

Dear VA Contractor,

You have been awarded contract vehicle [INSERT CONTRACT NAME] with the Department of Veterans Affairs.

In order for you to engage in your work at VA, you are required to ensure all contractors who will be working on the contract complete a mandatory training program titled *VA Privacy and Information Security Awareness Training and Rules of Behavior*. This training is offered through the VA Talent Management System (TMS), a system that offers web-based training to VA employees and its partners.

Every contract employee must self-enroll for a profile on the VA TMS by visiting <https://www.tms.va.gov/plateau/user/login.jsp>. Once there, contractors should follow the steps below to create a profile, launch the mandatory training, and complete the content prior to their beginning work at VA.

Upon completion of the course/s, the contractor shall provide their Contracting Officer Representative with a printed certificate of completion from the TMS. This certificate displays the employee's TMS User ID.

Managed Self-Enrollment (MSE) enhances VA's training and reporting compliance, and is another step toward establishing VA as a 21st century organization built on providing the best care and service possible for our Veterans!

Sincerely,

[INSERT SIGNATURE BLOCK]

1.1 Step-by-Step Instructions

1. From a computer, launch a web browser and navigate to <https://www.tms.va.gov/plateau/user/login.jsp>
2. Click the [**Create New User**] link in the menu below the “TMS” logo and login fields
3. Select the radio button for “Contractor”
4. Click the [**Next**] button
5. Enter appropriate information in each required field, and also in any non-required field if you have the information
 - a. My Account Information:
 - i. Create **Password** (Follow the guidelines presented on screen)
 - ii. Re-enter **Password**
 - iii. **Security Question**
 - iv. **Security Answer**
 - v. Re-enter **Security Answer**
 - vi. **Social Security Number** (Your SSN is used only as a unique identifier in the system to ensure users do not create multiple profiles. The SSN is stored in a Private Data Table that cannot be accessed anywhere via the VA TMS interface. It is securely transferred to a VA database table inside the VA firewall where it can be confirmed, if necessary, by appropriately vested system administrators and/or Help Desk staff.)
 - vii. Re-enter **Social Security Number**
 - viii. **Date of Birth**
 - ix. **Legal First Name**
 - x. **Legal Last Name**
 - xi. **eMail Address** (Enter your business email address. If you have a VA email address assigned to you, it is preferred. The eMail Address will be used as your UserID)
 - xii. Re-enter **eMail Address**
 - xiii. **Phone Number** – Enter a number where you can be reached by VA staff if issues arise with this self-enrollment process or in other circumstances)
 - b. My Job Information (If you do not know the information below please contact Carolyn Williams, WOC Coordinator for Research and Development,
 - i. **VA City** – Enter “St. Louis”
 - ii. **VA State** – Select from the list
 - iii. **VA Location** – STL 657 (Look for STL - this is a drop down list and STL is located near the bottom of the list)
 - iv. **VA Point of Contact First Name** – Enter the Person you will be working with
 - v. **VA Point of Contact Last Name** – Enter the Person you will be working with
 - vi. **VA Point of Contact eMail Address** – Enter the email address for your VA POC
 - vii. **VA Point of Contact Phone Number** – Enter the phone number for your VA POC
 - viii. If you have a requirement to take HIPAA Training, check the **HIPPA Training Required** check box

Once you have entered all of the necessary data, click on the “**Submit**” button. Your profile will be immediately created. Copy and save the **UserID** displayed to you on the confirmation page,

as you will need this for future logons to the VA TMS. Once done, click on the “**Continue**” button and wait until your “**To-Do List**” populates with the title(s) of the mandatory training content.

1.2 Launching and Completing the Content

1. Mouse over the title of the available Item in the **To-Do List**
2. Click the [**Go to Content**] button in the pop-up window that appears.
3. Complete the content following the on-screen instructions.
4. When you have completed the Rules of Behavior, print that out and save it.
5. Exit the course and a completion should be recorded for your effort.
6. Click on the “Completed Work” pod on the lower right hand side of your internet browser window.
7. Move your mouse over the title of the course you just completed and choose to “Print Completion Certificate”.
8. Print off your completion certificate and save it with your signed Rules of Behavior.
9. When you report to VA, bring both the signed Rules of Behavior and the Certificate of Completion for your mandatory training for verification by VA personnel.

1.3 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 is not in compliance with the requirements, a red “x” will appear next to the Check System link. Should this be the case with your computer, 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 experience any difficulty creating a profile or completing the mandatory content, contact the VA MSE Help Desk at 1.888.501.4917 or via email at VAMSEHelp@gpworldwide.com.