

VA Training Management System (TMS 2.0) GUIDE
For Graduated Medical Education (GME) Health Professions Trainees (HPTs)

The VA Training Management System (TMS) must be used to complete ANNUAL, MANDATORY, training for Health Professions Trainees.

If you are a NEW user, you must create a user profile on the VA Training Management System (TMS 2.0) by visiting <https://www.tms.va.gov/SecureAuth35/>.

Once there, please follow the steps below:

- 1) Select "Create New User"

U.S. Department of Veterans Affairs TMS 2.0

VA TMS 2.0

Please enter your username below:

Submit

Other Login Options

Password Login for New Staff SSO Login Forgot Username **Create New User**

Welcome to TMS 2.0!

Please remember that as of August 13, 2018, logging in to TMS 2.0 requires your new Username, not your old TMS User ID. Single Sign-On (SSO) login is still available by clicking on the SSO Login button above. If you have forgotten your new Username, please use the link above to retrieve it, read more about it on the TMS 2.0 upgrade page, or contact the Enterprise Service Desk as directed below.

Take a Tour of TMS 2.0.

Click on this link to the video tutorial, [Navigating TMS 2.0](#), to take a quick tour.

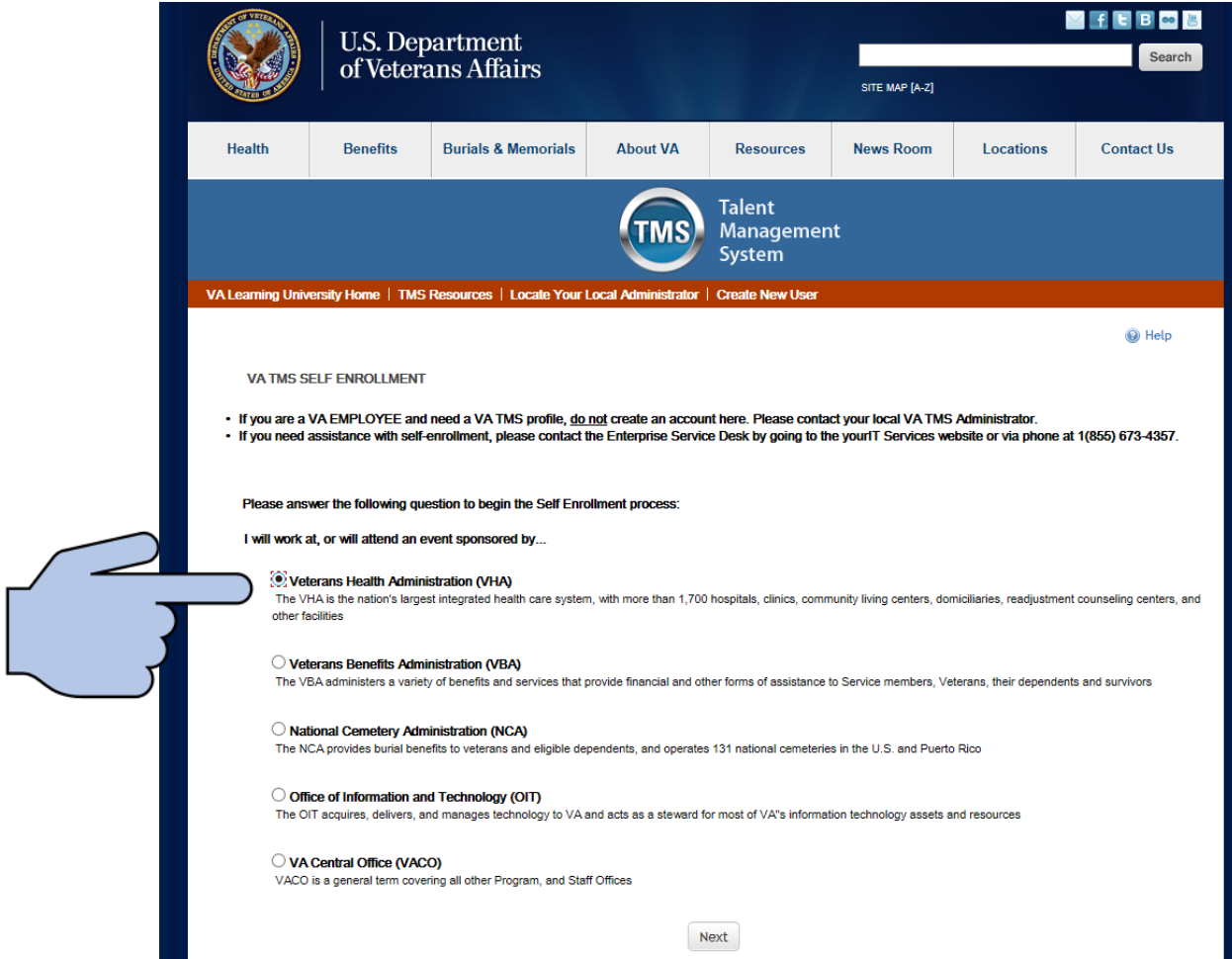
Need TMS Assistance? [Locate Your Local Administrator](#) [TMS 2.0 Resources Site](#)

If you need assistance with the VA Talent Management System (TMS 2.0) contact the Enterprise Service Desk by going to the yourIT Services website or via phone at 1(855) 673-4357. Minimum screen resolution for optimal use is 1024 x 768. [Access information on the new Help Desk phone tree here](#)

The VA Talent Management System web site is intended for employees and staff of the Department of Veterans Affairs. Veteran-related information about education, benefits, and other services are available on the [VA Home Page](#).

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2) Select the “Veterans Health Administration (VHA)” radio button and click Next.



The screenshot shows the VA TMS Self Enrollment page. At the top, there is the U.S. Department of Veterans Affairs logo and the text "U.S. Department of Veterans Affairs". To the right, there are social media icons and a search bar. Below this is a navigation menu with links for Health, Benefits, Burials & Memorials, About VA, Resources, News Room, Locations, and Contact Us. The main heading is "TMS Talent Management System". Below the heading, there are links for "VA Learning University Home", "TMS Resources", "Locate Your Local Administrator", and "Create New User". A "Help" link is also present. The main content area is titled "VA TMS SELF ENROLLMENT" and contains the following text:

- 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 Enterprise Service Desk by going to the yourIT Services website or via phone at 1(855) 673-4357.

Please answer the following question to begin the Self Enrollment process:


I will work at, or will attend an event sponsored by...

- Veterans Health Administration (VHA)**
The VHA is the nation's largest integrated health care system, with more than 1,700 hospitals, clinics, community living centers, domiciliaries, readjustment counseling centers, and other facilities
- Veterans Benefits Administration (VBA)**
The VBA administers a variety of benefits and services that provide financial and other forms of assistance to Service members, Veterans, their dependents and survivors
- National Cemetery Administration (NCA)**
The NCA provides burial benefits to veterans and eligible dependents, and operates 131 national cemeteries in the U.S. and Puerto Rico
- Office of Information and Technology (OIT)**
The OIT acquires, delivers, and manages technology to VA and acts as a steward for most of VA's information technology assets and resources
- VA Central Office (VACO)**
VACO is a general term covering all other Program, and Staff Offices

A large blue hand icon is pointing to the VHA radio button. At the bottom of the page, there is a "Next" button.

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3) Select the radio button for “Health Professions Trainee (Health professionals in VA training programs, including WOC trainees)” and click Next.



The screenshot shows the U.S. Department of Veterans Affairs Talent Management System (TMS) interface. At the top, there is a navigation bar with the VA logo and the text "U.S. Department of Veterans Affairs". Below this is a search bar and a "SITE MAP [A-Z]" link. A horizontal menu contains links for "Health", "Benefits", "Burials & Memorials", "About VA", "Resources", "News Room", "Locations", and "Contact Us". The main header area features the "TMS Talent Management System" logo and a navigation bar with links for "VA Learning University Home", "TMS Resources", "Locate Your Local Administrator", and "Create New User". A "Help" link is located in the top right corner.

The main content area displays the instruction: "Please answer the following question to begin the Self Enrollment process:". Below this, the question "I am a..." is followed by a list of radio button options:

- Health Professions Trainee** (Health professionals in VA training programs, including WOC trainees)
- Volunteer** (Those volunteering for VA without VA compensation)
- WOC** (Those working for the VA without VA compensation)
- Clinical Contractor** (Medical professionals working for the VA on a contractual basis)
- Contractor** (Non-medical professionals working for the VA who do so on a contractual basis)
- Veterans Service Officer** (Non-VA employees that help Veterans with preparing, filing, and tracking a benefits claim through the VA system)
- DOD** (Department of Defense Civilian employees and Active Duty military personnel from any branch of the US Armed Forces)
- Conference Attendee** (Those attending a VA-sponsored conference)
- Federal Non-VA** (Those holding positions in the Federal government, except the DoD and the VA)

At the bottom of the form, there are "Back" and "Next" buttons. A blue hand icon with a pointing finger is overlaid on the left side of the page, pointing directly at the "Health Professions Trainee" radio button.

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4) Enter appropriate information in each field.

MY ACCOUNT INFORMATION - IMPORTANT NOTES:

Social Security Number: Your SSN is used only as a unique identifier in the system to ensure users do not create multiple profiles. You must have a valid Social Security Number. 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.

Legal First Name: Use full, legal first name.

Email Address: It is suggested you enter a **personal email account**.

Changes to your TMS account will likely be necessary in the future, when you exit and re-enter the VA system as your rotations change. Mandatory training is required annually, and must be completed **prior to the start** of your next VA rotation. Ensuring a reliable method of communication with TMS Administrators will reduce the amount of time necessary to manage any changes or updates to your account.

Phone Number: It is suggested you enter your **current cell phone number**.

As described in “How to Login to TMS 2.0” below, after entering your Username, which is your personal email address used to create your account, you will be given options to retrieve a one-time Passcode needed to access TMS 2.0. Using your current cell phone number allows the code to be sent to your phone via SMS/Text message.

MY JOB INFORMATION - IMPORTANT NOTES:

VA Location Code: STL

Trainee Type: select “Medical School or Physician Residency/Fellowship”

Specialty/Discipline: for Medical Students, please select Medical Student from the drop-down menu. For residents, please select the appropriate specialty.

VA Point of Contact First Name: Todd

VA Point of Contact Last Name: Kliche

VA Point of Contact Email Address: todd.kliche@va.gov

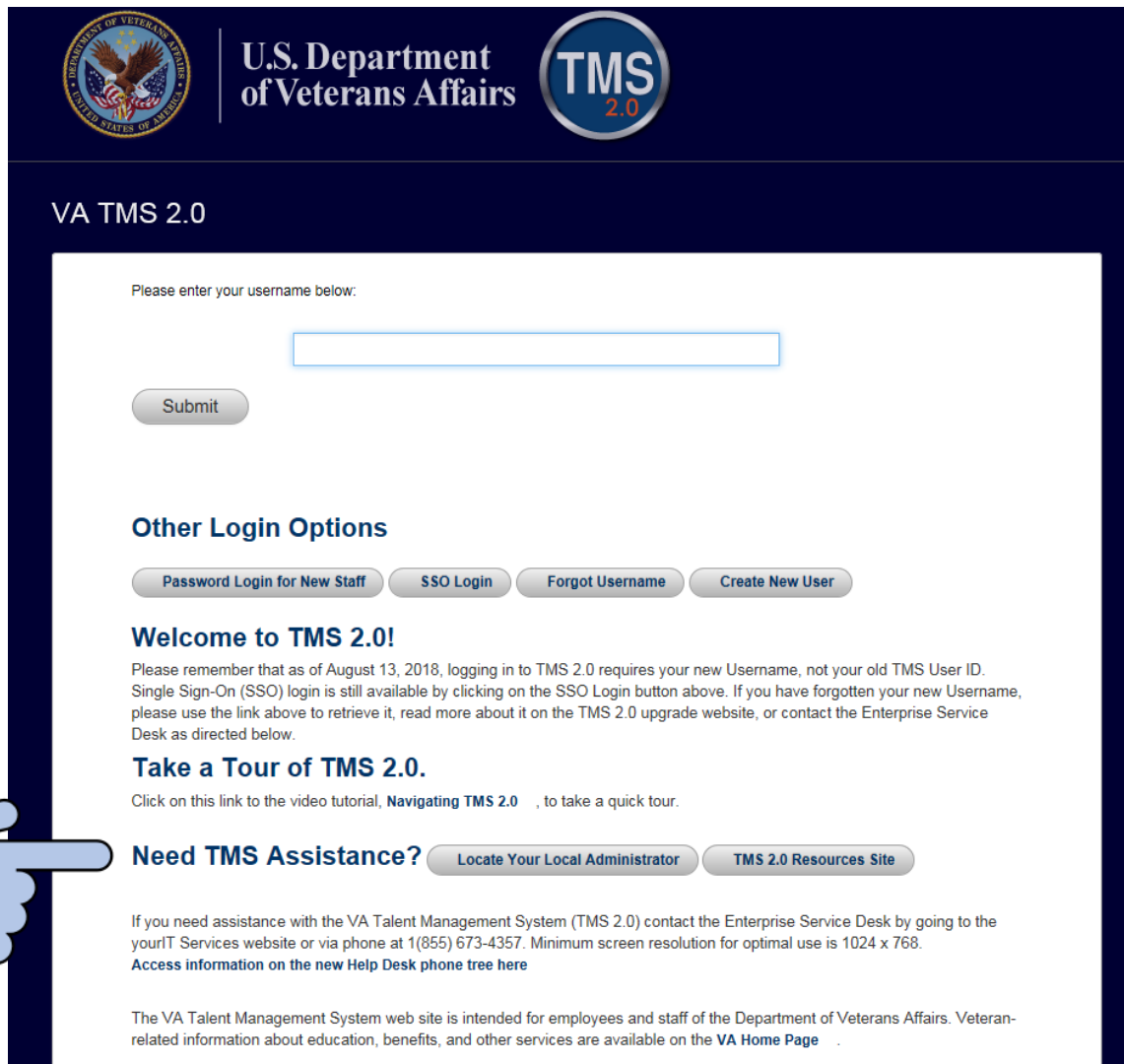
VA Point of Contact Phone Number: 314-652-4100

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5) My Learning

- If you are a **new** trainee, in the My Learning field you should see “VHA Mandatory Training – 3185966” assigned to your account.
- If you are a **returning** trainee, renewing this annual training requirement, in the My Learning field you should see “VHA Mandatory Training – Refresher – 3192008” assigned to your account.
- Select the appropriate class and complete the training.

If you encounter any problems, during any of these steps, contact the Enterprise Service Desk, or the TMS Local Administrator using the information provided on the TMS 2.0 main page.



U.S. Department of Veterans Affairs

TMS 2.0

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