

Please use the following instructions below to log onto the VA Talent Management System (TMS) as a first time users. You will self-enroll in TMS to complete the course titled ***VHA Mandatory Training for Trainees***.

First Time Users Log on instructions:

1. Give yourself plenty of time to complete this process. After you self-enroll, TMS 2.0 needs **20 minutes** to create your account.
2. Only after your account is created can you log in and complete the required training.
3. Go to the [VA Talent Management System 2.0 \(TMS\) website \(https://www.tms.va.gov/\)](https://www.tms.va.gov/)
4. Click on **CREATE NEW NON-EMPLOYEE USER**
5. Select **VETERANS HEALTH ADMINISTRATION**
6. Select **HEALTH PROFESSIONS TRAINEE** (*NOTE: DO NOT Select WOC*)
7. To Self-enroll you need the following VA facility-specific information.
 - VA Location code (3-character code) = **ATG**
 - Trainee Type= **Nursing**
 - Specialty = **Other**
 - VA Point of Contact first and last name= **Chloe-Cloria Harris**
 - VA Point of Contact email address = chloe-cloria.harris@va.gov
 - Point of contact phone number- 404-321-6111
 - Medical Sharing Type= **DOD**
 - For School/University= The name of your school
 - School/University start date= Clinical rotation start date
 - School/University stop date= Clinical rotation stop date
8. Complete all **Account** and **Job Information** and click **Submit**

Wait 20 minutes and then continue the steps below.

If you need assistance with TMS, or already have an account, call the **VA Enterprise Service Desk (866) 496-0463**

1. Go to the [VA Talent Management System 2.0 \(TMS\) website \(https://www.tms.va.gov/\)](https://www.tms.va.gov/)
2. Enter the email address you used to enroll and click **Submit**
3. Elect to receive your one-time-passcode via email and click **Submit**
4. Enter the **passcode** and follow all instructions
5. Once logged into TMS 2.0 click the **Home** and select **Learning**
6. **VHA Mandatory Training for Trainees** should appear in your To-Do list, click on the **Start Course** button to launch the training
 - **Make sure Pop-Up blockers are turned OFF.**
 - **Make sure you print your certificate of completion after finishing each course.**

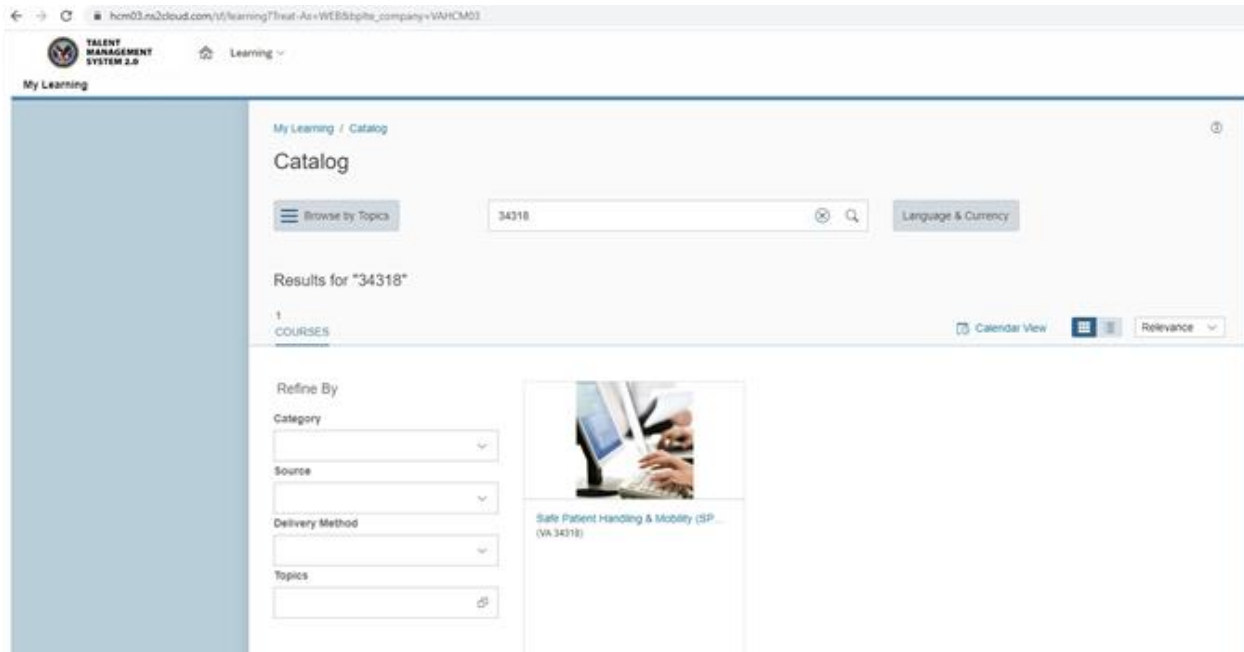
To add the three additionally assigned TMS courses:

- **Safe Patient Handling & Movement Video- course # 34318**
- **Preventive Management of Disruptive Behavior-PMDB Level I, course # 37659**
- **Mental Health Environment of Care checklist Training for Clinical staff, course # 129094**

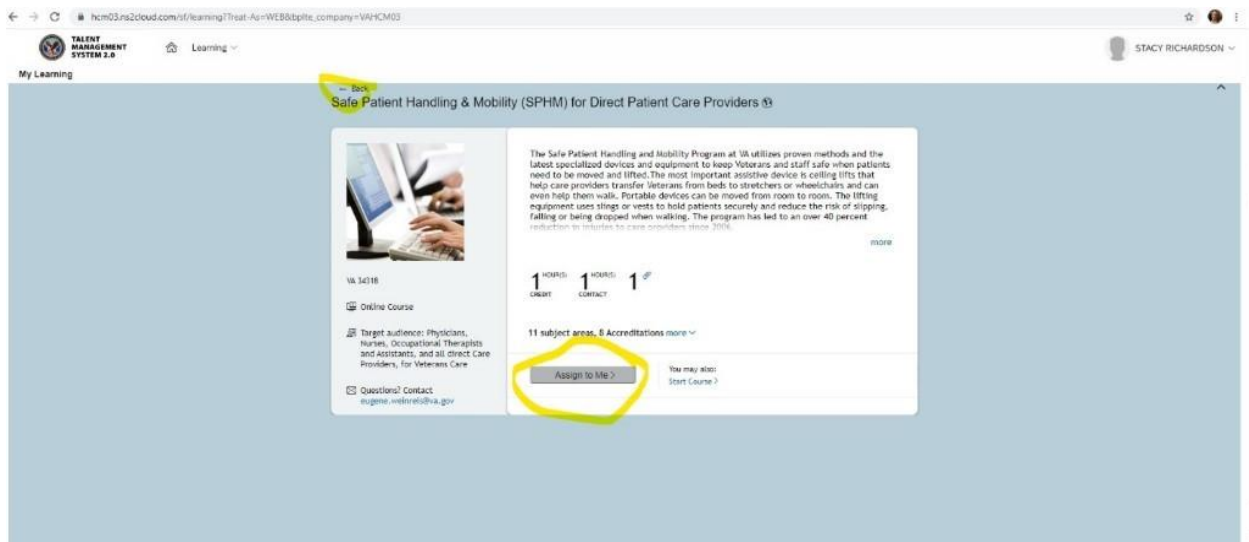
This is your TMS Homepage. In the box that is labeled “Find Learning”, type the course number you wish to find and then click “Go”.

The screenshot displays the VA Talent Management System 2.0 (TMS) homepage. At the top, there is a navigation bar with the TMS logo and a 'Learning' dropdown menu. Below the navigation bar, the 'My Learning' section is prominently displayed. It features a search bar with the text 'Course name or ID' and a 'Select All' button. The 'OVERDUE' section lists three courses: 'VHA Mandatory Training for Trainees' (36 days overdue), 'FISMA Requirement' (34 days overdue), and 'Privacy and HIPAA Requirement' (9 days overdue). Each course has a 'CHOOSE COURSES' button. A yellow circle highlights the 'Find Learning' search box, which contains the course number '34318' and a 'Go' button. Other sections on the page include 'My Curricula' with a pie chart showing 'Overdue (3)' and 'Due Later (1)', 'My History' with a 'recently added' section, 'Links' with 'Enterprise Service D...', 'News', and 'Options and Settings', and 'Featured' with a star icon and a red circle containing the number '3'. At the bottom, there is a 'Windows 10 Resources' section with a note about learning more about Windows 10 and a 'Courses' section.

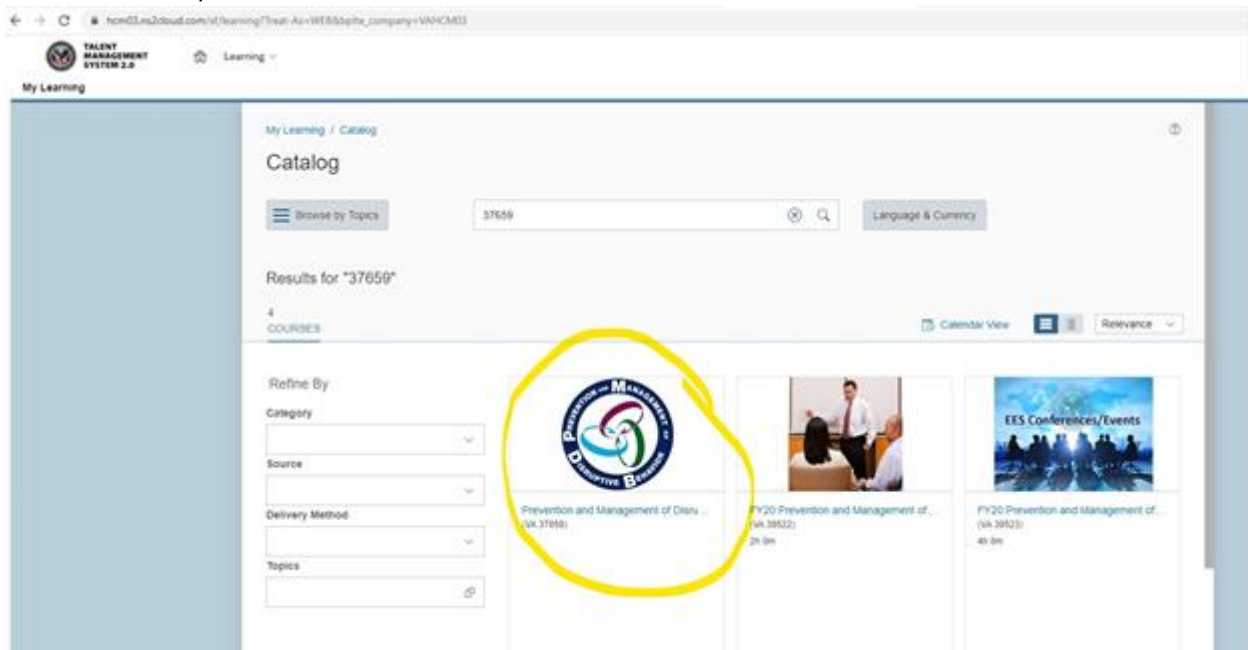
It will search the catalog and display the resulting matching courses. Click the course name to open it up.



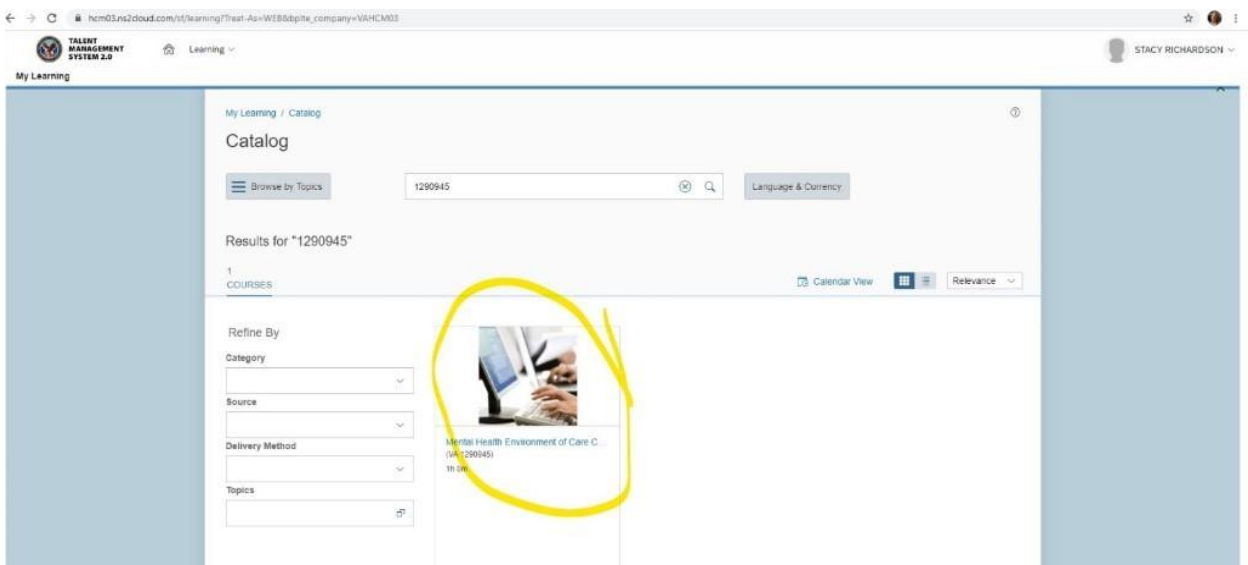
Click the button that says: "Assign to Me", and it will add the course to your learning home profile. Click the back button to go back and search again.



Second course I searched for, and verified that the course number listed below the name of the course matched the required course #.



The third and final course to search for is:



After adding each course to your learning profile, you can click the house shaped icon to return to the homepage screen to view all your courses and begin the assessments.