

VA TMS-MTT Instruction Guide

for

WOCs (Without Compensation)
Nursing Students

VA Puget Sound Health Care System
Nursing Education
Revised July 2016

Dear VA Health Professions Trainee (Nursing Students),

Welcome to VA Puget Sound Healthcare System (VAPSHCS). To receive an appointment in a health professions training program at the VAPSHCS, **It is imperative that you read and follow the below instructions:**

You must complete the mandatory training program in the **VA Talent Management System (TMS)** before you can begin your training at VAPSHCS. TMS is an electronic learning system that can be accessed from any computer, even from a home computer.

Self-enroll by creating your TMS profile at <http://www.tms.va.gov>. Once you are at the TMS website, **follow the steps listed on page 2-3** to create your profile → launch the mandatory training course → complete the content → print out the Certificate of Completion. **Submit your Certificate of Completion to your school coordinators per their required due dates.**

- **First time TMS users:**

Complete the mandatory training course titled: **VHA Mandatory Training for Trainees**. This training is valid for one year.

- **Returning TMS users:**

- Verify that you have completed the mandatory training course titled: **VHA Mandatory Training for Trainees** by looking in your “completed work folder” in your TMS account.
 - If the certificate is still valid (good for one year), all you need is to print out the Certificate of Completion, and submit it to your clinical coordinator.
 - If the certificate had already expired, please complete the training module titled **VHA Mandatory Training for Trainees-Refresher**, print out that Certificate of Completion, and give it to your clinical coordinator.
 - If you cannot login in your TMS account, it is because you may have passed your certification renewal period and account has been de-activated. Please give your full name and your TMS ID (your email address) to your school clinical coordinators to seek for assistance at VA Puget sound.

This certificate is due annually. If you plan to continue your clinical rotation at VA Puget Sound, please remind yourself to complete the refresher course 90 days in advanced before your certification expiration date.

Sincerely,

Charmayne Anderson, RN MN CNL VHA-CM
Associate Chief Nurse/Education
VAPSHCS Seattle/American Lake

Step-by-Step Instructions

1. From a computer, launch a web browser and navigate to <http://www.tms.va.gov>
2. Click the [Create New User] link located near the SIGN IN button.
3. Select “Veterans Health Administration” then hit [Next] button
4. Select “Health Professions Trainee” then hit [Next] button
5. Complete all required fields and any non-required fields if possible.

Note: Fields marked with * are required.

a. My Account Information (your information as a nursing student):

- i. Create Password
- ii. Re-enter Password
- iii. Social Security Number
- iv. Re-enter Social Security Number
- v. Date of Birth
- vi. Legal First Name
- vii. Legal Last Name
- viii. Personal Email Address
- ix. Re-enter personal email address
- x. Phone Number
- xi. Time Zone ID

b. My Job Information:

Please DO NOT list yourself or your clinical coordinator as the VA Point of Contact in TMS due to the system is only looking for who is a VA hired employment status only.

Your VA Point of Contact in TMS is: Charmayne Anderson

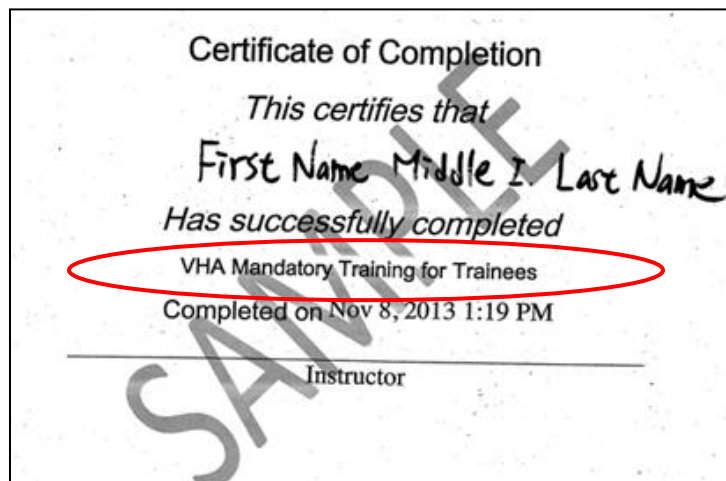
- i. VA Location Code – Select: **PUG (VA Puget Sound Health Care System)**
- ii. Trainee Type – Select: **Nursing**
- iii. Specialty/Discipline: **OTHER**
- iv. VA Point of Contact First Name: **Charmayne**
- v. VA Point of Contact Last Name: **Anderson**
- vi. VA Point of Contact Email: Charmayne.anderson@va.gov
- vii. Point of Contact Phone Number: **206-768-5390**
- viii. Medical Sharing Type: **Leave it blank**
- ix. School/ University
- x. School/University Start Date
- xi. Estimated School/University Completion date

Once you have entered all of the required data, click the “Submit” button. Your profile will be immediately created. Copy and save the **User ID** 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 is displayed with the title of the mandatory training course.

Launching and Completing the Content

1. Mouse over to the title of the **VHA Mandatory Training for Trainees** (for **first time TMS users** only. If you are returning users, please refer the detail back to previous page 1 and follow instruction under **Returning TMS users**).
2. Click the [**Go to Content**] button in the pop-up window that appears.
3. Complete the course content following the on-screen instructions.
4. Exit the course and a completion of the course will be recorded for your effort.
5. Click on the “**Completed Work**” pod on the lower right hand side of your internet browser window.
6. Move your mouse over the title of the course you just completed and choose to “**Print Completion Certificate**”.
7. Print your completion certificate and save it in a PDF file for your records.
8. You should only print out **ONE CERTIFICATE** with the title “**VHA Mandatory Training for Trainees**”. No need to print out other certificates.



9. Submit your Certificate of Completion to your school Point of contact or clinical coordinator per required due dates.
10. Therefore, it is imperative for you to verify with your clinical coordinator when he/she needs the certificate from you.

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 of the components of your computer 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.

* 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. We hope that you will have a successful clinical experience at our VAPSHCS!