**Required Training Notification**

You must complete an online course called ***VHA Mandatory Training for Trainees*** before interacting with patients and gaining access to our information systems. It’s required every 364 days to avoid interruptions in your educational experience. Completion of this *one* training, and it’s annual refresher, satisfies multiple training requirements (Privacy and HIPAA, Federal Information Security Management Act, Ethics, etc.).

We use a web-based learning platform called Talent Management System (TMS) 2.0. You can access it through most web browsers (no Microsoft Edge). Pop-Up blockers MUST BE TURNED OFF.

If you need assistance, the local TMS Help Desk phone number is (352) 337-2377. It’s staffed Monday – Friday 8AM – 4:30PM. The National TMS Help Desk will not be as helpful.

### Already Have a TMS Account?

1. Go to: <https://www.tms.va.gov/SecureAuth35/>.
2. Enter your **username** into the field. Press **Submit**.
	* Your username should be the email address you used to create your TMS account.
		+ If you do not remember it, please contact the local TMS Help Desk.
3. Select if you want the one-time passcode sent to your email address or phone number.
4. Enter the **passcode** received using your keyboard or the on-screen number pad and click the **Submit** button.
5. Skip to Section 1.3.

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

1. Go to: <https://www.tms.va.gov/SecureAuth35/>
2. Click the **Create New Non – Employee User** button.
3. Select the radio button for 🞊**Veterans Health Administration (VHA).** Click the **Next** button.
4. Select the radio button for 🞊**Health Professions Trainee.** Click the **Next** button.
5. Enter information into the fields. Asterisk\*= required.

**My Account Information:**

* Password\*
* Re-enter Password\*
* Social Security Number (SSN)\* (*Your full SSN is needed to create an account.)*
* Re-enter SSN\*
* Date of Birth (MM/DD/YYYY)\*
* Legal First Name\*
* Legal Last Name\*
* Middle Name is optional, but extremely helpful
* Personal Email Address\* *(Do not use a school email address. This address will become your username. Also, one-time passcodes and training notifications can be sent here.)*
* Re-enter your e-mail address\*
* Phone Number\* *(You will have the option to receive one-time-passcode information at this number.)*
* *Time Zone ID\** **Eastern Standard Time**

**My Job Information:**

* VA Location Code\* **NFL** *(Filter and select)*
* Trainee Type**\* *Select from drop-down menu***
* Specialty/Discipline\* ***Select from drop-down menu***
* VA Point of Contact First Name\* ***Contact your program for this information***
* VA Point of Contact Last Name\* ***Contact your program for this information***
* VA Point of Contact Email\* ***Contact your program for this information***
* Point of Contact Phone Number\* ***Contact your program for this information***
* School/University\*
* School/University Start Date\*
* Estimated School/University Completion Date\*
1. Click the **Submit** button when all required fields are completed.
2. You should now see the Congratulations! Screen.

**WAIT 20 MINUTES**

1. Return to <https://www.tms.va.gov/SecureAuth35/>.
2. On the TMS 2.0 Login Screen enter your Username/Email Address and click the **Submit** button.
3. Select if you want the one-time passcode sent to your email address or phone number.
4. Enter the passcode received using your keyboard or the on-screen number pad and click the **Submit** button.
5. During this first time log in, you will be asked to select and answer two security questions.
6. Select questions, enter response, confirm response. **Repeat**.
7. Click the **Save** button.

### Launching and Completing the Content

1. From the **Home** page, the ***VHA Mandatory Training for Trainees*** course should be listed under your To-Do section.
	* If it is not, you can’t search for it and need to contact the local TMS Help Desk.

(352) 337-2377, Monday – Friday 8AM – 4:30PM

1. Click on the **Complete online course** next to ***VHA Mandatory Training for Trainees***.
2. Follow on-screen instructions.
3. Exit the item as instructed to accurately record your effort.
4. You will now be on the **My Learning** page. If you lose navigation, click on the down arrow next to the **House** icon and select **Learning**.
5. To obtain the completion certificate, click **View All** under the **My History** area.
6. Select the Printer Icon under the Action column to print the **Certificate of Completion** for ***VHA Mandatory Training for Trainees***.
7. Send your certificate to your VA Point of Contact.