



User Job Aid

TMS 2.0 Managed Self Enrollment
Non-VA VHA Users



Talent
Management
System

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.

1

2

https://www.tms.va.gov/SecureAuth35/

VA TMS 2.0

Please enter your username below:

Enter Username here

Submit

Password Login for New Staff Forgot Username Create New Non-Employee User

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

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Talent Management System

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Help

VA TMS SELF ENROLLMENT

If you are a VA EMPLOYEE or FEE BASIS and need a TMS 2.0 profile, do not create an account here. Please contact your local TMS 2.0 Administrator using the "Locate Your Local Administrator" menu option above.

If you need assistance with self-enrollment, please contact the Enterprise Services Desk by going to the your IT Services website or via phone at 1 (855) 673-4357.

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

I will work at, or will attend an event sponsored by...

Veterans Health Administration (VHA)
VHA is the nation's largest integrated health care system, with more than 1,700 hospitals, clinics, community living centers, domiciliaries, readjustment counseling centers, and other facilities

Veterans Benefits Administration (VBA)
VBA administers a variety of benefits and services that provide financial and other forms of assistance to Service members, Veterans, their dependents and survivors

National Cemetery Administration (NCA)
NCA provides burial benefits to veterans and eligible dependents, and operates 131 national cemeteries in the U.S. and Puerto Rico

Office of Information and Technology (OIT)
OIT acquires, delivers, and manages technology to VA and acts as a steward for most of VA's information technology assets and resources

VA Central Office (VACO)
VACO is a general term covering all other Program, and Staff Offices

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Next



5. On the second VA TMS Self Enrollment page, select the appropriate **Employment Type**.
SELECT HEALTH PROFESSIONS TRAINEE
6. Select **Next**. If you have entered the wrong sponsor, select **Back**.

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

I am a...

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)

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Back Next

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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Note: Fields marked with * are required

MY ACCOUNT INFORMATION

* SSN : [\(Click here to view the TMS 2.0 Privacy Act Notice.\)](#) - -

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(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 used to deliver a login passcode via text message, if you choose. Do not include hyphens, i.e. 1112223333) :

your TMS 2.0 ID and initial username value)

* Re-enter Email Address :

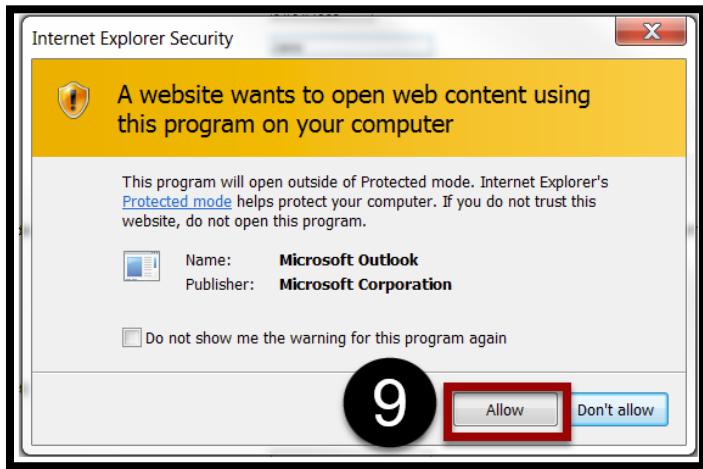
* Direct Dial Phone Number (No switchboards or extensions permitted. Do not include hyphens, i.e. 1112223333) : Check here to enter an International Phone Number

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

* Time Zone ID :

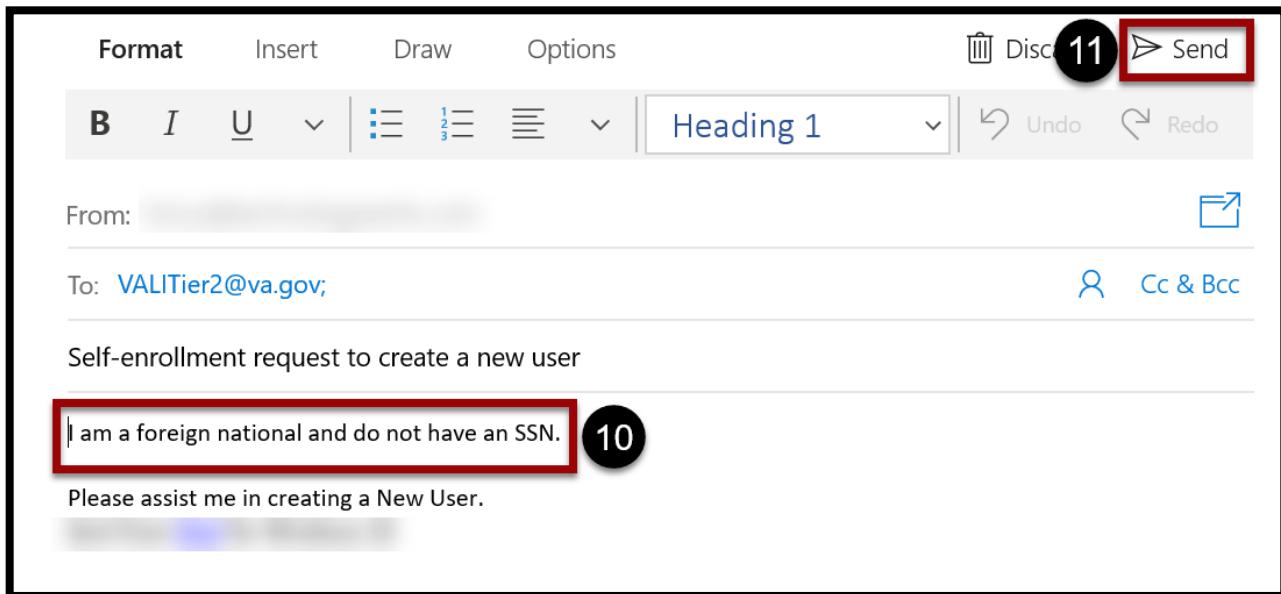


9. If there is a security pop-up, select **Allow**.



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.

For Health Professions Trainees

PLEASE USE The VA Location - Eastern Colorado Healthcare

VA Point of Contact is Katherine Estenson, Katherine.Estenson@va.gov, 720-857-5336.

13. If you are required to take training on the Health Insurance Portability and Accountability Act (HIPPA), select the **HIPAA Training Required** checkbox.

Health Professions Trainees - CLICK THE CHECK BOX

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

MY JOB INFORMATION

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* VA Location :

(Supplied by your VA Contact; Click on the blue funnel to search)

* 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): Check here to enter an International Phone Number

HIPAA Training Required:

13 Back 14 Submit

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

16. Select **Continue**.

VA TMS Self Enrollment

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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 nonva.user@mail.com

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

16 Continue



U.S. Department
of Veterans Affairs



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 slightly different than the picture below)
2. Select **Start Course**.

The screenshot shows the 'My Learning' tab in the TMS 2.0 interface. The 'To-Do' widget is highlighted with a red box and a circled '1'. It displays a list of training requirements. The first item is 'FISMA Requirement' with a due date of 'RETRAIN BY 12/15/2020'. The second item is 'VA Privacy and Information Security Awareness and Rules of Behavior' with a due date of '12/15/2020 | REQUIRED'. A circled '2' points to the 'START COURSE' button for the second item. The 'Find Learning' and 'My Curricula' sections are also visible on the right.



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

← Back

Online Content Structure

VA Privacy and Information Security Awareness and Rules of Behavior

VA 10176

Return to Content Structure

⚠ Do not close, refresh, or navigate from this page while you are working with online content. Some content may rely on this window to save your progress.

When you have completed the content, you can relaunch the content or use the menus or the links below to navigate elsewhere.

3

Launch Again

Learning Home | Completed Work

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.