User Job Aid: Create new non-VA User Record

Purpose
The purpose of this job aid is to guide users through the step-by-step process of creating the Create New User tool in the VA TMS. Log in to TMS at www.tms.va.gov then follow the instructions below:

For assistance with TMS,
please contact Jennifer Edkin or Teri Cavuto in the VA Education Department

Phone: 315-425-3335 or 315-425-3322
Email: Jennifer.Edkin@va.gov or Teri.Cavuto@va.gov

***PLEASE NOTE: TMS IS COMPATIBLE with a **PC Only** (not Mac)***

Task A. Create New User Record

1. Step 1
From the Login page, in the brown navigation bar click the Create New User link.

2. Step 2
In the VA TMS Self Enrollment page, select the appropriate employment type. **DO NOT CLICK OTHERS. For Residents, Medical Students, Student Nurses, Research WOC’s (clinical intern) or any type of clinical intern select HEALTH PROFESSIONS TRAINEE.***

***WOC’s that are NON-CLINICAL ONLY will select WOC (without Compensation).***

3. Step 3
Click Next.
Step 4
In My Account Information section, fill in all required fields as noted by a red asterisk, taking care to type accurately when entering your Social Security Number, e-mail address, and legal name.

IF YOU ARE NOT A FOREIGN NATIONAL, PROCEED TO STEP 5.

Step 4a
If you are a foreign national, click the click here link on the webpage (see 4a).

Step 4b
If there is a security pop-up click Allow.

Step 4c
In the email pop-up add any additional information to assist the Admin like your name and contact information and click Send.
Step 5
In My Job Information section, fill in all required fields as noted by a red asterisk.

**VA LOCATION CODE:** SYR

Step 6
**VA POINT OF CONTACT:** will be whomever is supervising/administering your training/internship. This needs to be an employee from the VA. **DO NOT PUT YOURSELF AS POC.** If you do not know who your VA POC is, please contact your program office.

Step 6a
If you are a: Health Professions Trainee 
DO NOT check this box, it is already added to your Mandatory Training for Trainee’s. **All others need to check the HIPAA Training Req. box.**

Step 7
Click Submit.

Step 8
From the congratulations page, note your VA TMS USER ID for future use.

Step 9
Click Continue.

YOU ARE NOW ENROLLED; **PROCEED TO THE NEXT SECTION TO COMPLETE YOUR REQUIRED TRAININGS.**

YOU MUST COMPLETE ALL TRAININGS ASSIGNED TO YOU.
Task B. Complete Required Training

Step 1
From the Home page, hover over the title on your To Do List to display the pop-up menu.

Step 2
Click Start Course.

Step 3
Complete the training.