User Job Aid: Create New non-VA User Record (Contractors, WOC, Volunteers—not health professions trainees)

Purpose

The purpose of this job aid is to guide users 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   9 Steps

B. Complete Required Training   6 Steps

Task A.   Create New User Record

1   Step 1

    a. From the Login page, in the **brown** navigation bar (at the bottom of the screen) click the **Check System** link to see if your computer system will work with this portal.

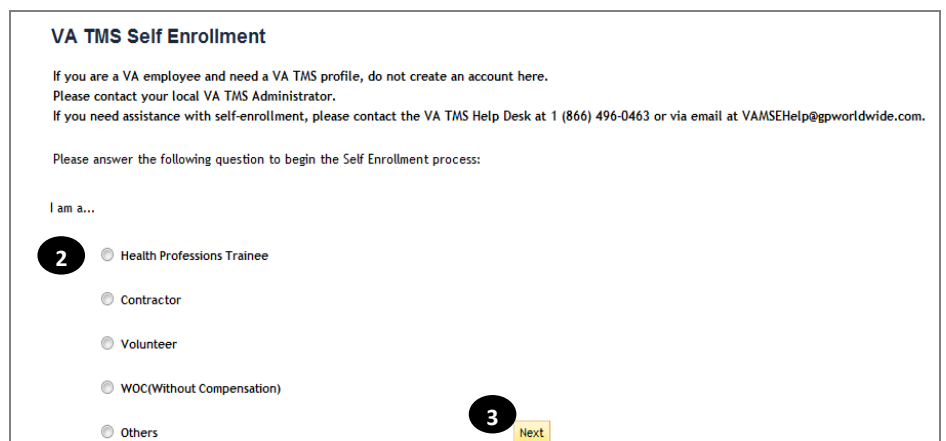   b. If so, from the Login page, in the **brown** navigation bar click the **Create New User** link.

2   Step 2

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

3   Step 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.

Tips:

Make sure you enter the *same name* that is on two forms of identification, as they will all have to match when you get an ID badge.

Make sure you use your actual SSN. If the system does not accept it, contact your UW Program Coordinator immediately.

For email address, try to use one that you will still be using in one year, so that you can get training renewal notices (if applicable). Your email address will become your user ID.

④a Step 4a

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

④b Step 4b (foreign national)

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

④c Step 4c (foreign national)

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

Proceed to **Step 5**.

Note: Fields marked with * are required

My Account Information

- The length of the password must be between 8 and 12 characters.
- The password must contain the following types of characters:
    1. English lowercase letters.
    2. English uppercase letters.
    3. Arabic numerals(0,1,2,...9).
    4. 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 3 passwords.
- The password cannot contain 6 or more characters in a row from the previous password.
- Password cannot be same as the E-Signature PIN.

* Password :

* Re-enter Password :

* Security Question :   ④

* Security Answer :

* Re-enter Security Answer :

* SSN :

(If you are foreign national and do not have an SSN please click here)   ④a

* 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) :

Internet Explorer Security   ④b

A website wants to open web content using this program on your computer

This program will open outside of Protected mode. Internet Explorer's Protected mode helps protect your computer. If you do not trust this website, do not open this program.

Name: **Microsoft Office Outlook**
Publisher: **Microsoft Corporation**

☐ Do not show me the warning for this program again

[Allow] [Don't allow]

④c

From ▾   chamblin@gpworldwide.com
To...   vatmshelp@va.gov
Cc...
Subject: Self-enrollment request to create a new user

I am a foreign national and do not have an SSN.

Please assist me in creating a New User.

(5) Step 5

In **My Job Information** section, fill in all required fields as noted by the red asterisk. Refer to the VA Point of Contact information provided by the person at our VA who is helping you get access. *(Consider copying/pasting the information, to avoid typing errors.)* **VA Location Code** for VA Puget Sound Health Care System is: **PUG**

My Job Information

VA City : _____

VA State : _____ ▼

* VA Location Code : _____ ▼

(Supplied by your VA Contract)   **(5)**

* VA Point of Contact First Name : _____

* VA Point of Contact Last Name : _____

* VA Point of Contact Email Address : _____

Point of Contact Phone Number (do not include hyphens i.e. 1112223333) : _____

HIPAA Training Required :   **(6)** ☐

Back   **(7)** Submit

(6) Step 6

If you are required to take training on the Health Insurance Portability and Accountability Act (HIPPA), click the box. (If you don't know whether you need HIPPA training, contact the person at our VA who is helping you get access.)

(7) Step 7

Click **Submit**.

(8) Step 8

From the congratulations page, note your VA TMS USER ID for future use. *Consider emailing this to yourself, so that you can find it again.*

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 sample.john1105 **(8)**

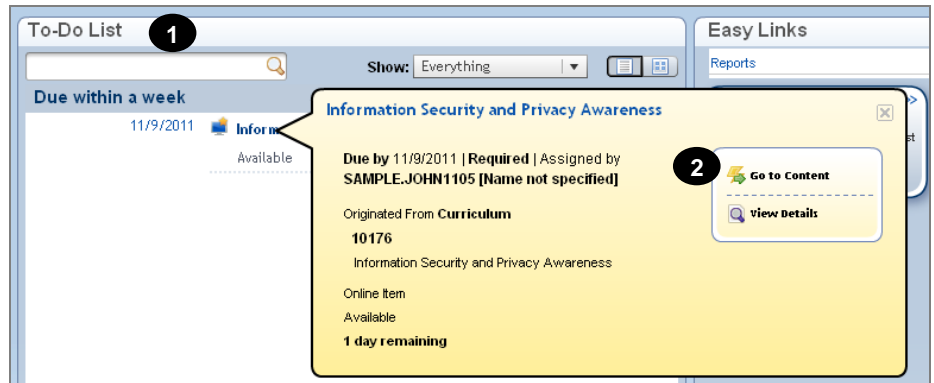To access your mandatory training content, click on the Continue button.

(9) Continue

(9) Step 9

Click **Continue**.
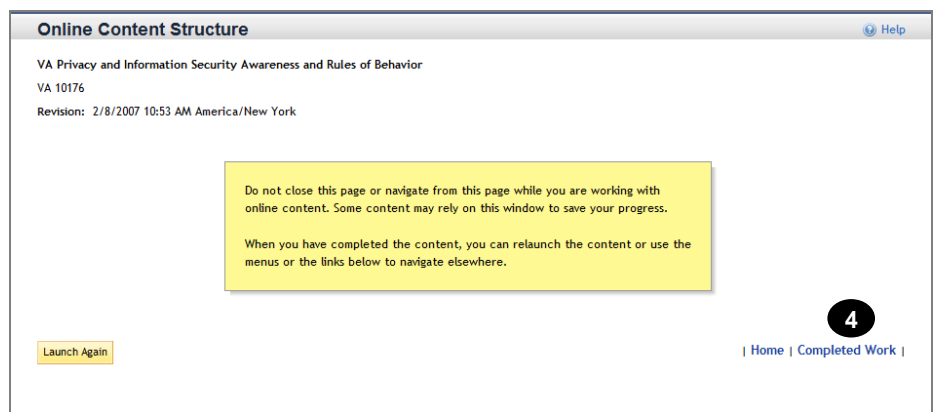
Task B.   Complete Required Training

① Step 1

From the Home page, hover over item in your To Do List to display the pop-up menu. This may take a few seconds.
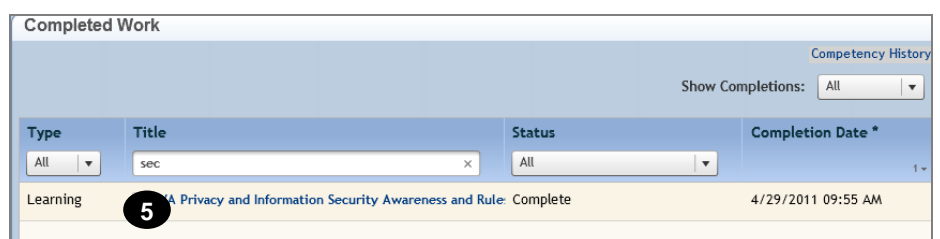
② Step 2

Click Go to Content.

To-Do List

Show: Everything

Easy Links
Reports

Due within a week

11/9/2011   Inform
Available

Information Security and Privacy Awareness

Due by 11/9/2011 | Required | Assigned by
SAMPLE.JOHN1105 [Name not specified]

Originated From **Curriculum**
10176
Information Security and Privacy Awareness

Online Item
Available
1 day remaining

Go to Content
View Details

③ Step 3

Complete training per instructions.

④ Step 4

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

Online Content Structure   Help

VA Privacy and Information Security Awareness and Rules of Behavior
VA 10176
Revision: 2/8/2007 10:53 AM America/New York

Do not close this page or navigate from this page while you are working with online content. Some content may rely on this window to save your progress.

When you have completed the content, you can relaunch the content or use the menus or the links below to navigate elsewhere.

Launch Again | Home | Completed Work |

⑤ Step 5

From the Completed Work page, hover over the title of the completed training to display the pop-up menu. It may take a couple of seconds of hovering to get the box to pop open.

Completed Work

Competency History

Show Completions: All

Type	Title	Status	Completion Date *
All	sec	All	1
Learning	VA Privacy and Information Security Awareness and Rule:	Complete	4/29/2011 09:55 AM

| All | se | All | 1 |
| Learning | VA Privacy a | | 2011 09:55 AM |

VA Privacy and Information Security Awareness and Rules of Beha...

Learning Hours : 1.00
Completion Date : 4/29/2011 09:55 AM

View Details
Print Certificate
Review Content

⑥ Step 6

Click Print Certificate. Consider making a PDF of the document and sending it to yourself and your VA contact.