Dear VA Health Professions Trainee,

Through an affiliation agreement between your learning institution and the Department of Veterans Affairs, part of your training will take place at the ***Overton Brooks VA Medical Center, Shreveport, LA.***

**VHA Mandatory Training for Trainees**

In order for you to train, interact with patients and be granted access to our information systems you are required to complete a mandatory training item using the VA Talent Management System (TMS). The item is titled VHA Mandatory Training for Trainees and if you are in a multi-year program, this training must be completed every 365 days to remain compliant.

In order to access the TMS, you must use on of the following browsers:

 Internet Explorer (7.0 to 11.0)

 Mozilla Firefox (3.6.x.x and above)

 Safari on Mac (6.0 and above)

 Google Chrome (23.0.x.x and above)

To ensure the training course operates correctly you should disable the pop up blocker. Your system must have the following software installed and enabled:

 Flash Player version 10.0.0 and above

 Adobe Reader 9.0 and above

TMS can be found at [**https://www.tms.va.gov/SecureAuth35/**](https://www.tms.va.gov/SecureAuth35/).

Using the information below follow the steps on the subsequent pages to create your profile, launch the mandatory training item and complete the content prior to beginning your clinical training.

**You will need the following *facility specific* information in order to complete the TMS self-enrollment process and fulfill the training requirement:**

* VA Location Code: **SHR**
* VA Point of Contact First Name: ***Lane***
* VA Point of Contact Last Name: **Carlisle**
* VA Point of Contact Email address: ***Lane.Carlisle@va.gov***
* VA Point of Contact Phone Number: ***318-990-5109***
* Printed Certificate Required? ***No***

### Already Have a TMS Account? Contact the TMS Helpdesk VATMSHelp@va.gov

### Step-by-Step Instructions for Managed Self Enrollment (**New Users**)

From a computer, launch a web browser and navigate to [**https://www.tms.va.gov/SecureAuth35/**](https://www.tms.va.gov/SecureAuth35/)

1. 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. Once complete, you should be able to run TMS courses.
2. Click the [**Create New User**] link located below the **[SIGN IN]** button.
3. Select the radio button for 🞊**Veterans Health Administration (VHA)**
Click the [**Next**] button
4. Select the radio button for 🞊**Health Professions Trainee** (This first option)
Click the [**Next**] button
5. Complete all required fields, indicated by asterisk\* and any non-required fields if possible.

**My Account Information:**

* Social Security Number\* *(If you do not have a Social Security Number, follow the on-screen instructions when registering.)* and Re-enter Social Security Number\*
* Date of Birth\*
* **LEGAL** First Name\*
* **LEGAL** Last Name\* Middle Name is optional, but helpful
* Your e-mail Address **Note:** The Email Address that you enter here will be used as your Username to log into the system. Please ensure that the email address you use is one which you will be able to access.
* Re-enter your e-mail address\*
* Phone Number *(Enter a number where you can receive a passcode for)*
* *Time Zone ID\**

**My Job Information:**

* VA Location Code\*  *-* **SHR**
* Trainee Type\* - **Nursing**
* Specialty/Discipline\*- **RN student – select Regisitered Nurse; LPN student – select Licensed Practical Nurse – CNA – select Nursing Aide/Asst; Phlebotomy – select other**
* VA Point of Contact First Name\* *-* **Lane**
* VA Point of Contact Last Name\* *-* **Carlisle**
* VA Point of Contact Email\* - **Lane.Carlisle@va.gov**
* Point of Contact Phone Number\* **318-990-5109**
* School/University\* - **Full spelling of school**
* School/University Start Date\*- **Semester Start Date**
* Estimated School/University Completion Date\* - **Graduation Date**

Click the [**SUBMIT**] button when all required fields are completed.

Once you have entered all of the required data, click the [**Submit**] button. If the information you provided is all correct, TMS 2.0 will create a new account for you upon submission. If there are errors in your information, such as missing a required field, you will receive a message on top of the page. You should correct the error and re-submit.

Once any errors have been corrected, you will see the **Congratulations** screen. At this point you should make note of your TMS 2.0 Username (which will be the Email Address that you entered).

It will take up to 30 minutes to activate your new TMS 2.0 account before you can login. Please use the follow link to access TMS 2.0: <https://www.tms.va.gov/SecureAuth35/> Your Username will be the email address you provided during the Self Enrollment. You will not be using the password you entered. Instead, you will choose to receive a Passcode either via email or phone to log in.

Once done with your questions and answer, click on the [**SAVE**] button and wait until your “**To‑Do**” list is displayed with the title of the mandatory training item.

### Launching and Completing the Content

1. Click on the the title of the *VHA Mandatory Training for Trainees* training item.

Pop-Up blockers MUST BE TURNED OFF

1. Complete all of the item content following the on-screen instructions.
2. Exit the item as instructed to accurately record your effort.
3. Complete the steps below if you have been asked to provide a **Certificate of Completion**.
4. [**Optional**] Click on the “**My Learning History**” link in the Welcome window.
5. Move your mouse over the title of the course you just
completed and select “**Print Certificate**”.
6. Print your completion certificate and save it in a pdf file for your records.

### 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. If the System Check shows red **x’s**, 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 need assistance with the VA Talent Management System (TMS) contact the Enterprise Service Desk by going to the yourIT Services website or via phone at 1(855) 673-4357.