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