User Job Aid: Create New non-VA User Record For Medical Students

TMS WEBSITE: http://www.tms.va.gov

Purpose

The purpose of this job aid is to guide Health Professions Trainees through the step-by-step process of creating the Create New User tool in the VA TMS. In this job aid you will learn how to:

A. Create New User Record 8 Steps

B. Complete Required Training 6 Steps

Task A. Create New User Record

1a Step 1a

Click the **Check Systems** link in the **brown** to ensure you have the proper computer software to complete the training.

1b Step 1b

From the Login page, in the **brown** navigation bar click the **Create New User** link.

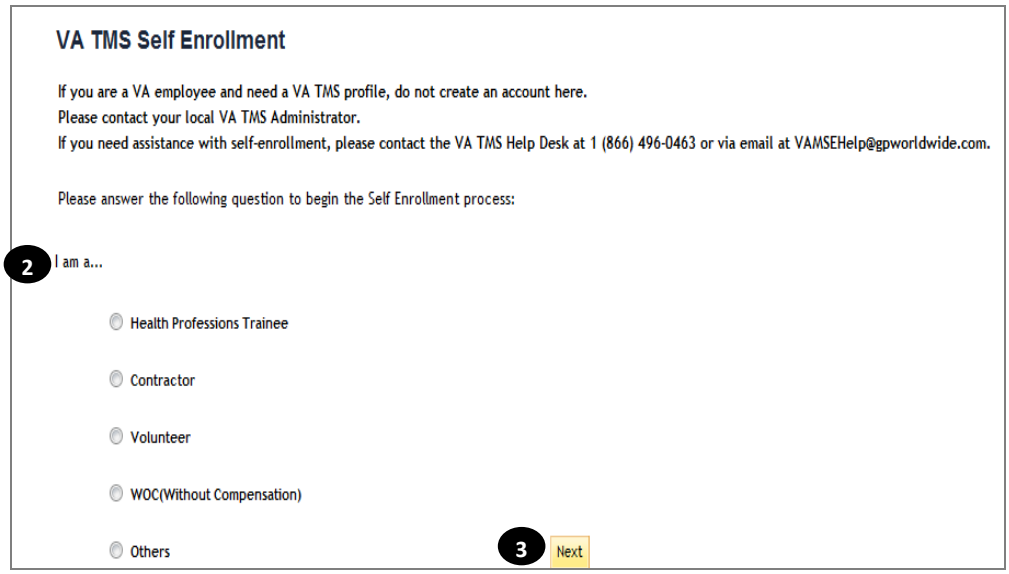
2 Step 2

In the **VA TMS Self Enrollment** page, select the appropriate employment type.

Choose Health Professions Trainee.

Step 3

3 Click **Next**.



4 Step 4

In **My Account Information** section, fill in all required fields as noted by the red asterisk, taking care to type accurately when entering your Social Security Number, e-mail address, and legal name; proceed to **Step 5**.

4a

Step 4a (If you don't have a Social Security Number).

If you are a foreign national, click the **click here** link.

4b

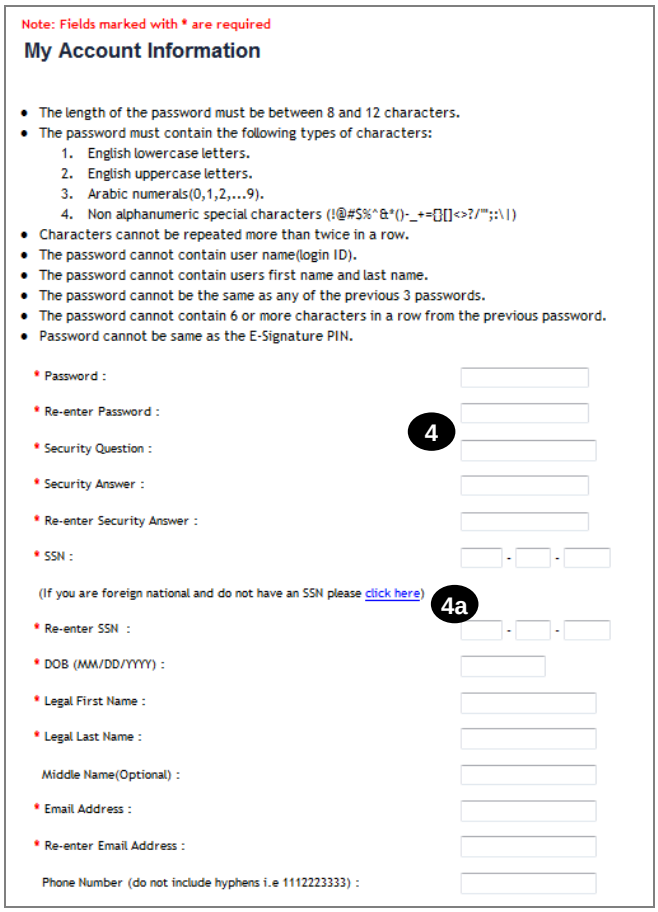
Step 4b

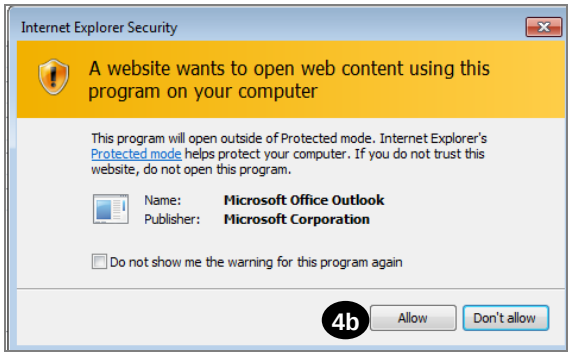
If there is a security pop-up click **Allow**.

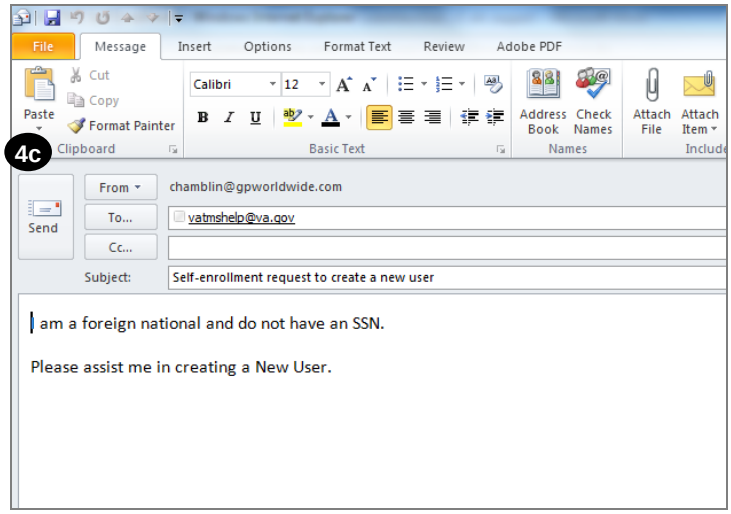
4c

Step 4c

In the email pop-up add any additional information to assist the Admin like your name and contact information and click **Send**.







5 Step 5

In **My Job Information** section, fill in all required fields as noted by the red asterisk.

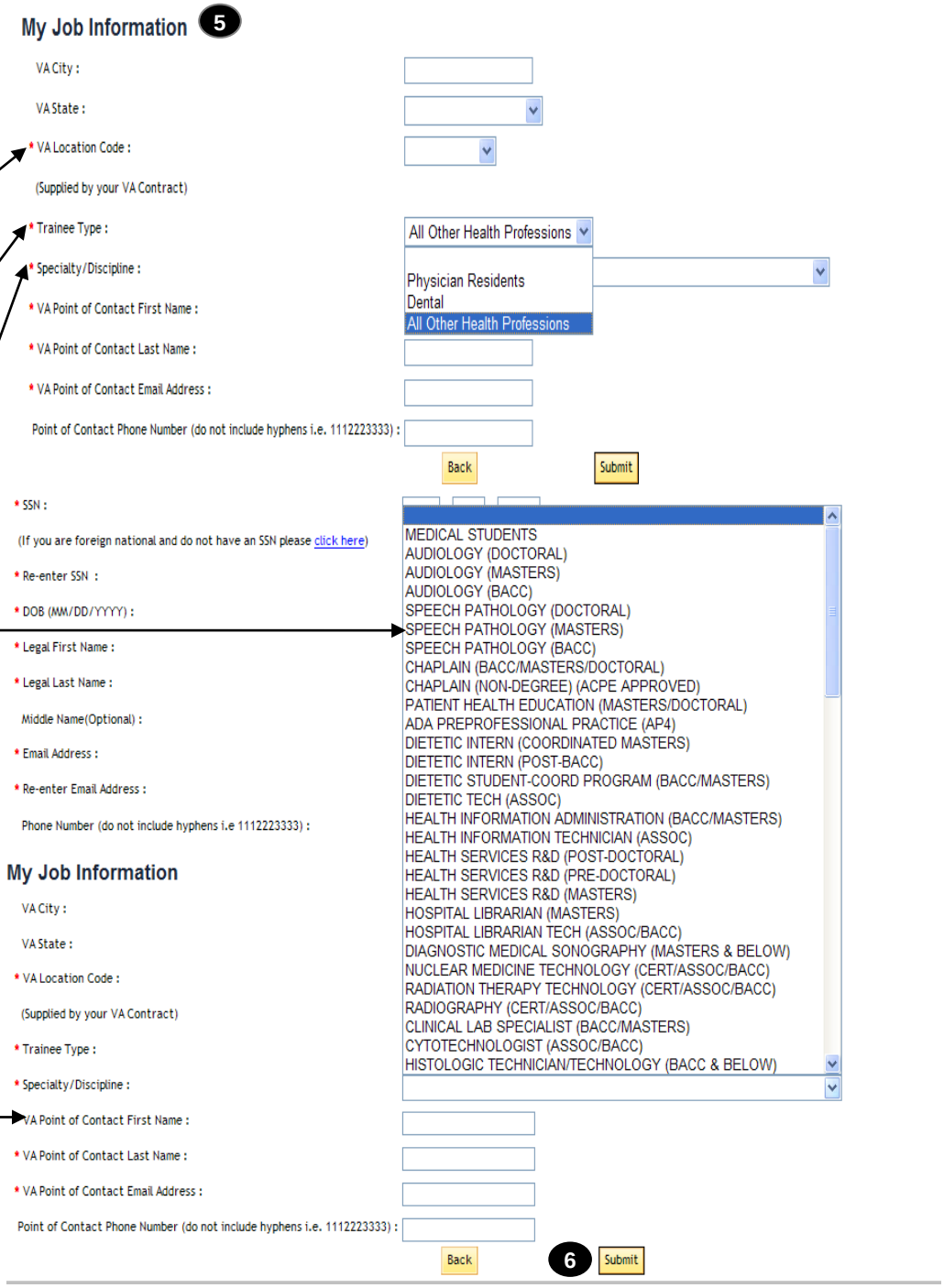
In the VA location Code, select "MIN".

In Trainee Type please select your type

(Please select "All Other Health Professions")

In Specialty/Discipline drop down, please choose "Medical Students"

Enter your VA Point of Contact information.



6 Step 6

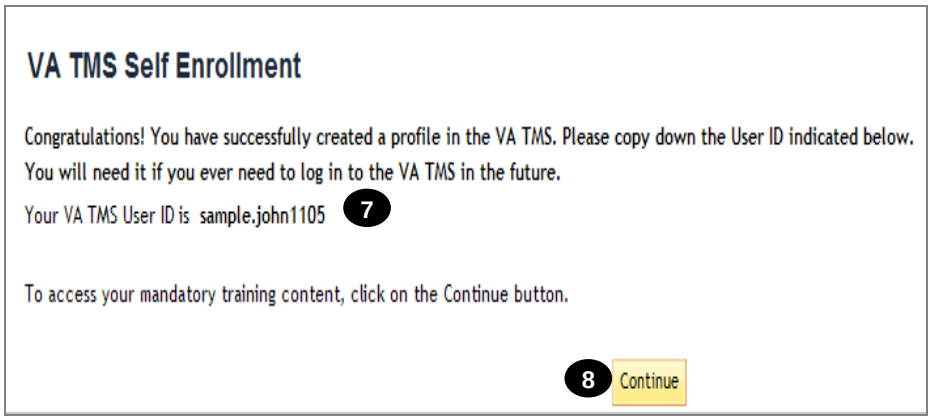
Click **Submit**

7 Step 7

From the congratulations page, note your VA TMS USER ID for future use.

8 Step 8

Click Continue.



Task B. Complete Required Training

1 Step 1

From the Home page, hover over item in your To Do List to display the pop-up menu.

2 Step 2

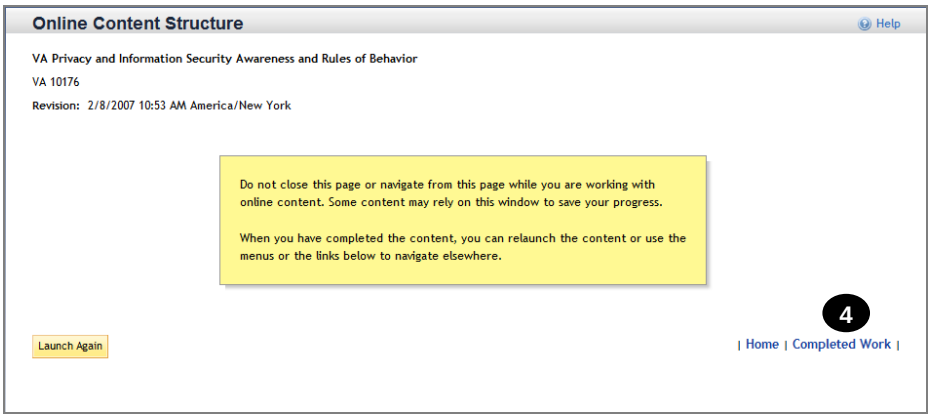
Click Go to Content.

3 Step 3

Complete training per instructions.

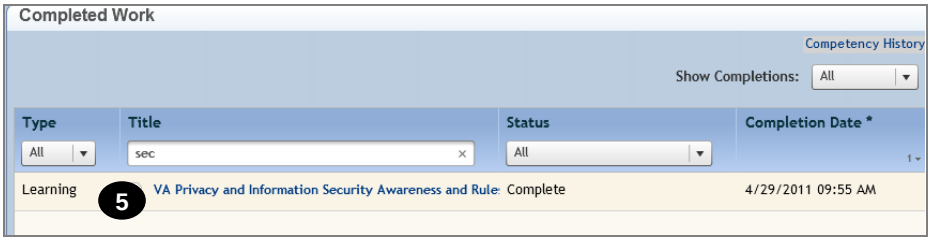
4 Step 4

On the Online Content Structure page, click the Completed Work link.

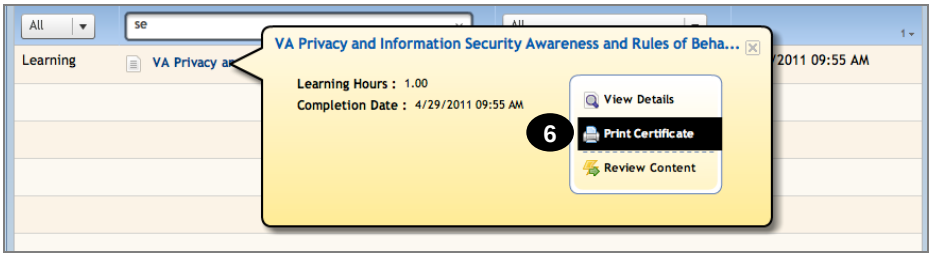


5 Step 5

From the Completed Work page, hover over the title of the completed training to display the pop-up menu.



6 Step 6

Click Print Certificate.

Submit the training certificate with the rest of your required documents to your VA Point of Contact.