**Information Security Training Requirement for Health Professional Trainees**

*Why Must I Do This Training? Why is it Important?*

As a student of an institution with an affiliation agreement with the Department of Veteran Affairs, you must follow federally mandated requirements to receive access to the VA network. The VA network includes PHI (Protected Health Information), and regardless of anyone’s computer needs, all network users are required to complete this training annually. Health Professional Trainees must initially complete the *Mandatory Training for Trainees* module (TMS ID 3185966), with the *Mandatory Training for Trainees - Refresher* module (TMS ID 3192008) required every 364 days thereafter. Please register and complete this training ASAP; failure to complete the training can cause significant delays in processing your application. **NOTE: No user will be given VA computer access until this module is completed, and access will be REMOVED for anyone whose training is not kept current, regardless of position or need.**

*How do I access the Training?*

The training is located on the Talent Management System (TMS), a government website that can be accessed from any computer at any time. Navigate to:

http://www.tms.va.gov

If you experience technical difficulties with this site, please see the troubleshooting guide at the back of this document before contacting the help desk.

*How do I Get Started?*

If you have never accessed the VA network or the TMS system, you will first need to create your TMS account.

Your TMS account will stay with you for the entire course of your time at the VA, even if your status changes over time. **Do not attempt to create a new account if you already have one.** Users with inactive accounts should contact the TMS help desk by phone at 1-866-496-0463, or by email at VATMSHELP@va.gov.

1. Select **CREATE NEW USER** on the red bar at the top of your screen.
2. Select **VETERANS HEALTH ADMINISTRATION (VHA)** as the “I will work at” institution and click “Next” at the bottom of the page.

3. Select **HEALTH PROFESSIONAL TRAINEE** and click “Next” at the bottom of the page. **Note:** selection of any other option will not assign the correct training to your profile and could cause delays in your processing.
4. Fill in the **My ACCOUNT INFORMATION** (first half of page) with your personal details as indicated. Your account will **not** create unless all boxes with a red asterisk are filled in and the password requirements at the top of the page are met. **Note:** Personal Email Address should be an email you check regularly. TMS will send training reminders to this email each year when your training is about to expire.

![TMS Talent Management System](image)

**Note:** Fields marked with * are required

**MY ACCOUNT INFORMATION**

- The length of the password must be between 12 and 26 characters.
- The password must contain the following types of characters:
  - a. English lowercase letters
  - b. English uppercase letters
  - c. Arabic numerals (0-9)
  - d. Non-alphanumeric special characters ( @#$%^&*()-+).
- Characters cannot be repeated more than twice in a row.
- The password cannot contain user name (login) or password.
- The password cannot contain users first name and last name.
- The password cannot be the same as any of the previous 24 passwords.
- The password cannot contain 6 or more characters in a row from the previous password.
- Security answer must be at least 6 characters.

*Password:*

*Re-enter Password:*

*SSN: 

(Click here to view the VA TMS Privacy Act Notice.)

*Re-enter SSN:*

*DOB (MM/DD/YYYY):*

*Legal First Name:*

*Legal Last Name:*

*Middle Name (Optional):*

*Personal Email Address (Do not use school email):*

*Re-enter Personal Email Address:*

*Phone Number (do not include hyphens i.e 1112223333):* [ ]- [ ]- [ ]

*Time Zone ID:*

5. Fill in the **MY JOB INFORMATION** section directly below the account information section.

**Information to use:**

**VA Location:** Your **VA LOCATION** is HUN. Click the blue filter. You can scroll through the list until you find it, or type HUN in the search box.

<table>
<thead>
<tr>
<th>Location Code</th>
<th>Location Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCM</td>
<td>Human Capital Management</td>
</tr>
<tr>
<td>RIC</td>
<td>Hunter Holmes McGuire VA Medical Center (Richmond, VA)</td>
</tr>
<tr>
<td>HUN</td>
<td>Huntington VA Medical Center (Huntington, WV)</td>
</tr>
<tr>
<td>ITAA</td>
<td>IT Acquisition and Asset Management (ITAA)</td>
</tr>
<tr>
<td>ITARA</td>
<td>IT Action, Reporting, and Administration (ITARA)</td>
</tr>
</tbody>
</table>

**Trainee Type:** Select the appropriate discipline (ex. Medical School or Physician Residency/Fellowship)

**Specialty/Discipline:** Your Specialty

**VA Point of Contact First Name:** Noah

**VA Point of Contact Last Name:** Absten

**VA Point of Contact Email:** noah.absten@va.gov

**Point of Contact Phone Number:** 304-429-6755
6. Click the “Submit” button at the bottom once everything is filled in correctly. The system will show you a **Congratulations Screen** if everything processed. If there were errors, the same page will reappear with needed corrections noted in red.

7. The system will next ask you to select security questions and provide answers. Click the “Save” button when finished.

<table>
<thead>
<tr>
<th>Question 1</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the name of your favorite childhood friend?</td>
<td>[Dropdown]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Confirm Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Dropdown]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question 2</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is your oldest sibling’s middle name?</td>
<td>[Dropdown]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Confirm Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Dropdown]</td>
</tr>
</tbody>
</table>

**How do I Complete the Training?**

Once your account is created, your page will automatically show the training in your **“My Learning”** box. You can either click on the “Start Course” button to the right of the course title,

[START COURSE]

or click on the training title.

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***NOTE: The TMS site works with pop-ups. Pop-up blockers must be turned off for the TMS site or training will not load correctly.***

The system gives you 5 days to complete the training once your account is created before it becomes delinquent.
What do I do when I Finish the Training?

You will need to print your certificate of completion for the training to submit to the VA. To print your certificate:

1. Locate your **MY HISTORY** box in the lower right of the screen. Click the **VIEW ALL** button.

2. All training completions will show chronologically. Either click the printer icon to the far right of your training item or hover your mouse over the course title until the pop-up appears with the “Print Certificate” option.

**NOTE:** Completion of VHA Mandatory Training for Trainees will also give you credit for both Privacy and HIPAA Training and VHA Mandatory Training for Trainees – Refresher. **ONLY** print the VHA Mandatory Training for Trainees Certificate.

3. The certificate will generate and appear on your screen. Hover your mouse at the bottom of the certificate until the gray pop-up bar appears. You can either print by clicking the printer icon, or save the document to your computer by clicking the “floppy disk” icon.
TROUBLESHOOTING

If you are encountering computer issues, please check the following three items first before contacting the help desk.

1. **POP-UP BLOCKER**
   TMS will not work if your pop-up blocker is turned on. Make sure your pop-up blocker is disabled for the TMS site.

   Disabling pop-up blockers will vary based on your browser type. If you’re unsure how to disable pop-up blockers, perform an internet search of your browser type/version for instructions or YouTube videos (example: disable pop-up blocker in internet explorer 11).

2. **BROWSER AND SYSTEM REQUIREMENTS**
   TMS must have certain system requirements to operate correctly, and has a built-in “check system” to verify your computer settings. At the log-in screen, click CHECK SYSTEM on the red bar in the upper right of your screen or directly under your name in the top right corner if you are already logged in.

   The system will check your browser version, Flash Player version, and Adobe Reader version. If all are correct, you will see green circles with check-marks.

3. **SCREEN RESOLUTION**
   Make sure your screen is not magnified or zoomed to an unusual size. “Forward” and “Next” buttons for training modules sometimes will not show or operate if the screen resolution is larger than the standard 100% setting.

If none of the troubleshooting tips above work, contact the help desk at 1-866-496-0463 or VATMSHELP@VA.GOV.