==**YOU MUST COMPLETE THIS TRAINING AND RETURN THE CERTIFICATES WITH YOUR PAPERWORK**==

To use the TMS, you must self-enroll and create a profile at https://www.tms.va.gov/SecureAuth35/ Once you are at the TMS website, follow the steps listed below to create your profile, launch the mandatory training course and complete the content prior to your coming to VA to begin your clinical training. Items noted in red should be entered on your profile.

If you have any questions or require additional information, please do not hesitate to communicate with your VA point of contact. You can email or call and leave a message.

Step-by-Step Instructions

1. From a computer, launch a web browser and navigate to https://www.tms.va.gov/SecureAuth35/
2. Click the [**Create New User**] link located near the SIGN IN button.
3. Select the radio button for ==**"Health Professions Trainee"**== *DO NOT SELECT "WOC"*
4. Click the [**Next**] button
5. Complete all required fields and any non-required fields if possible.
   a. **My Account Information:**
      i. Create Password
      ii. Re-enter Password
      iii. Security Question
      iv. Security Answer
      v. Social Security Number* (*If you do not have a Social Security Number, follow the on-screen instructions when registering.*)
      vi. Re-enter Social Security Number
      vii. Date of Birth
      viii. Legal First Name
      ix. Legal Last Name
      x. eMail Address *(Enter the best E-mail address/this will also serve as your username)*
      xi. Re-enter E-mail address
      xii. Phone Number *(Enter a mobile phone number so you can get and take training without an ID card. This is highly important)*

   b. **My Job Information:**
      i. VA City – *(Seattle)*
      ii. VA State – **(WA or Washington)**
      iii. VA Location Code – *(PUG "VA Puget Sound Health Care System" Seattle, WA))*
      iv. Trainee Type – **(Medical School or Physician Residency/Fellowship)**
      v. Specialty/Discipline – **(Choose your specialty that best describes your program)**
      vi. VA Point of Contact First Name – *(See POC list)*
      vii. VA Point of Contact Last Name – *(See POC list)*
      viii. VA Point of Contact Email – *(See POC list)*

Once you have entered all of the required data, click the "**Submit**" button. Your profile will be immediately created. Copy and save the **UserID** 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 the title of the *VHA Mandatory Training for Trainees* training course.
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. Please provide copy of Certificate with application packet.

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.

Some Key points to remember:

- The training is about 90-120 minutes. Please set aside the time. Don't try to start and then come back, you will very likely find that you will complete the training but not get credit. Be sure to turn off your pop-up blocker when completing the course
- If you need to log into TMS again from a Non-VA computer, then the only way is to obtain a temporary passcode.
    - To accomplish this you'll need to go to the log in page and enter your username
        - If you don't remember your TMS username you'll need to call the help desk at 1(855) 673-4357.
            - Select option 1 for Veteran's Health Administration
                - Then Select option 5 for other assistance
        - Once you enter your username you have the option to choose how to get a temporary passcode
            - Mobile phone (recommended)
                - An automated voice call will provide you with a 6 digit pin
                - Via text message
            - Email (Has not proven consistent)
                - Sometimes the email comes within 5 minutes, sometimes it never comes at all.
- If you need to log into TMS from a VA computer and you have your ID card simply select "SSO" Login from the main page
    - You will be prompted to enter in your 6-digit ID card pin that you established when being issued your badge.