

**Department of Veterans Affairs**

**Office of Information and Technology (OI&T)**

**Account Provisioning/Deprovisioning System (APD)  
HPT WOC Provisioning – HPT Provisioning for the HPT**



**January 2024**

**Version 2.1**

## Revision History

Date	Revision	Description	Author
1/10/2024	2.1	Technical Edits	IAM
10/5/2023	2.0	Initial Draft	IAM

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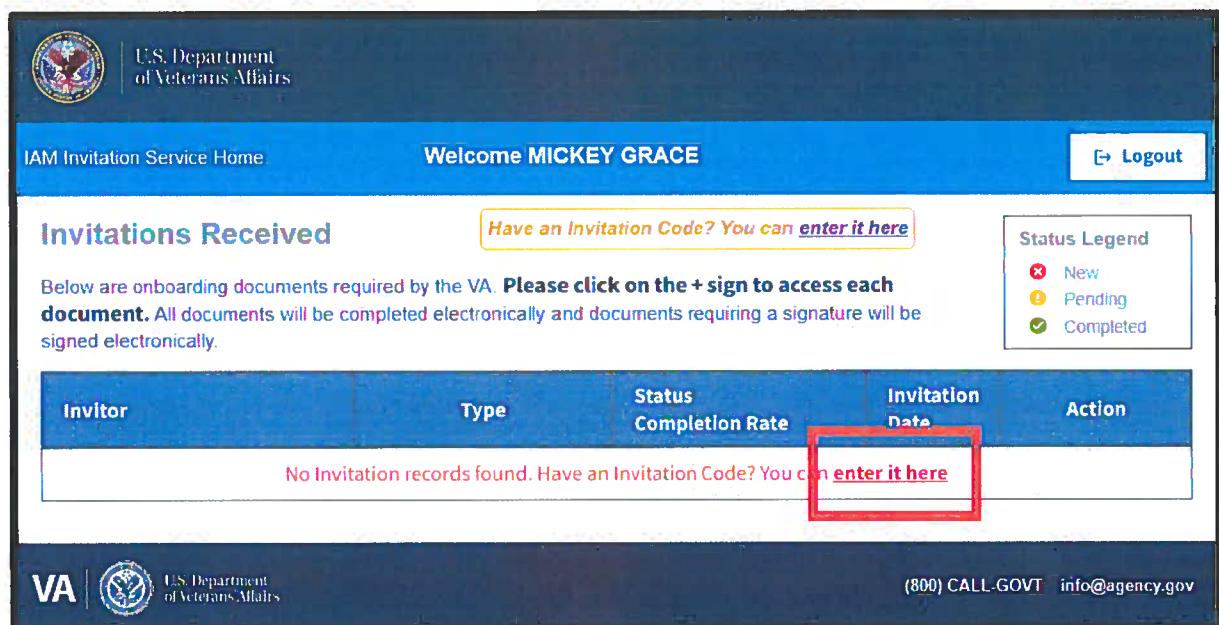
# HPT Provisioning Guide

## Welcome!

You have reached the IAM Invitation Service homepage. From here, you will be able to complete your required forms, message your Coordinator, and view your current provisioning status. Please use this document as a guide to lead you through the process.

### Gaining Access to Forms

1. Once you have signed into the IIS, click the red “[enter it here](#)” link in the center of the page.



The screenshot shows the IAM Invitation Service Home page. At the top, there is a logo for the U.S. Department of Veterans Affairs. The top navigation bar includes links for 'IAM Invitation Service Home', 'Welcome MICKEY GRACE', and 'Logout'. Below the navigation, a section titled 'Invitations Received' is displayed. A message in this section says, 'Have an Invitation Code? You can [enter it here](#)'. To the right of this message is a 'Status Legend' box containing three items: 'New' (marked with a red X), 'Pending' (marked with a yellow exclamation point), and 'Completed' (marked with a green checkmark). Below the 'Invitations Received' section is a table with columns: 'Invitor', 'Type', 'Status Completion Rate', 'Invitation Date', and 'Action'. A message in the 'Action' column says, 'No Invitation records found. Have an Invitation Code? You can [enter it here](#)'. At the bottom of the page, there is a VA logo and the text '(800) CALL-GOVT info@agency.gov'.

2. Enter the invitation code located in your invitation email.

**Invitation for Grace, Mickey**

 MVI.System@va.gov  
To: Kolb, Valerie T. (by Light, Professional It Services, Inc.)  
  
i This message was sent with High importance.

Dear Grace, Mickey,

Welcome to the Veterans Health Administration! As a National Clinician Scholar Fellow, you will receive a VA appointment so you can perform a portion of your training with the Orlando VA Medical Center.

This invitation was initiated by KOLB, VALERIE PROV, who will be your VA contact for the duration of your training. There are forms that you will be completing online using the IAM Invitation Service. Please follow the instructions below to begin.

Instructions:

- Visit AccessVA at <https://eauth.va.gov/AccessVA>.
- Click "I am a VA Employee or Authorized Contractor".
- Select "IAM Invitation Service".
- The IAM Invitation Service accepts any of the login methods visible on the AccessVA Home page, but an ID.me account can be created for the purpose of accessing the Service. If you have a preferred login method, select it. If no method applies to you, select "Sign in with ID.me" and create an account following the on-screen instructions.
- Once you are signed in, click the red "[enter it here](#)" link in the center of the page.
- Enter and submit the following Invitation code: **1474679315**

**Please Note:** You should **not** initiate self-enrollment nor add training into the TMS account, as this may delay the provisioning effort.

If you have questions, please contact your VA contact at [Valerie.Kolb@va.gov](mailto:Valerie.Kolb@va.gov) or message them through the IAM Invitation Service after logging in.

**\*\* Please do not reply to this message. Replies will not be monitored.**

## Completing Required Documents

- Once you are ready to begin completing your paperwork, click the + sign to the left of your Inviter's name to see the list of required documents. This should be located in the row with a 0% PENDING status.

 U.S. Department of Veterans Affairs

IAM Invitation Service Home      Welcome VALERIE KOLB      [Logout](#)

**Invitations Received**      [Have an Invitation Code? You can enter it here](#)

Below are onboarding documents required by the VA. Please click on the + sign to access each document. All documents will be completed electronically and documents requiring a signature will be signed electronically.

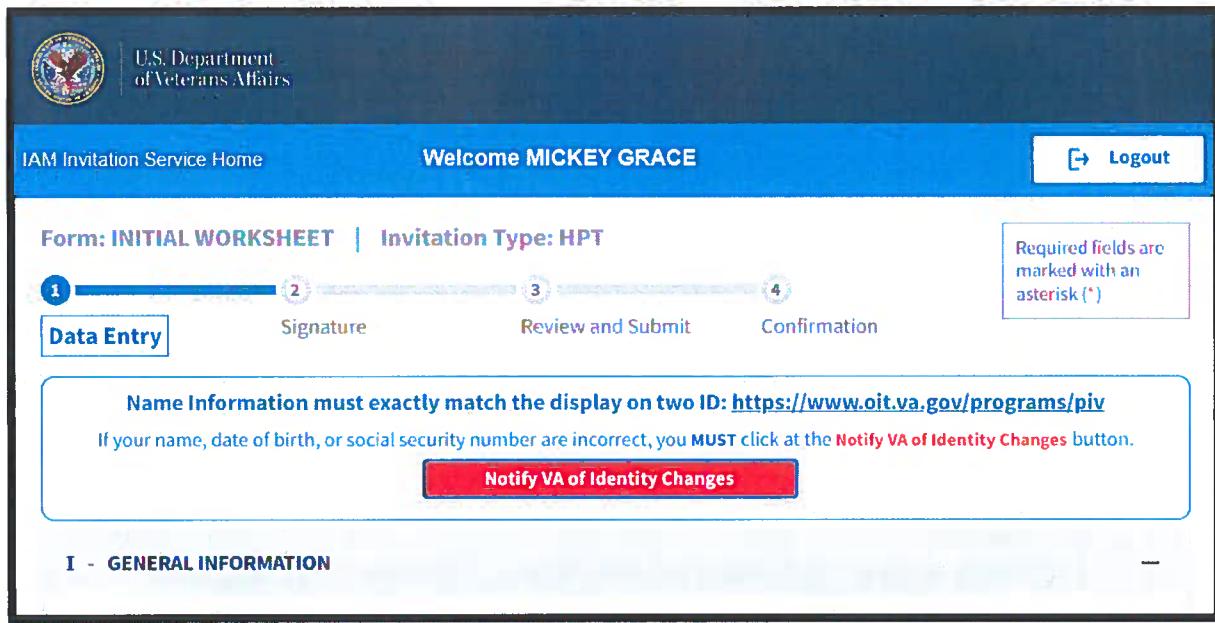
Invitor	Type	Status Completion Rate	Invitation Date	Action
+ KOLB, VALERIE PROV	HPT	PENDING 0%	03/02/2023	<a href="#">Details</a> <a href="#">Messages</a>

VA | U.S. Department of Veterans Affairs      (800) CALL-GOVT | [info@agency.gov](mailto:info@agency.gov)

2. You must complete the initial worksheet before you can access any other listed documents. To do so, click the form labeled **INITIAL WORKSHEET**. Fill out all applicable information to the best of your knowledge.

Invitor	Type	Status Completion Rate	Invitation Date	Action
— KOLB, VALERIE PROV	HPT	PENDING 0%	03/02/2023	Details Messages
<b><u>INITIAL WORKSHEET (SUBMIT THIS FORM FIRST)</u></b>				
<a href="#">APPLICATION FOR HEALTH PROFESSIONS TRAINEES (VA FORM 10-2850D)</a>				
<a href="#">RANDOM DRUG TESTING NOTIFICATION AND ACKNOWLEDGEMENT</a>				
<a href="#">DECLARATION OF FEDERAL EMPLOYMENT (OF 306)</a>				
<a href="#">APPOINTMENT AFFIDAVITS (SF 61)</a> (Confirm information and submit document. You will sign the document in person at the VA.)				
<a href="#">WITHOUT COMPENSATION AGREEMENT (FL-10-294)</a> (Confirm information and submit document. You will sign the document in person at the VA.)				

**Note:** If your name, date of birth, or social security number are populating incorrectly, please utilize the red Notify VA of Identity Changes button at the top of the **INITIAL WORKSHEET**. Do not submit forms with incorrect information.



The screenshot shows the IAM Invitation Service Home page. At the top, there is a logo for the U.S. Department of Veterans Affairs. The main header reads "Welcome MICKEY GRACE". Below the header, it says "Form: INITIAL WORKSHEET | Invitation Type: HPT". There is a progress bar with four steps: 1. Data Entry (highlighted in blue), 2. Signature, 3. Review and Submit, and 4. Confirmation. To the right of the progress bar, a box states "Required fields are marked with an asterisk (\*)." A note below the progress bar says "Name Information must exactly match the display on two ID: <https://www.oit.va.gov/programs/piv>". It also says "If your name, date of birth, or social security number are incorrect, you MUST click at the Notify VA of Identity Changes button." A red button labeled "Notify VA of Identity Changes" is visible. At the bottom, there is a section titled "I - GENERAL INFORMATION".

a. When you submit your identity change request, your forms will be locked. Once the request is approved, your forms will be updated with the corrected name, and they will be unlocked for you to proceed.

**Note:** Although your initial worksheet will have pre-populated fields based on the information provided when creating your ID.me account, some fields can be edited!

## Initial Worksheet Editable Fields

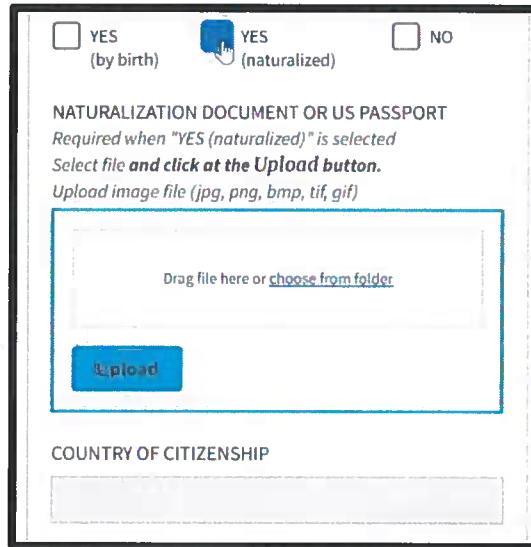
The screenshot shows the IAM Invitation Service Home page with the title "Welcome MICKEY GRACE". The page is titled "Form: INITIAL WORKSHEET | Invitation Type: HPT". A progress bar at the top indicates steps 1 (Data Entry), 2 (Signature), 3 (Review and Submit), and 4 (Confirmation). A note on the right states: "Required fields are marked with an asterisk (\*)." The "Data Entry" step is currently active. A message box contains the text: "Name Information must exactly match the display on two ID: <https://www.oit.va.gov/programs/piv>. If your name, date of birth, or social security number are incorrect, you MUST click at the **Notify VA of Identity Changes** button." A red button labeled "Notify VA of Identity Changes" is visible. The main form area is titled "I - GENERAL INFORMATION". It contains sections for "NAME" and "PRESENT ADDRESS". The "NAME" section includes fields for PREFIX (empty), FIRST NAME (Mickey), MIDDLE NAME (empty), LAST NAME (Grace), and SUFFIX (empty). The "PRESENT ADDRESS" section includes fields for STREET ADDRESS (24563 148th Dr), CITY (Rosedale), STATE (NY - New York), and ZIP CODE (11422). Below these are fields for "DATE OF BIRTH" (08/08/1980), "BIRTH SEX" (FEMALE), and "SSN NUMBER" (390-56-5488). The entire form is set against a light gray background with a blue header bar.

## Initial Worksheet Editable Fields (continued)

<b>PLACE OF BIRTH</b>  <b>PLACE OF BIRTH CITY *</b> <input type="text"/>  <b>PLACE OF BIRTH STATE</b> <input type="text"/>  <b>PLACE OF BIRTH COUNTRY *</b> <input type="text"/>	<b>CITIZENSHIP</b>  <b>ARE YOU A U.S. CITIZEN? *</b> <i>(If "NO", provide country of citizenship)</i> <input type="checkbox"/> YES (by birth) <input type="checkbox"/> YES (naturalized) <input type="checkbox"/> NO  <b>NATURALIZATION DOCUMENT OR US PASSPORT</b> <i>Required when "YES (naturalized)" is selected</i> <i>Select file and click at the Upload button.</i> <i>Upload image file (jpg, png, bmp, tif, gif)</i>  <input type="file"/>  <b>COUNTRY OF CITIZENSHIP</b> <input type="text"/>
<b>PHONE NUMBERS</b>  <b>PRIMARY *</b> ###-###-#### <input type="text"/>  <b>ALTERNATE</b> ###-###-#### <input type="text"/>	<b>IDENTIFIERS</b>  <b>NATIONAL PROVIDER IDENTIFIER (NPI)</b> <input type="text"/>  <b>DEA REGISTRATION NUMBER</b> <input type="text"/>

## Passport Upload

By selecting the **Yes (naturalized)** option when asked about your citizenship status, you will be required to upload a naturalization document or US passport. You may either drag the file from your computer or click choose from folder to find the file via file explorer. Click **Upload**.



YES  
(by birth)      YES  
(naturalized)      NO

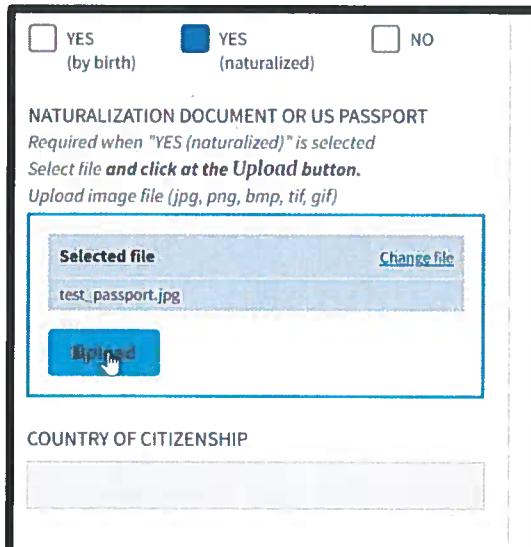
NATURALIZATION DOCUMENT OR US PASSPORT  
Required when "YES (naturalized)" is selected  
Select file and click at the Upload button.  
Upload image file (jpg, png, bmp, tif, gif)

Drag file here or [choose from folder](#)

Upload

COUNTRY OF CITIZENSHIP

1. After adding your document, click the **Upload** button again before submitting the form.



YES  
(by birth)      YES  
(naturalized)      NO

NATURALIZATION DOCUMENT OR US PASSPORT  
Required when "YES (naturalized)" is selected  
Select file and click at the Upload button.  
Upload image file (jpg, png, bmp, tif, gif)

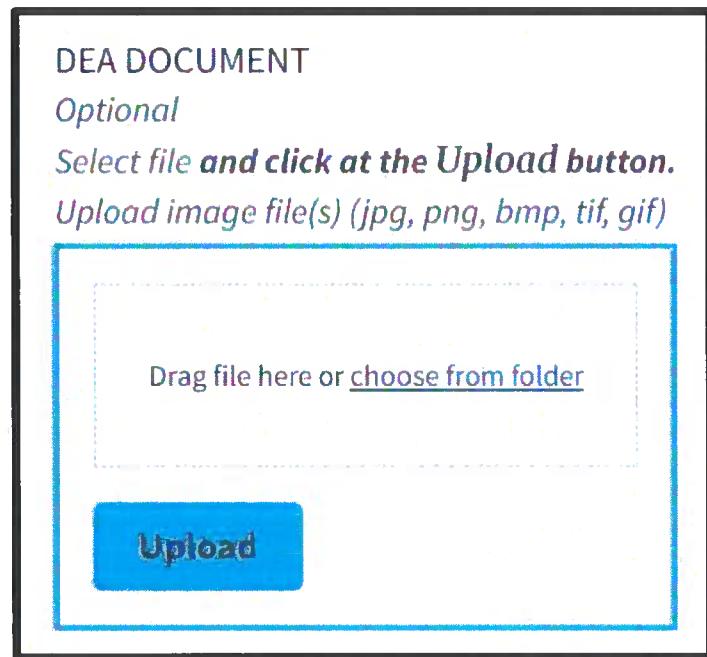
Selected file      Change file  
test\_passport.jpg

Upload

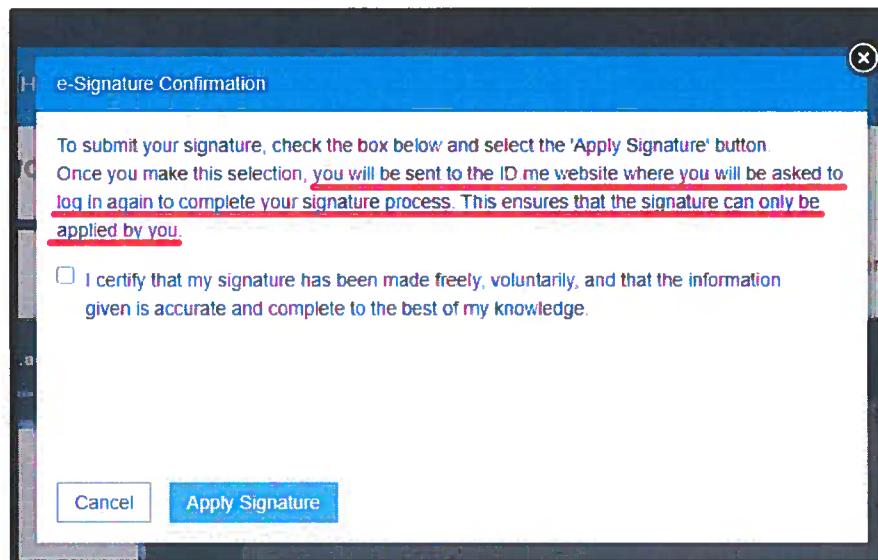
COUNTRY OF CITIZENSHIP

## DEA Upload

You may upload your DEA license or document following the same procedure as the Passport Upload. Select your file and click the **Upload** button prior to submitting. Once again, you will need to click the **Upload** button again in order to finish adding the document.



2. At the end of each document, you will be asked to review your responses and allow for electronic signature. When you do this, you will automatically be required to sign in and confirm your account for security purposes. Once completed, submit the document.



3. After completing the “**INITIAL WORKSHEET**,” you will be able to complete all other required documents in any order you prefer.
4. If you have any questions throughout the process, use the “Messages” button on the homepage to reach your HPT Coordinator/Inviter.

Invitor	Type	Status Completion Rate	Invitation Date	Action
KOLB, VALERIE PROV	HPT	PENDING 17%	03/02/2023	<a href="#">Details</a> <a href="#">Messages</a> <a href="#">Reset Form</a>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b><u>INITIAL WORKSHEET</u></b></li> <li><input type="checkbox"/> <b><u>APPLICATION FOR HEALTH PROFESSIONS TRAINEES (VA FORM 10-2850D)</u></b></li> <li><input type="checkbox"/> <b><u>RANDOM DRUG TESTING NOTIFICATION AND ACKNOWLEDGEMENT</u></b></li> <li><input type="checkbox"/> <b><u>DECLARATION OF FEDERAL EMPLOYMENT (OF 306)</u></b></li> <li><input type="checkbox"/> <b><u>APPOINTMENT AFFIDAVITS (SF 61)</u></b> (Confirm information and submit document. You will sign the document in person at the VA.)</li> <li><input type="checkbox"/> <b><u>WITHOUT COMPENSATION AGREEMENT (FL-10-294)</u></b> (Confirm information and submit document. You will sign the document in person at the VA.)</li> </ul>				

5. If at any point you need to change something on a completed document, click the “**Reset Form**” button to the right of the form on the homepage.

**Please Note:** Resetting the “**INITIAL WORKSHEET**” document will reset **all** completed documents, requiring you to fill them out again.

Invitor	Type	Status Completion Rate	Invitation Date	Action
KOLB, VALERIE PROV	HPT	PENDING 50%	03/02/2023	<a href="#">Details</a> <a href="#">Messages</a> <a href="#">Reset Form</a> <a href="#">Reset Form</a> <a href="#">Reset Form</a>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b><u>INITIAL WORKSHEET</u></b></li> <li><input checked="" type="checkbox"/> <b><u>APPLICATION FOR HEALTH PROFESSIONS TRAINEES (VA FORM 10-2850D)</u></b></li> <li><input checked="" type="checkbox"/> <b><u>RANDOM DRUG TESTING NOTIFICATION AND ACKNOWLEDGEMENT</u></b></li> <li><input type="checkbox"/> <b><u>DECLARATION OF FEDERAL EMPLOYMENT (OF 306)</u></b></li> <li><input type="checkbox"/> <b><u>APPOINTMENT AFFIDAVITS (SF 61)</u></b> (Confirm information and submit document. You will sign the document in person at the VA.)</li> <li><input type="checkbox"/> <b><u>WITHOUT COMPENSATION AGREEMENT (FL-10-294)</u></b> (Confirm information and submit document. You will sign the document in person at the VA.)</li> </ul>				

## Submitting Your Forms

1. Once you have completed all required documents and are ready to submit them to your coordinator, return to the IAM Invitation Service Homepage.
2. Click the green Submit button located on the right side of the row with your Inviter's name.

You completed all the forms within invitation(s) below. You **MUST** click at the corresponding **Submit** (separately for each invitation), to enable further processing.

Invitor	Type	Status Completion Rate	Invitation Date	Action
 KOLB, VALERIE PROV	HPT	PENDING <div style="width: 100%;"><div style="width: 100%;">100%</div></div>	03/02/2023	<div style="border: 2px solid red; padding: 5px; display: inline-block;"><a href="#"> Details</a> <a href="#"> Messages</a> <a href="#"> Submit</a></div> <a href="#">Reset Form</a> <a href="#">Reset Form</a> <a href="#">Reset Form</a> <a href="#">Reset Form</a> <a href="#">Reset Form</a> <a href="#">Reset Form</a>

3. Once submitted, your coordinator will be notified and will reach out to discuss your next steps.

## Signing Ceremony

1. When your designated official initiates your signing ceremony, you will receive an email notifying you of your next steps.

Congratulations! Your Signing Ceremony has been initiated by LIGHT, RYAN.

Please navigate to the IAM Invitation Service as instructed below to sign your required forms.

Final signatures on the documents listed below must be done in the presence of a designated VA Official during the first day of orientation of your appointment, unless instructed to do so earlier.

Instructions:

- Visit AccessVA at <https://int.eauth.va.gov/accessva/>.
- Click "I am a VA Employee or Authorized Contractor".
- Select "IAM Invitation Service".
- Log in via the same method you used when you first began your provisioning process.
- Once you are signed in, you will see the yellow "!" icon next to the forms needing Appointee signatures.
- After signing the three documents please click the green "Finalize Appointee" button to conclude your portion of the ceremony.

2. Log into the **IAM Invitation Service** using the same method you used when completing your forms at the beginning of your provisioning process.
3. Three forms will be labeled with a yellow exclamation point symbol, indicating that further action is needed.

**Invitations Received**

Have an Invitation Code? You can [enter it here](#)

Status Legend

- New
- Pending
- Completed

Inviter	Type	Status Completion Rate	Invitation Date	Action
LIGHT, RYAN	HPT	APPOINTEE 50%	04/21/2023	<a href="#">Details</a> <a href="#">Messages</a>
<ul style="list-style-type: none"><li><b>INITIAL WORKSHEET</b></li><li><b>APPLICATION FOR HEALTH PROFESSIONS TRAINEES (VA FORM 10-2850D)</b></li><li><b>RANDOM DRUG TESTING NOTIFICATION AND ACKNOWLEDGEMENT</b></li><li><b>DECLARATION OF FEDERAL EMPLOYMENT (OF 306)</b></li><li><b>APPOINTMENT AFFIDAVITS (SF 61)</b></li><li><b>WITHOUT COMPENSATION AGREEMENT (FL-10-294)</b></li></ul>				

4. At the end of the document, you will be asked to review your responses and allow for electronic signature. When you do this, you will automatically be required to sign in and confirm your account for security purposes.
5. Once completed, submit the document. Once you have signed the required forms, click the **Finalize Appointee** button under the Action column.

You signed all the forms within invitation(s) below. You **MUST** click at the corresponding  **Finalize Appointee** (separately for each invitation), to enable further processing.

Inviter	Type	Status Completion Rate	Invitation Date	Action
— LIGHT, RYAN	HPT	APPOINTEE <div style="width: 100%;">100%</div>	04/21/2023	<input type="button" value="Details"/> <input type="button" value="Messages"/> <input style="border: 2px solid red;" type="button" value="Finalize Appointee"/>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <a href="#">INITIAL WORKSHEET</a></li> <li><input checked="" type="checkbox"/> <a href="#">APPLICATION FOR HEALTH PROFESSIONS TRAINEES (VA FORM 10-2850D)</a></li> <li><input checked="" type="checkbox"/> <a href="#">RANDOM DRUG TESTING NOTIFICATION AND ACKNOWLEDGEMENT</a></li> <li><input checked="" type="checkbox"/> <a href="#">DECLARATION OF FEDERAL EMPLOYMENT (OF 306)</a></li> <li><input checked="" type="checkbox"/> <a href="#">APPOINTMENT AFFIDAVITS (SF 61)</a></li> <li><input checked="" type="checkbox"/> <a href="#">WITHOUT COMPENSATION AGREEMENT (FL-10-294)</a></li> </ul>				

6. Your designated official will complete the process for your signing ceremony.