

User Job Aid: Create New Non-VA User Record

Purpose

The purpose of this job aid is to guide users through the step-by-step process of creating a new non-VA user record.

In this job aid, you will learn how to:

- Task A. Create New Non-VA User Record
- Task B. Complete Required Training

Task A. Create New Non-VA User Record

1. Access the VA TMS login page at <https://www.tms.va.gov>.
2. From the login page, select the **Create New User** link.



3. On the VA TMS Self Enrollment page, answer the question, “I will work at, or will attend an event sponsored by . . . “
4. Select **Next**.

VA TMS SELF ENROLLMENT

- If you are a VA EMPLOYEE and need a VA TMS profile, **do not** create an account here. Please contact your local VA TMS Administrator.
- If you need assistance with self-enrollment, please contact the VA TMS Help Desk at 1 (866) 496-0463 or via email at VATMSHelp@va.gov.

Please answer the following question to begin the Self Enrollment process:

I will work at, or will attend an event sponsored by...

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Veterans Health Administration (VHA)
The VHA is the nation's largest integrated health care system, with more than 1,700 hospitals, clinics, community living centers, domiciliarys, readjustment counseling centers, and other facilities

Veterans Benefits Administration (VBA)
The VBA administers a variety of benefits and services that provide financial and other forms of assistance to Service members, Veterans, their dependents and survivors

National Cemetery Administration (NCA)
The NCA provides burial benefits to veterans and eligible dependents, and operates 131 national cemeteries in the U.S. and Puerto Rico

Office of Information and Technology (OIT)
The OIT acquires, delivers, and manages technology to VA and acts as a steward for most of VA's information technology assets and resources

VA Central Office (VACO)
VACO is a general term covering all other Program, and Staff Offices

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5. On the second VA TMS Self Enrollment page, select the appropriate **employment type**.
6. Select **Next**.

Please answer the following question to begin the Self Enrollment process:

I am a...

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- Veterans Service Officer** (Non-VA employees that help Veterans with preparing, filing, and tracking a benefits claim through the VA system)
- Contractor** (Non-medical professionals working for the VA who do so on a contractual basis)
- DOD** (Department of Defense Civilian employees and Active Duty military personnel from any branch of the US Armed Forces)
- Federal Non-VA** (Those holding positions in the Federal government, except the DoD and the VA)
- Intern** (Trainees working for the VA who receive no compensation)

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7. In the **My Account Information** section, fill in all required fields as noted by the red asterisk. Be careful to type accurately when entering your social security number, e-mail address, and legal name.
- 7a. If you are foreign national, select the **click here** link.

Note: Fields marked with * are required

MY ACCOUNT INFORMATION

- The length of the password must be between 12 and 20 characters.
- The password must contain the following types of characters:
 - a. English lowercase letters.
 - b. English uppercase letters.
 - c. Arabic numerals(0,1,2,...9).
 - d. Non alphanumeric special characters (!@#\$\$%^*_+=[\]{}?.,/)
- Characters cannot be repeated more than twice in a row.
- The password cannot contain user name(login ID).
- 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 5 characters.

* Password :

* Re-enter Password :

* SSN : (Click here to view the VA TMS Privacy Act Notice.) - -

(If you are foreign national and do not have an SSN please [click here](#)) **7a**

* Re-enter SSN : - -

* DOB (MM/DD/YYYY) :

* Legal First Name :

* Legal Last Name :

Middle Name(Optional) :

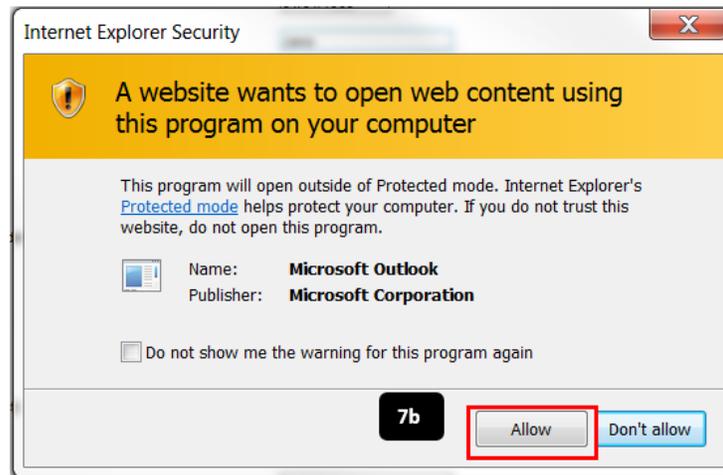
* Email Address :

* Re-enter Email Address :

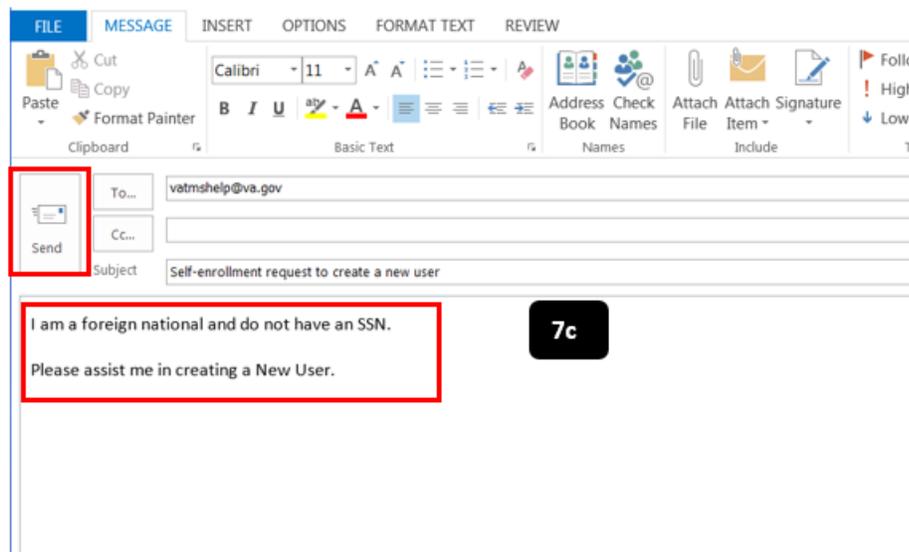
* Phone Number (do not include hyphens i.e 1112223333) : - - Check here to enter an International Phone Number

* Time Zone ID :

7b. If there is a security pop-up, select **Allow**.



7c. In the email pop-up, add any additional information to assist your Admin such as your name and contact information. Then select **Send**.



8. In the **My Job Information** section, fill in all required fields as noted by the red asterisk. Be sure to enter the data provided by your VA point of contact where appropriate.
9. If you are required to take training on the Health Insurance Portability and Accountability Act (HIPPA), select the **HIPAA Training Required** checkbox.
10. Select **Submit**.

MY JOB INFORMATION

*VA Location : 
(Supplied by your VA Contact)

*VA COR First Name :

*VA COR Last Name :

*VA COR Email Address :

*VA COR Phone Number (do not include hyphens i.e. 1112223333) : - - Check here to enter an International Phone Number

*Contract Name :

*Contract # :

*Vendor Project Manager :

HIPAA Training Required :

11. From the congratulations page, note your **VA TMS User ID** for future reference.
12. Select **Submit**.

VA TMS Self Enrollment

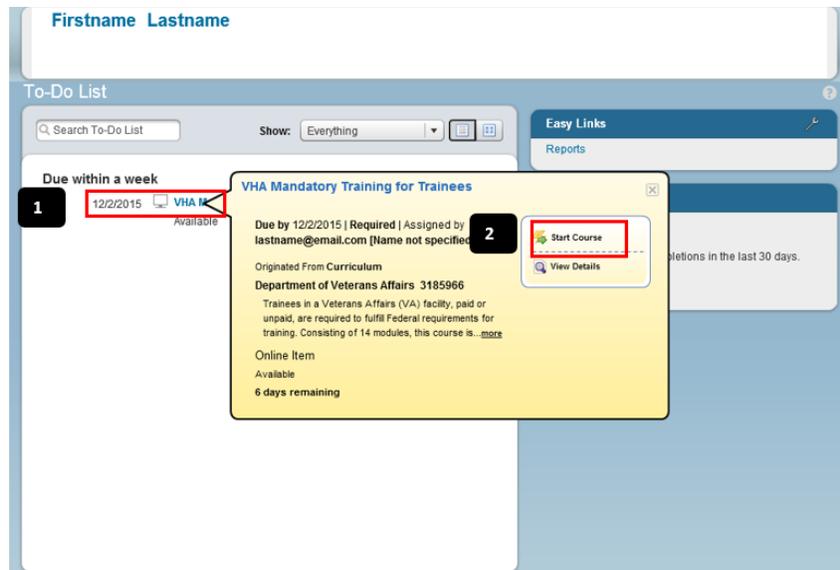
Congratulations! You have successfully created a profile in the VA TMS. Please copy down the User ID indicated below. You will need it if you ever need to log in to the VA TMS in the future.

Your VA TMS User ID is **lastname@email.com**

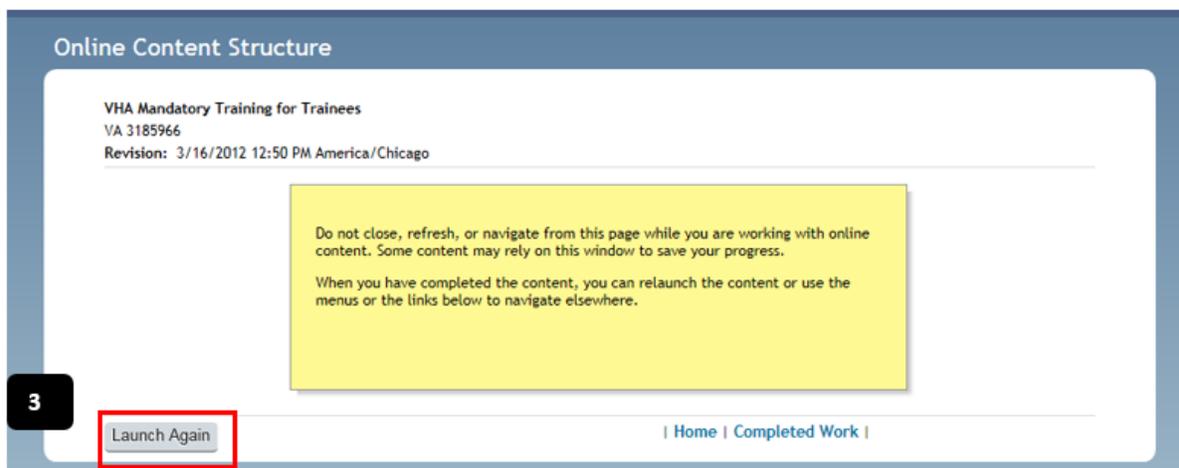
To access your mandatory training content, click on the Continue button.

Task B. Complete Required Training

1. From the Home page, hover over the **VA Mandatory Training for Trainees** item in your To Do List. This will display the pop-up menu.
2. Select **Start Course**.



3. On the Online Content Structure page, select **Launch Again** if necessary.



4. Complete the training as instructed.
5. From the Completed Work page, hover over the title of the completed training to display the pop-up menu.
6. Select **Print Certificate**.

