

Talent Management System



User Job Aid: Create New non-VA User Record WEBSITE: WWW.TMS.VA.GOV

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. In this job aid you will learn how to:

- A. Create New User Record 9 Steps
- B. Complete Required Training 6 Steps

Task A. Create New User Record

	ep 1 om the Login page, in the own navigation bar click e Create New User link.	UNITED STATES DEPARTMENT OF VETERANS AFFAIRS Home Veteran Services Business About VA Media Room Locations Contact Us			
the Creat e		VALEARNING UNIVERSITY Talent Management USER ID PASSWORD System System			
appropria type. <mark>(Stu</mark> will need	nt page, select the te employment dents & Residents to select Health	VA TMS Self Enrollment If you are a VA employee and need a VA TMS profile, do not create an account here. Please contact your local VA TMS Administrator. If you need assistance with self-enrollment, please contact the VA TMS Help Desk at 1 (866) 496-0463 or via email at VAMSEHelp@gpworldwide Please answer the following question to begin the Self Enrollment process: I am a	e.com.		
Step 3 Click Next	ns Trainee)	 Contractor Volunteer WOC(Without Compensation) Others 			







Step 4

Step 5.

Step 4a

Step 4b

Step 4c

click Allow.

name and contact

4a

4b

4c

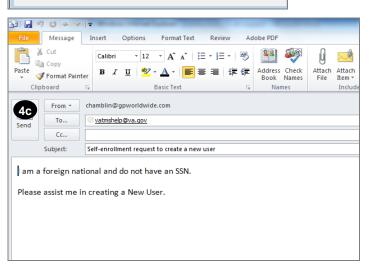
your Social Security

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Note: Fields marked with * are re My Account Information In My Account Information section, fill in all required The length of the password must be between 8 and 12 characters. The password must contain the following types of characters: fields as noted by the red 1. English lowercase letters. asterisk, taking care to type 2. English uppercase letters. 3. Arabic numerals(0,1,2,...9). 4. Non alphanumeric special characters (!@#\$%^&*()-_+=[][<>?/";:\|) accurately when entering · Characters cannot be repeated more than twice in a row. The password cannot contain user name(login ID). • The password cannot contain users first name and last name. Number, e-mail address, The password cannot be the same as any of the previous 3 passwords. The password cannot contain 6 or more characters in a row from the previous password. and legal name; proceed to · Password cannot be same as the E-Signature PIN. Password : * Re-enter Password : Security Question : • Security Answer : If you are a foreign national, * Re-enter Security Ans • SSN : click the click here link. (If you are foreign national and do not have an SSN please click here) • Re-enter SSN : · DOB (MM/DD/YYYY) : If there is a security pop-up * Legal First Name : Legal Last Name Middle Name(Optional) : * Email Address : • Re-enter Email Address : Phone Number (do not include hyphens i.e 1112223333) : In the email pop-up add any additional information to X Internet Explorer Security 4b assist the Admin like your A website wants to open web content using this program on your computer information and click Send. This program will open outside of Protected mode. Internet Explorer's <u>Protected mode</u> helps protect your computer. If you do not trust this website, do not open this program. Name: Microsoft Office Outloo Publisher: Microsoft Corporation Microsoft Office Outlook 🔲 Do not show me the warning for this program again Don't allow Allow









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5 Step 5

In **My Job Information** section, fill in all required fields as noted by the red asterisk, entering the data provided by your VA point of contact where appropriate. **(VHA is the organization)**

FOR FRESNO:

VA Location Code: FRE POC: Lisa Kraft POC Email: <u>lisa.kraft2@va.gov</u>

POC Phone: 5592256100 ext 4308

HIPPA Training IS Required

Step 6

6

7

If you are required to take training on the Health Insurance Portability and Accountability Act (HIPPA), click the box.

Step 7

Click Submit.

8 Step 8

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

9 Step 9

Click Continue.

My Job Information

•		
VA City:]
VA State :		•
* VA Location Code :		
(Supplied by your VA Contract)	5	
* 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) :		
HIPAA Training Required : 6		-
_	Back	7 Submit

VA TMS Self Enrollment

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 sample.john1105

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









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Task B. Complete Required Training

1 Step 1

From the Home page, hover over item in your To Do List to display the pop-up menu.

2 Step 2

Click Go to Content.

3 Step 3

Complete training per instructions.

4 Step 4

On the Online Content Structure page, click the Completed Work link.



Online Content Structure

VA Privacy and Information Securi VA 10176 Revision: 2/8/2007 10:53 AM Ameri	ty Awareness and Rules of Behavior ica/New York	
	Do not close this page 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.	
Launch Again		Home Completed Work

5 Step 5

From the Completed Work page, hover over the title of the completed training to display the pop-up menu.

6 Step 6

Click Print Certificate.

Completed Work							
			Show Cor	Competency History			
Туре	Title	Status		Completion Date *			
All 🔻	sec X	All	•	1.*			
Learning	A Privacy and Information Security Awareness and Rule	Complete		4/29/2011 09:55 AM			

