.

12. In the **My Job Information** section, fill in all required fields as noted by the red asterisk. Be sure to enter the data provided by your VA point of contact where appropriate. **Note:** The information required in the My Job Information may differ based on your user category.

    <mark>**For Health Professions Trainees**</mark>
    <mark>**PLEASE USE The VA Location - Eastern Colorado Healthcare**</mark>
    <mark>**VA Point of Contact is Katherine Estenson, Katherine.Estenson@va.gov, 720-857-5336.**</mark>

13. If you are required to take training on the Health Insurance Portability and Accountability Act (HIPPA), select the **HIPAA Training Required** checkbox.
    <mark>**Health Professions Trainees - CLICK THE CHECK BOX**</mark>

14. Select **Submit**. If you've selected the wrong Employment Type, select **Back.**

15. From the congratulations page, note your **VA TMS Username** for future reference.
16. Select **Continue**.

Complete Required Training

1. Under the My Learning tab, the **To Do** widget lists all assigned training. **NOTE**: The required training courses now appear in the My Learning section. All new Health Professions Trainees must take the **Mandatory Training for Trainees**. This training is required annually. (it looks slightli different that the picture below)

2. Select **Start Course**.

3. In the Online Content Structure page, select **Launch Again.**

4. Complete the training as instructed.

   NOTE: When you have finished the course(s), you may print completion certificates from the My History tile on your home page. You have successfully completed your required training.