

# INSTRUCTIONS TO COMPLETE THE VHA MANDATORY TRAINING FOR TRAINEES COURSE

Go to the VA Talent Management System (TMS) website

<https://www.tms.va.gov/plateau/user/login.jsp>

This website is available from any internet connection.  
Use Internet Explorer for best results

UNITED STATES  
DEPARTMENT OF VETERANS AFFAIRS

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VALU  
VA LEARNING UNIVERSITY

TMS Talent Management System

USER ID   
PASSWORD   
SIGN IN

VA Learning University Home | Inside TMS | Locate Your Local Administrator | Help Desk | Forgot Password | **Create New User** | Check System

The more we **understand** our Veterans,  
the better we will **SERVE** them

[Take a tour of the TMS!](#)

Click the video below to take a quick tour of the VA TMS!

**My Career@VA**  
Map your long-term career path at VA with innovative and engaging tools and resources. [Click on this link to experience the tools available on this new VALU site:](#)

- Career Planning (Align your goals with VA careers);
- Career Mapping (Explore career possibilities);
- Career Fit (Identify VA jobs based on interests); and
- VA Career Guides (Access occupational family facts).

**Switch - Change Management Video**  
An exclusive video presentation on change management has just been released to the TMS! Industry thought leader Dan Heath adapted his bestselling book *Switch: How to Change When Change is Hard* into a video presentation to relate to a VA audience, and is now available to all VA employees. This seventy minute presentation delivers useful and entertaining insights on the nature of change, how to overcome resistance to change, and practical techniques on managing change initiatives. You can access the course by [clicking on this link, logging onto the TMS, and clicking on](#)

**Faster, Easier, Friendlier...**  
The new VA TMS makes accessing learning much faster, simplifying tasks by reorganizing the user interface in a more intuitive format that is easy to understand, simple to access and quicker to navigate. Visit our new site, [Inside TMS](#), for further information about the VA Talent Management System.

If you need assistance with the VA Talent Management System (TMS) contact the VA TMS Help Desk at [vatmshelp@va.gov](mailto:vatmshelp@va.gov) or Monday through Friday between 8am and 10pm EST at 1 (866) 496-0463. Minimum screen resolution for optimal use is 1024 x 768.

The VA Talent Management System web site is intended for employees and staff of the Department of Veterans Affairs. Veteran-related information about education, benefits, and other services are available on the [VA Home Page](#).

**Security Notice:** This U.S. Government computer system is for official use only. The files on this system include Federal records that contain sensitive information. All activities on this system may be monitored to measure network performance and resource utilization; to detect unauthorized access to or misuse of the system or individual files and utilities on the system, including personal use; and to protect the operational integrity of the system. Further use of this system constitutes your consent to such monitoring. Misuse of or unauthorized access to this system may result in criminal prosecution and disciplinary, adverse, or other appropriate action.

Click on Create User

### 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 VAMSEHelp@gpworldwide.com.

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

- I am a...
- Health Professions Trainee
  - Volunteer
  - WOC(Without Compensation)
  - Others

Next

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Click the Health Professions Trainee Radio button then click the Next button



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.
- Security answer must be at least 5 characters.

\* Password :

\* Re-enter Password :

\* Security Question :

\* Security Answer :

\* Re-enter Security Answer :

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

\* 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) :

Enter your information

Insert your school email address  
(i.e., .edu or .student.net, etc)

### My Job Information

VA City :

VA State :

\* VA Location Code :

(Supplied by your VA Contract)

\* Trainee Type :

\* Specialty/Discipline :

\* 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) :

Enter Charleston, South Carolina  
and must select CHA

Select your trainee type  
(Physician Resident, Dental or  
All Other Health Professions)  
Select you listed discipline

You must enter this VA contact information  
Bryan Williams; [bryan.williams2@va.gov](mailto:bryan.williams2@va.gov)  
8437897642

CLICK SUBMIT



### VA TMS Self Enrollment

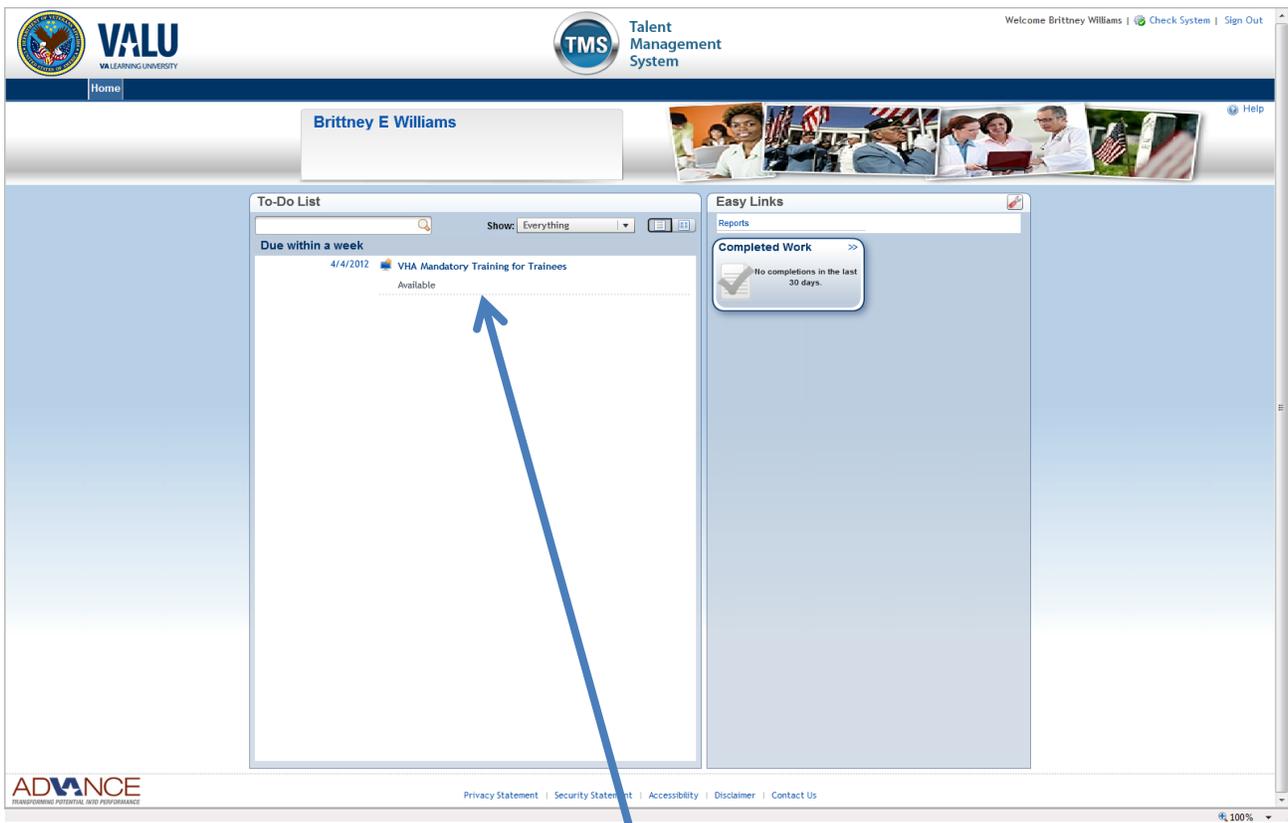
Congratulations! You have successfully created a profile in the VA TMS. Please copy down the User ID indicated below. You will need it if you ever need to log in to the VA TMS in the future.

Your VA TMS User ID is **bewilliams1@csstudent.net**

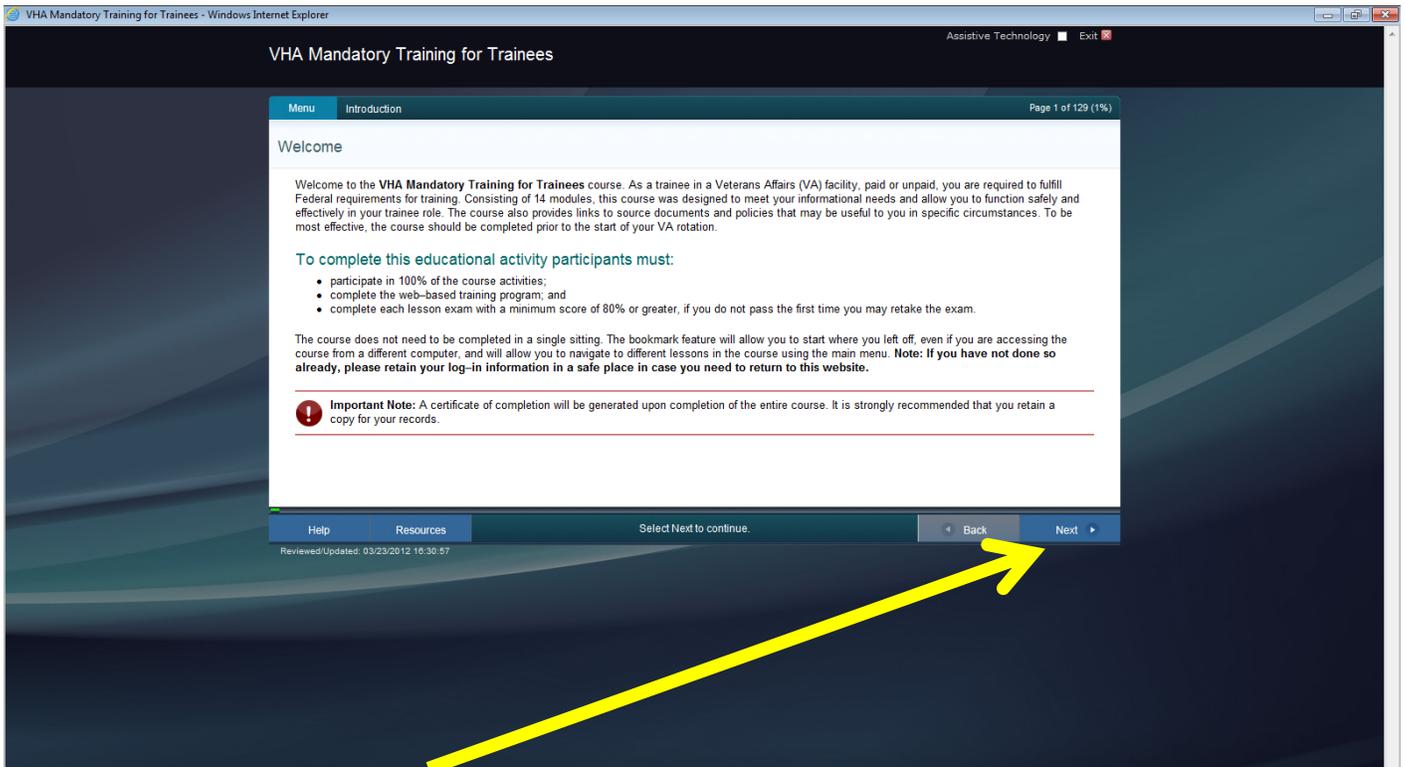
To access your mandatory training content, click on the Continue button.

Continue

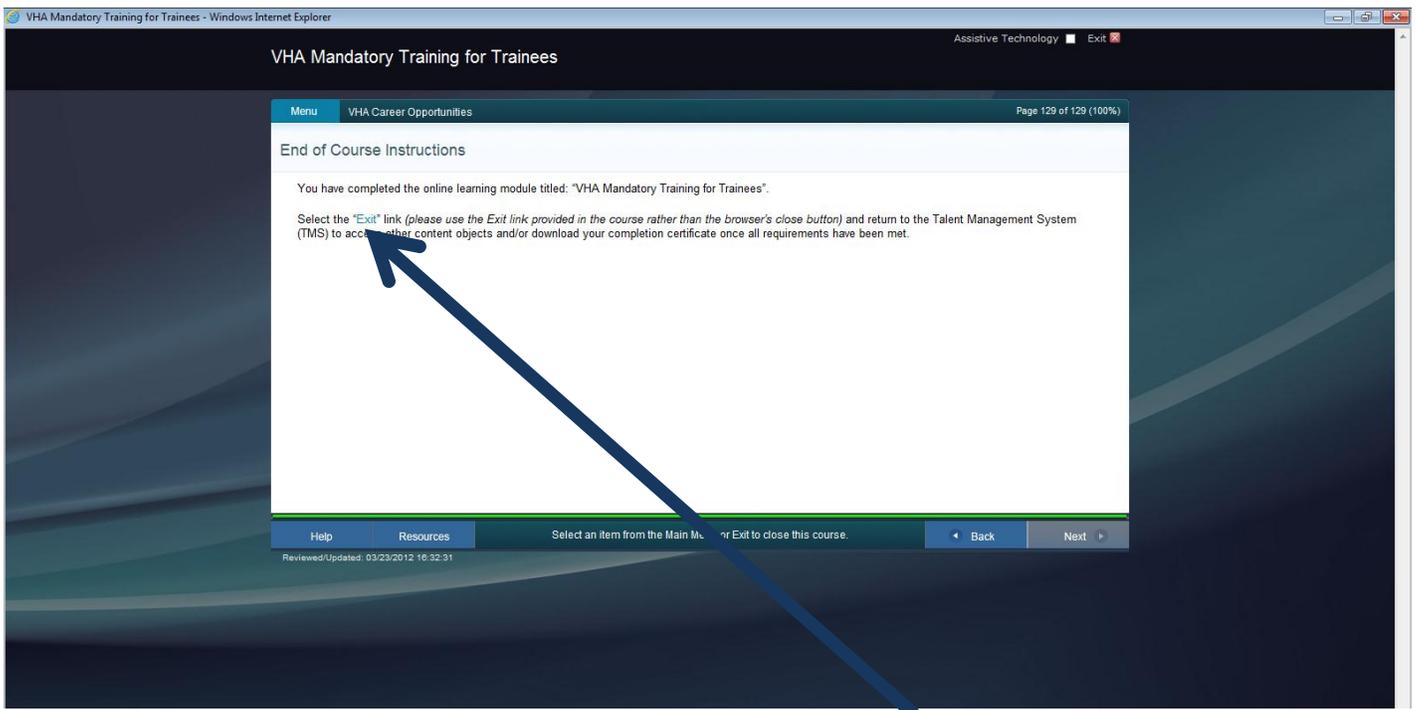
CLICK CONTINUE



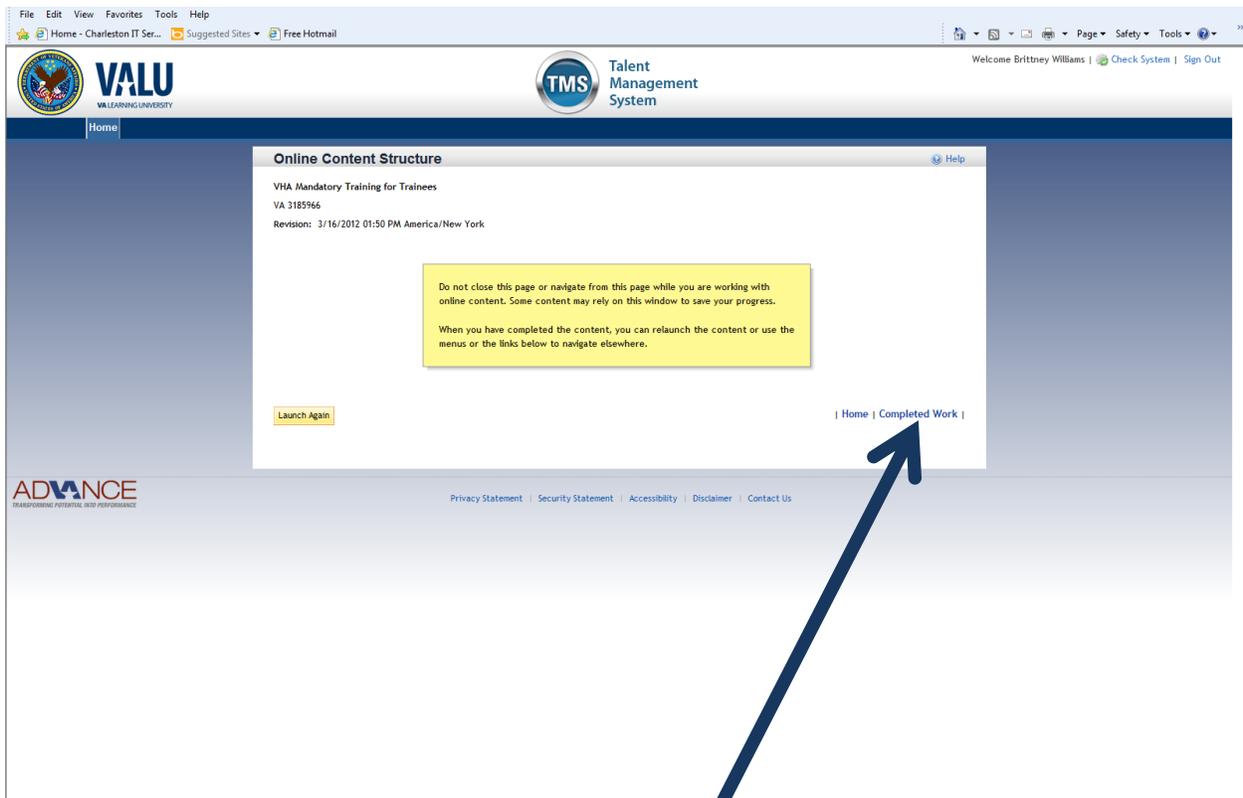
CLICK on VHA MANDATORY TRAINING FOR TRAINEES



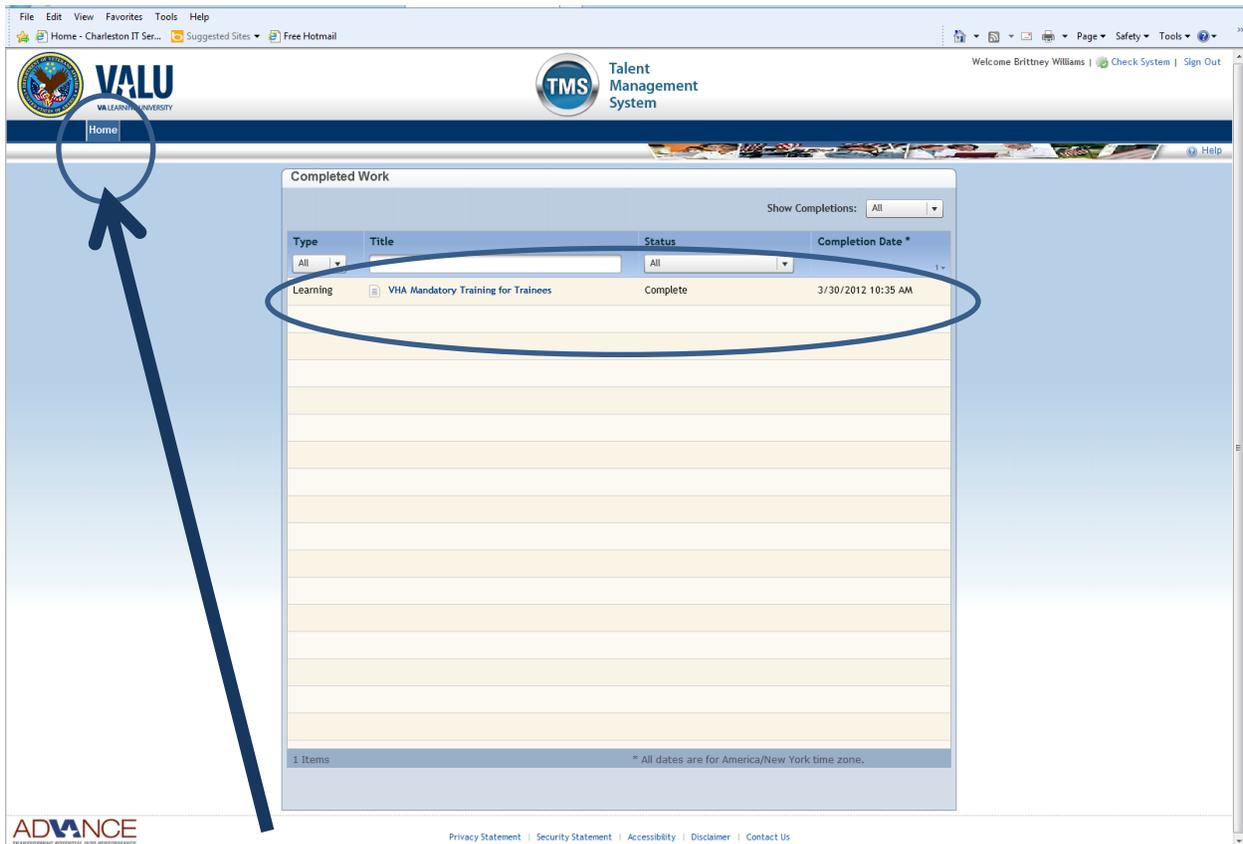
Begin the course by clicking the next button and continue throughout the course by clicking next. The course has quizzes embedded through and you must score at least 80% on each quiz before proceeding to the next section.



At the conclusion of the course click the exit button



Click on Completed Work



The course should indicate that it is complete and show the date/time it was completed.

## Click on Home

Click on Home

https://www.tms.va.gov/plateau/user/personal/view/Personal

Home

File Edit View Favorites Tools Help

Home - Charleston IT Ser... Suggested Sites Free Hotmail

Page Safety Tools

VALU VA LEARNING UNIVERSITY

TMS Talent Management System

Welcome Brittney Williams | Check System | Sign Out

Home

Brittney E Williams

Help

To-Do List

Show: Everything

There are no items in your To-Do List

Easy Links

Reports

Completed Work

1 item completed in the last 30 days.

ADVANCE TRANSFORMING POTENTIAL INTO PERFORMANCE

Privacy Statement | Security Statement | Accessibility | Disclaimer | Contact Us

10:38 AM 3/30/2012

Congratulations you've completed the VHA Mandatory Training for Trainees – Sign Out

CONTACT BRYAN WILLIAMS at 843-789-7642 or [bryan.williams2@va.gov](mailto:bryan.williams2@va.gov) with any questions