**User Job Aid: Create New non-VA User Record (Faculty Version)**

**Purpose**

The purpose of this job aid is to guide users through the step-by-step process of creating the Create New User tool in the VA TMS. In this job aid you will learn how to:

1. Create New User Record 9 Steps
2. Complete Required Training 6 Steps

# Task A. Go to [www.tms.va.gov](http://www.tms.va.gov/) to Create New User Record

Step 1

From the

Login

page,

in the

**brown**

navigation bar

click

the

**Create**

**New User**

link.

Step 2

In the

**VA TMS Self**

**Enrollment**

page

,

select

the

appropriate employment

type

.

Step 3

Click

**Next**

.

NOTE:

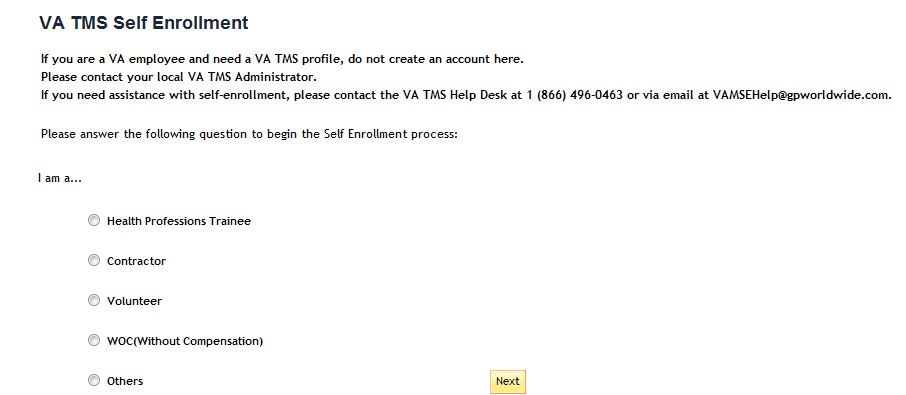
All Faculty will select

WOC (Without

compensation

”

.



**1**

**1**

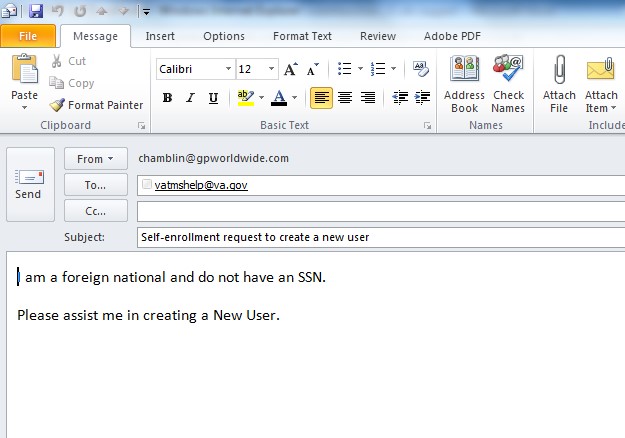
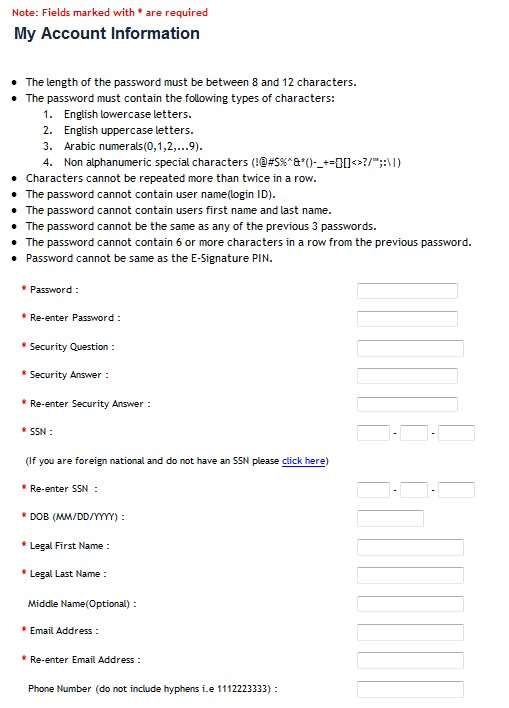
**2**

**2**

**3**

**3**

**[[1]](#footnote-1)**Step 4 In **My Account Information** section, fill in all required fields as noted by the red asterisk, taking care to type accurately when entering your Social Security Number, e-mail address, and legal name; proceed to **Step 5**.



**4**

**c**

**4**

**a**

**4**

**b**

**4**

**4a** Step 4a

If you are a foreign national, click the **click here** link.

**4b** Step 4b

If there is a security pop-up click **Allow**.

Nivia.Crawford@va.gov 404-321-6111 ext 4814

Step 5

In

**My Job Information**

section,

fill in all

required

fields as noted by the red

asterisk

, entering the data

provided by your VA point

of contact where

appropriate

.

VA City: Decatur

VA State: GA

VA Location Code: ATG

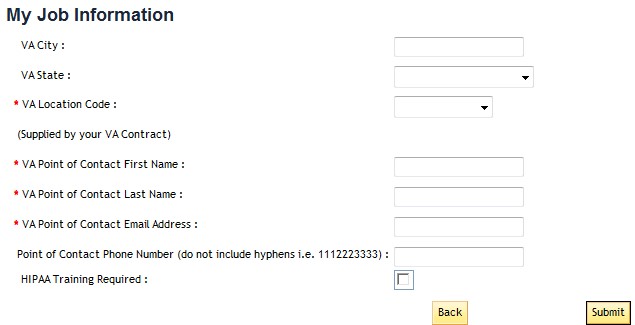
VA

POC

:

Nivia Crawford

Email:



**5**

**5**

**6**

**7**

**6**

Step 6

Click the box for the Health Insurance Portability and Accountability Act (HIPPA).

Step 7

Click **Submit**.

Step

8

From the

congratulations

page,

note your

VA TMS

USER ID for future use.

Step

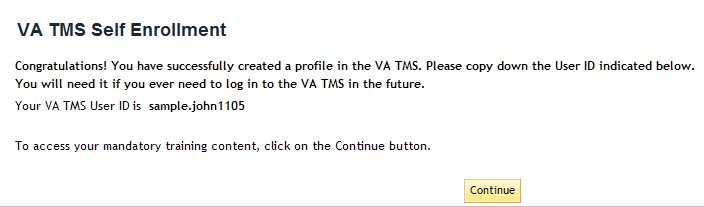
9

C

lick

**Continue**

.



**9**

**8**

**8**

**7**

**Do not exit out of the VA TMS site until you have completed the mandatory training content.**

**9**

**9**

**a**

# Task B. Complete Required Training

Step 1

From the

Home

page,

hover

over

item

in your To Do List

to display the pop

-

up menu

.

Step 2

Click Go to Content.

Step 3



**1**

**1**

**2**

**2**

**3**

Complete training per instructions.

Step 4

On the Online Content

Structure page, click the

Complete

d

Work link.

Step 5

From the Complete

d

Work

page, hover over

the title of

the

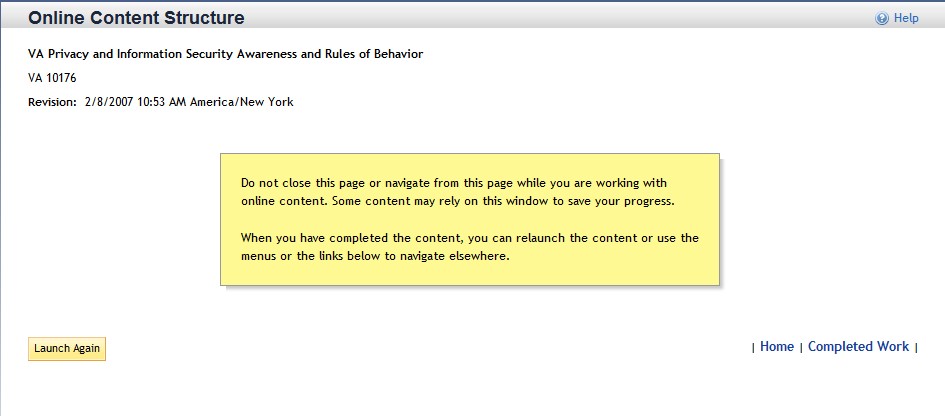
completed

training to

display the pop

-

up menu.



**4**

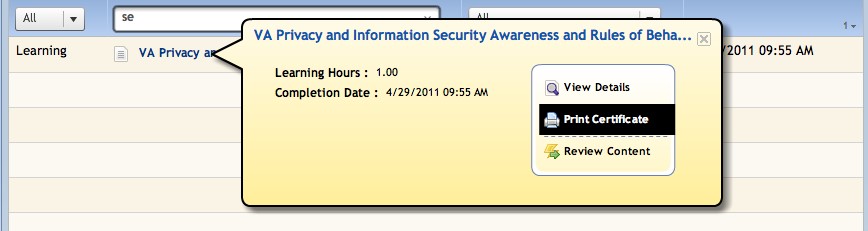
**4**

**5**

**5**

**6** Step 6

Click Print Certificate.



**6**

1. **c**Step 4c

   In the email pop-up add any additional information to assist the Admin like your name and contact information and click **Send**.

   [↑](#footnote-ref-1)