

Ann Arbor VA Health Profession Trainee Guide (Stipend)

Trainee Staffing steps

- TMS
- 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

- You will receive an email from TMS Coordinator with instructions. **
- Complete MTT **
- Save certificate of completion
- **Go to Step 3**

Previously enrolled at a different VA

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**

- 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

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

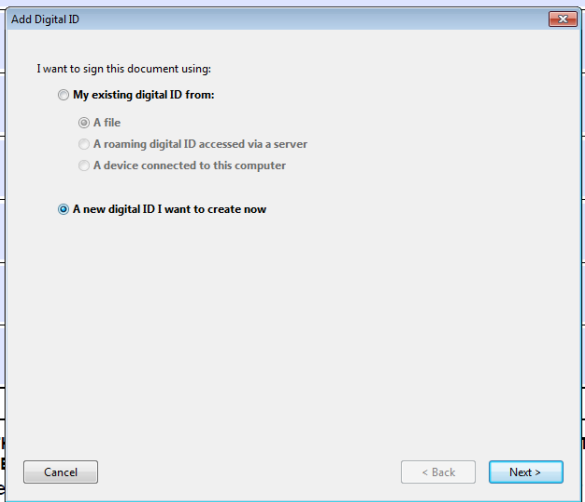
Note: HR hours are Thursday through Friday on weeks with a federal holiday.



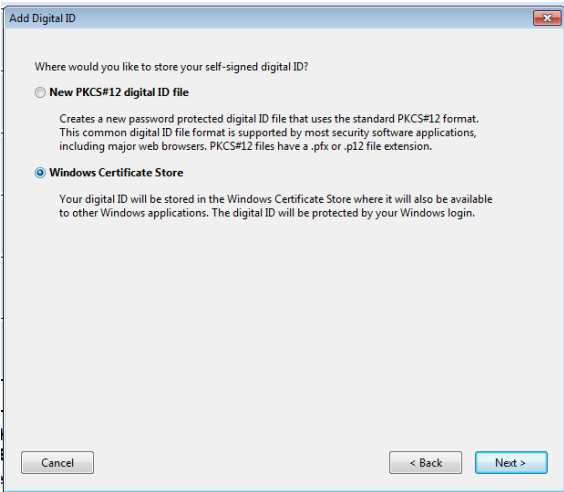
Time Stamped Electronic Signature

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

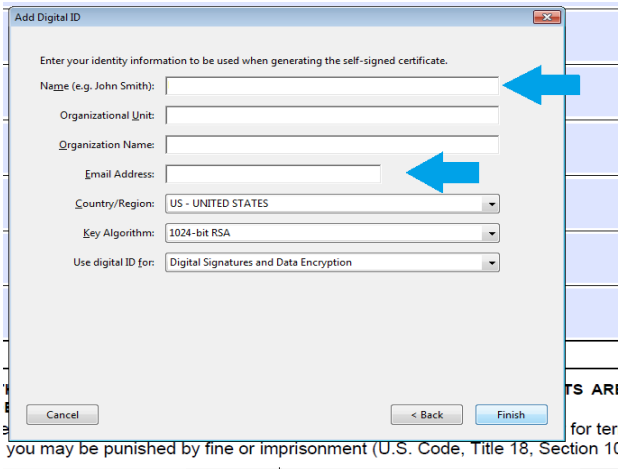
1. Click on the signature block and this window will appear. Click on “new digital ID...” and then “Next”



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



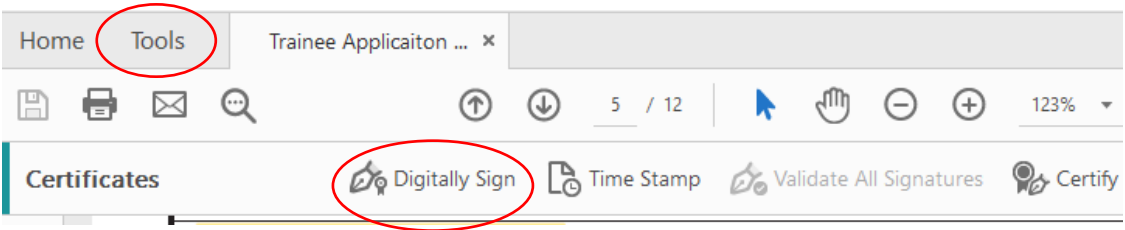
3. Enter your name and email address then “Finish”



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

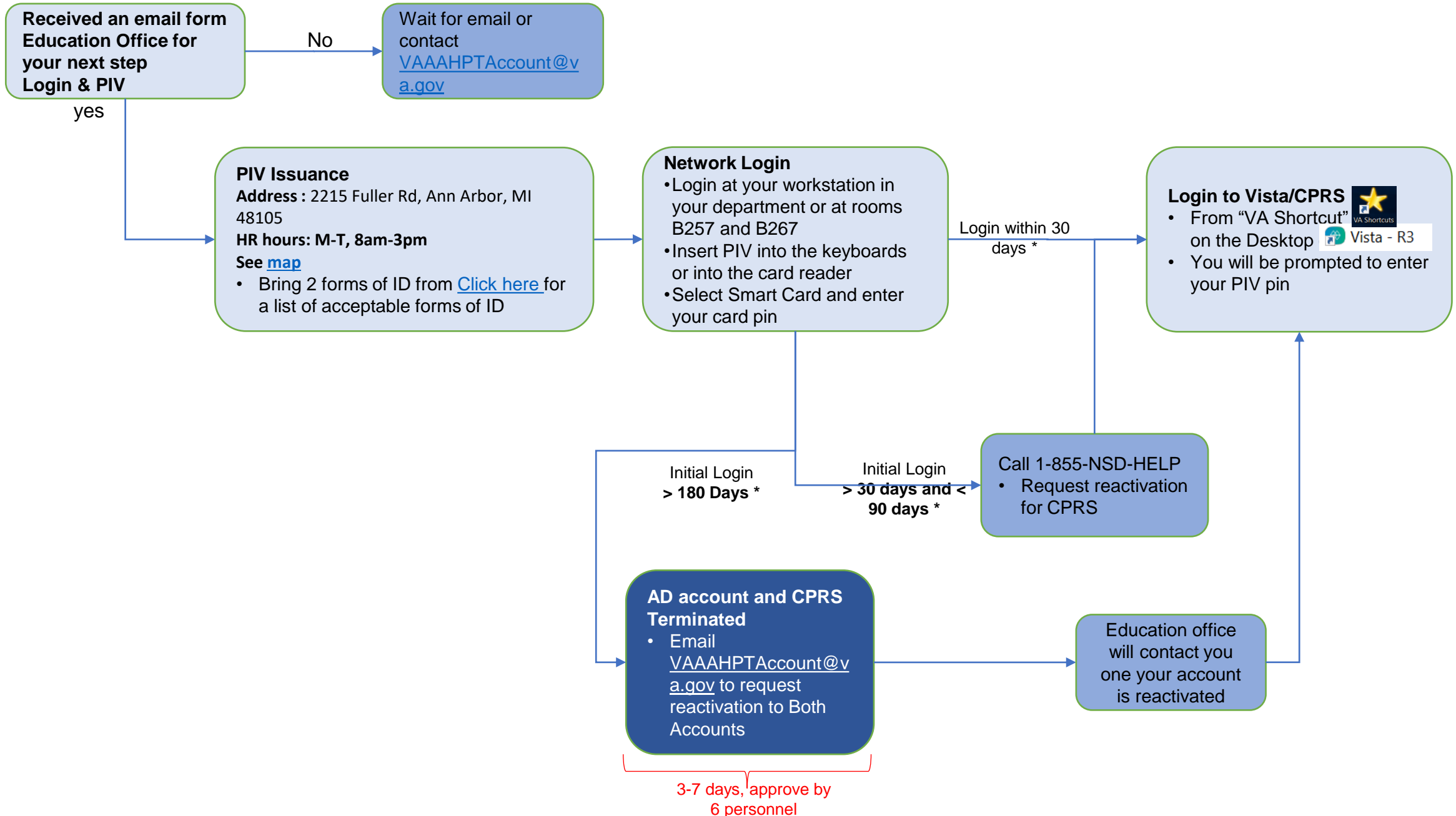
Utilize a local park and ride or city bus.

Bus services:

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

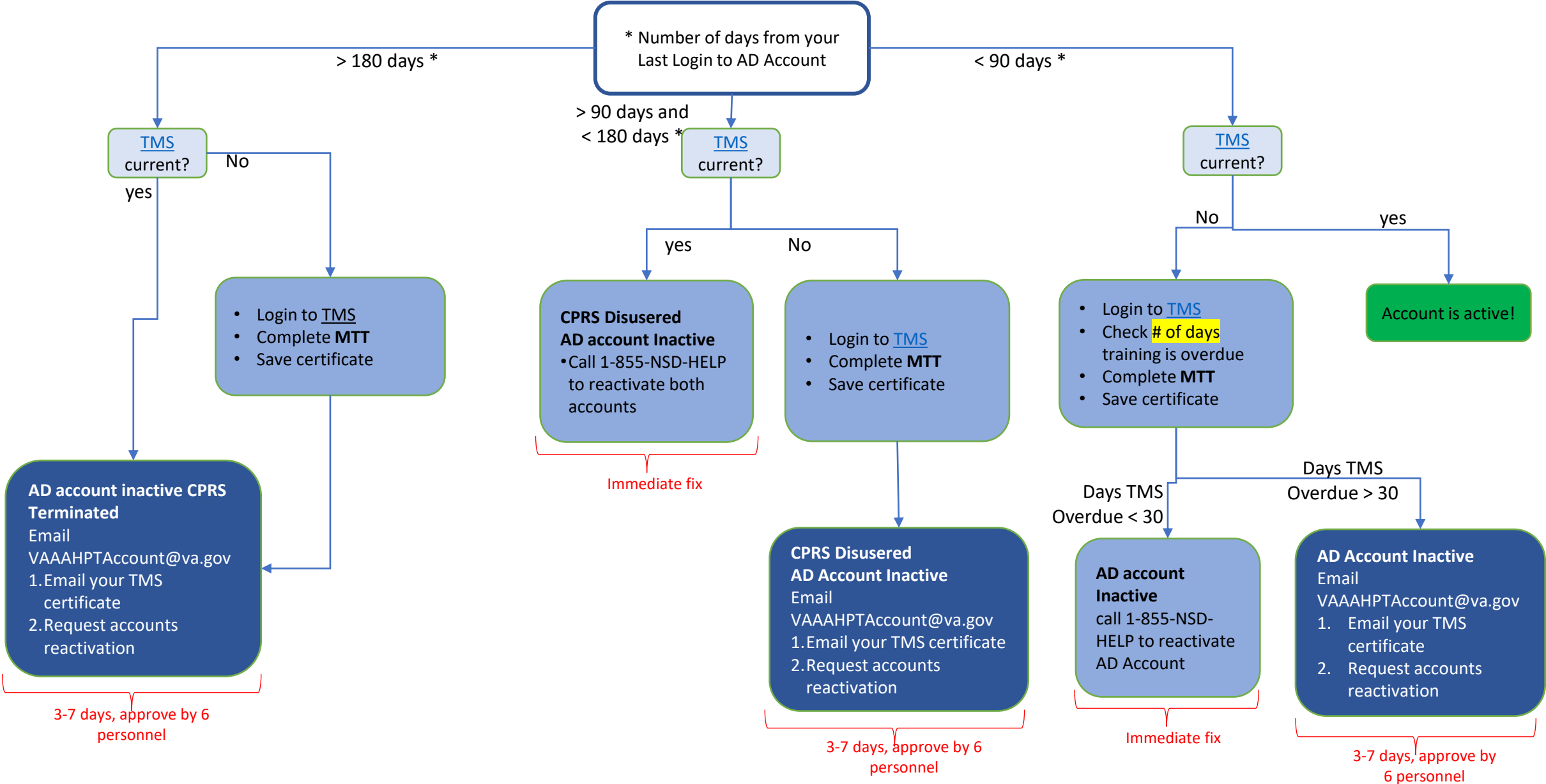
How to (initial) login/PIV

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

