

Ann Arbor VA Health Profession Trainee Guide

Trainee Staffing steps

- TMS Self Enroll
- HR Map
- Application Digital Signature

Initial Login/PIV

Account Status/Reinstate

Account Timeline

Trainee Staffing Steps

TMS = Talent Management System
MTT = Mandatory Training for Trainees

Complete 4 weeks before your start date

Step 1 Fingerprinting

At Ann Arbor
VA

Address : 2215 Fuller Rd,
Ann Arbor, MI 48105
**HR hours, walk-ins: M-T,
8am - 3pm**
See [map](#)

At other
VA

- Find a VA nearby, check hours and appointment options
- Provide HR with the Ann Arbor numbers
 - SON 1462
 - SOI VAF9

Step 2 Training Management System (TMS) • Complete Mandatory Training for Trainees

New to TMS

- Self enroll in [TMS](#) ***
- Complete MTT **
- Save certificate of completion
- **Go to Step 3**

Previously enrolled at a different VA

Previously enrolled at Ann Arbor VA

- Login to TMS account *
- Complete MTT **
- Save certificate of completion
- **Go to Step 3**

Request a TMS Transfer

[Click here](#) to request TMS transfer, include the following

1. Full legal name
2. Date of Birth
3. Name of Previous VA
4. Email used to self-enroll in TMS.

- Wait for TMS transfer confirmation *
- Login to TMS **
- Complete MTT **
- Save certificate of completion
- **Go to Step 3**

Step 3 Electronically complete VA Trainee Application PC/Mac users. **Read all steps before you open the application**

1. [Click Here](#) to open application
2. **Save** the Trainee Application to your computer.
3. **Open** the form using Adobe Reader, for Adobe Reader free download [click here](#).
4. **All fields** must be completed electronically.
5. A **time stamped digital** signature is required, for instructions [click here](#).
6. Do not submit before completing Step 1 &2
No Printout, handwriting and scanning document

Step 4 Securely email the following to the Trainee Education Office *

1. Trainee Application
2. TMS certificate

Request encrypted email
* if unable to use your school email encryption

Step 5

Wait for an email from The Education Office 2-3 weeks from your start date regarding account and badge

* Education Office: Trainee Staffing Mignon Sizemore at Mignon.Sizemore@va.gov

** For TMS Questions or if you are having any issue logging to TMS or locating training module please contact our TMS Coordinator Tasha.Burkes2@va.gov

*** Next slide for TMS self enrollment

TMS Self Enrollment

1.1 Step-by-Step TMS Self Enrollment (New Users)

1. From a computer, launch a web browser, (Internet Explorer is the preferred browser for this portal) and navigate to <https://www.tms.va.gov/SecureAuth35/>
2. Click the [Create New Non-Employee User] button
3. Select the radio button for ☉Veterans Health Administration (VHA) Click the [Next] button
4. Select the radio button for ☉Health Professions Trainee (NOT WOC) Click the [Next] button
5. Complete all required fields, indicated by asterisk* and any non-required fields if possible.

Note: The email address you enter here will be your Username to log into the system.

My Account Information:

*** Your SSN is used only as a unique identifier in the system to ensure users do not create multiple profiles.**

- Create Password*
- Re-enter Password*
- Social Security Number*
- Re-enter Social Security Number*
- Date of Birth*
- Legal First Name*
- Legal Last Name*
- Middle Name is optional, but extremely helpful
- Your e-mail Address (Enter a personal email address. Do not use a School email address. This address will become your UserID. Also, one-time-passcodes and training notifications will be sent here.)
- Re-enter e-mail address *
- Phone Number (Enter your phone number. You will have the option to receive one-time-passcode information at this phone number.)
- Time Zone ID*

My Job Information:

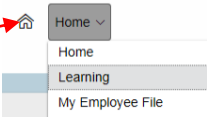
- VA Location - Click on funnel, search for **Ann Arbor** and select it from the list
- Select Trainee Type*
- Select Specialty/Discipline*
- VA Point of Contact First Name* (Jill)
- VA Point of Contact Last Name* (Thompson)
- VA Point of Contact Email* (jill.thompson@va.gov)
- Point of Contact Phone Number* (734-845-3401)
- School/University name
- School/University Start date (mm/dd/yyyy format)
- Estimated School/University Completion date (mm/dd/yyyy)

6. You should now see the Congratulations! Screen. Take note of your Username/Email Address. **WAIT 20 MINUTES**
7. **After 20 minutes**, please return to <https://www.tms.va.gov/SecureAuth35/>
8. On the TMS 2.0 Login Screen enter your Username/Email Address and click the [SUBMIT] button
9. An email will be sent to your Username/Email Address with a one-time-passcode enter it using your keyboard or the on-screen number pad and click the [SUBMIT] button
10. During this first-time log in you will be asked to select and answer two security questions. These will be used to reset your TMS password.
11. Select questions, enter response, confirm response.
12. Click the [Save] button.
13. You have now completed your TMS User Profile.

1.2 Launching and Completing the Content

Log into TMS using Username and one time Passcode

1. Click on the Home dropdown and select Learning
2. Click on the the Start Course button next to VHA Mandatory Training for Trainees **Pop-Up blockers MUST BE TURNED OFF**
3. Complete all of the item content following the on-screen instructions.
4. Exit the item as instructed to accurately record your effort.
5. To print a Certification of Completion, click on My History and View All



1.3 Troubleshooting and Assistance

If you experience any difficulty creating a profile or completing the mandatory content, contact the VA TMS Help Desk at 1.866.496-0463 or our TMS coordinator Tasha Burkes: Tasha.Burkes2@va.gov or 734-845-3891.

Ann Arbor VA HR Department

Address : 2215 Fuller Rd, Ann Arbor, MI 48105

HR hours: 8:00AM – 3:00 PM

Monday – Tuesday

HR Days: Mondays and Tuesdays

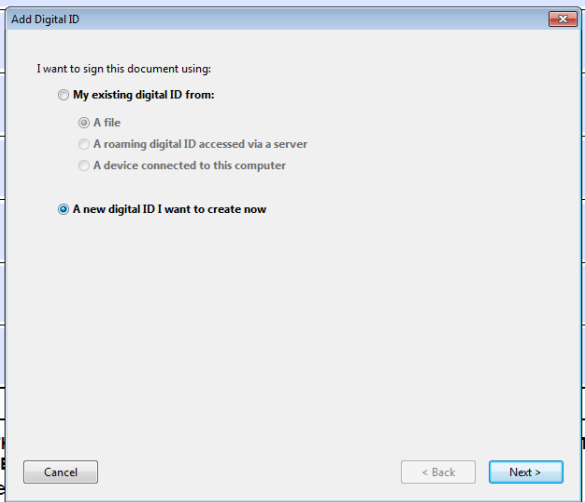
Note: HR hours are Thursday through Friday on weeks with a federal holiday.



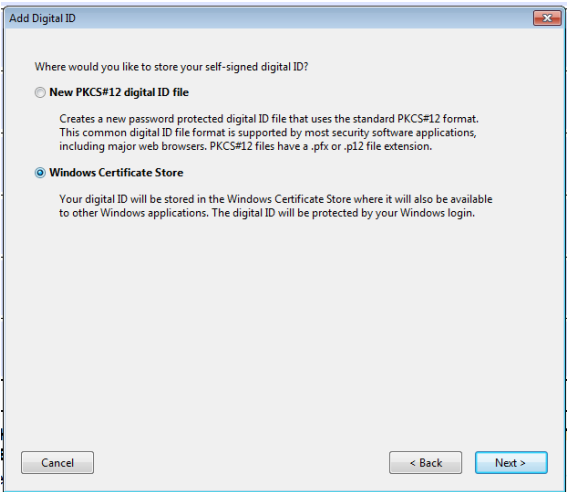
Time Stamped Electronic Signature

Save the Trainee Application file on your computer. **Open the file with Adobe Reader.** To download Adobe Reader, [Click Here](#)

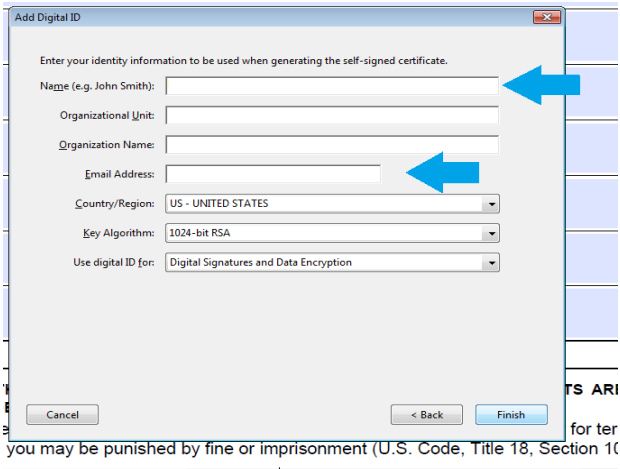
1. Click on the signature block and this window will appear. Click on “new digital ID...” and then “Next”



2. Click on “windows Certificate Store” then “Next”



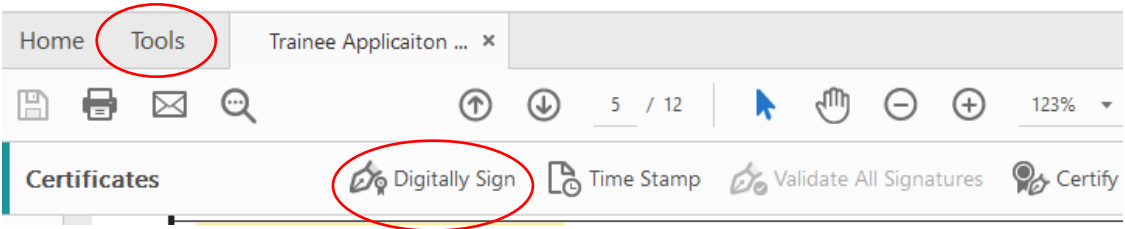
3. Enter your name and email address then “Finish”



Note: You will be prompted to save the document every time you sign.

If the window in step one did not automatically populate:

- Select Tools from your top menu
- Select certificates
- Select digitally Sign from the top menu
- Draw a text box in the area where the signature goes, then approve.



Parking VA Trainees

Trainees are to never park in the east parking structure while on a rotation. You will be ticketed if you park in the east structure. On weekends there is open parking in the west parking structure.

Residents/Medical Students

1. Obtain a **Parking Memo** from VAAAHPT@va.gov
2. Take parking memo to **Agent Cashier**, take Liberty elevator to the Basement, take left Agent Cashier Window will be by the Emergency Department station B-2 The office next to AOD.
3. Pay for the parking (**cash or check**). Agent cashier will give you a receipt.
4. Take receipt and car registration to the **police** in the Basement, room BB-24 they will give you a permit to display in your car.

Check with the police if you need an access card for the gate for parking and If you need an access card for entry doors

Cost for Student Parking: \$4.50 per week

Resident on call after-hours/weekend

1. Request a Nights/Weekends memo VAAAHPT@va.gov
2. Trainee should take the following to the Vehicle Registration office/Police (M-F 7am- 3pm; in Basement, RM BB24 near Liberty elevator)
 - a. Nights/Weekends memo
 - b. Vehicle registration
 - c. Proof of insurance
 - d. Driver's license

Psychiatry rotation

Students will share a parking spot to be utilized only when on call.

All other University of Michigan Students

Utilize shuttles between the VA and the University

All other trainees

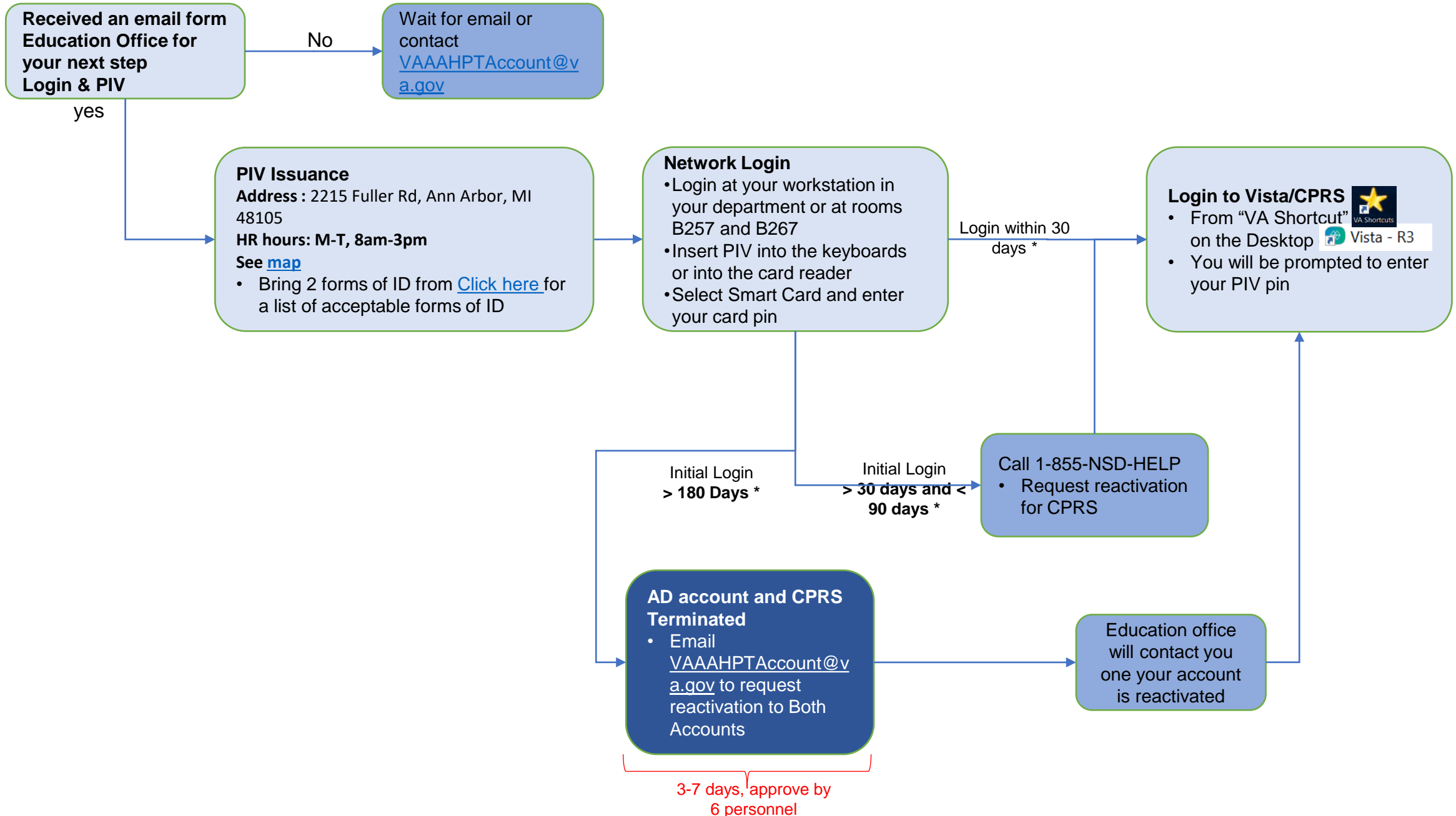
Utilize a local park and ride or city bus.

Bus services:

<http://www.theride.org/Schedule-by-Route>

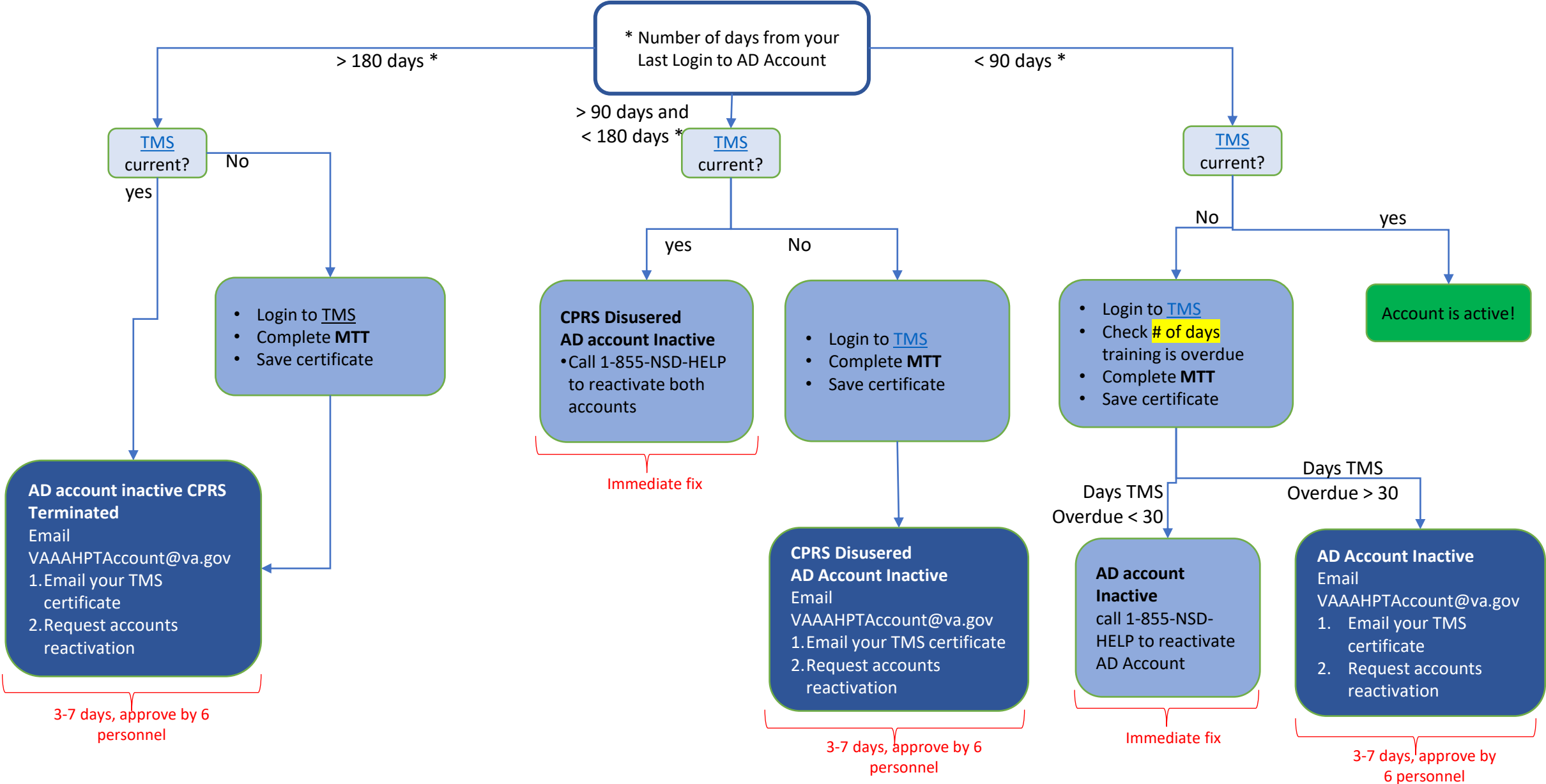
How to (initial) login/PIV

AD Account = Active Directory Account/Network Account or Windows Login
Vista = CPRS = Computerized Patient Record System



Account Status/Reinstate

AD Account = Active Directory Account/Network Account or Windows Login
Vista = CPRS = Computerized Patient Record System
TMS = Talent Management System
MTT = Mandatory Training for Trainees update training every 365 days



If you are having any issue with your TMS Login please contact our TMS Coordinator Tasha.Burkes2@va.gov

How to Keep from Losing Access/Troubleshooting

AD Account = Active Directory Account/Network Account or Windows Login
Vista = **CPRS** = Computerized Patient Record System
TMS = Talent Management System
MTT = Mandatory Training for Trainees update training every 365 days

How to know why you lost access

- CALL 1 855-NSD-HELP

How to keep from losing VA access

- Log into both account (AD and CPRS) within 30 days of a new account creation and reactivation
- Log into CPRS every 89 days
- Always keep your MTT current

AD Account/Network and CPRS account	
Problem	Remedy
Last login >90 days and <180 days = both accounts disabled	If TMS is current, call 855-NSD-HELP (immediate repair) If TMS is not current see below
Last login ≥180 days = both accounts terminated	check your TMS if current, if not complete Level 3 (below) and contact VAAAHPTAccount@va.gov repair will take 3-10 days

Yearly MTT not completed		
	Problem	Remedy
Level 1	1-30 days beyond 1 year	Call 1-855-NSD-HELP and complete TMS MTT (immediate fix)
Level 2	31-60 days beyond 1 year	Complete TMS MTT then contact VAAAHPTAccount@va.gov or AOD for after hours.
Level 3	>60 days beyond 1 year	Complete TMS MTT, email certificate to VAAAHPTAccount@va.gov ; repair will take 3-10 days.

Accounts Timeline

