



# HCSC



**U.S. Department of Veterans Affairs**

## User Job Aid

Email Address Changes

## Job Aid: Email Address Changes

(Revision Date: May 30, 2024)

### Purpose

You can change the email addresses used for both pin authentication and email notifications. The purpose of this job aid is to guide you through the step-by-step process of customizing which emails to send TMS emails. Although the VA would like to keep these emails the same for every category, there are some situations where it makes sense to have different emails listed for different tasks. For example, if you have a contractor that doesn't have access to their VA email yet, we can place their company or personal email in the One Time Pin Email so they can log in to complete mandatory training. The emails present are as follows:

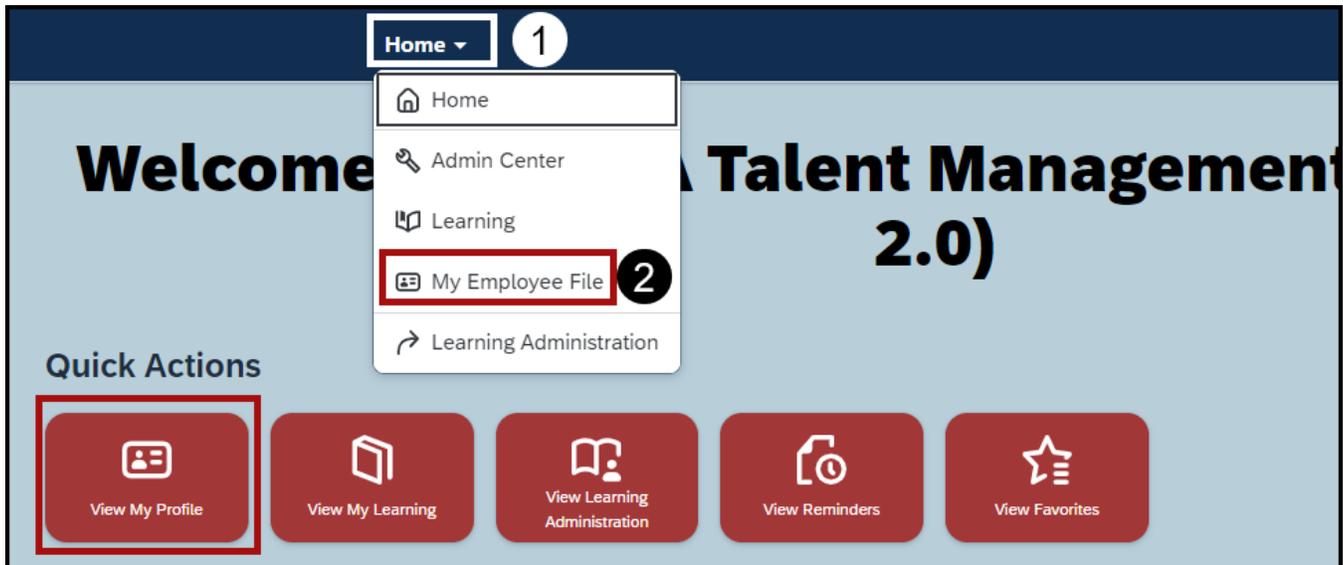
- **One Time Pin Email:** This email will receive the one-time numerical code by entering a username in the box on the TMS 2.0 login page.
- **System Notification Email:** This email will receive automatic learning notifications such as enrollment, withdrawal, cancellation, etc. emails.
- **VA Email Address:** This email address cannot be changed and will be assigned by the VA to all users.

In this job aid, you will learn how to:

- Task A. Access My Employee File
- Task B. Adjust Email Addresses

## Task A. Access My Employee File

1. From the VA TMS landing page, select the **Home** dropdown menu.
2. Choose the **My Employee File** option from the dropdown menu. **NOTE:** You can also use the View My Profile tile to access this menu.

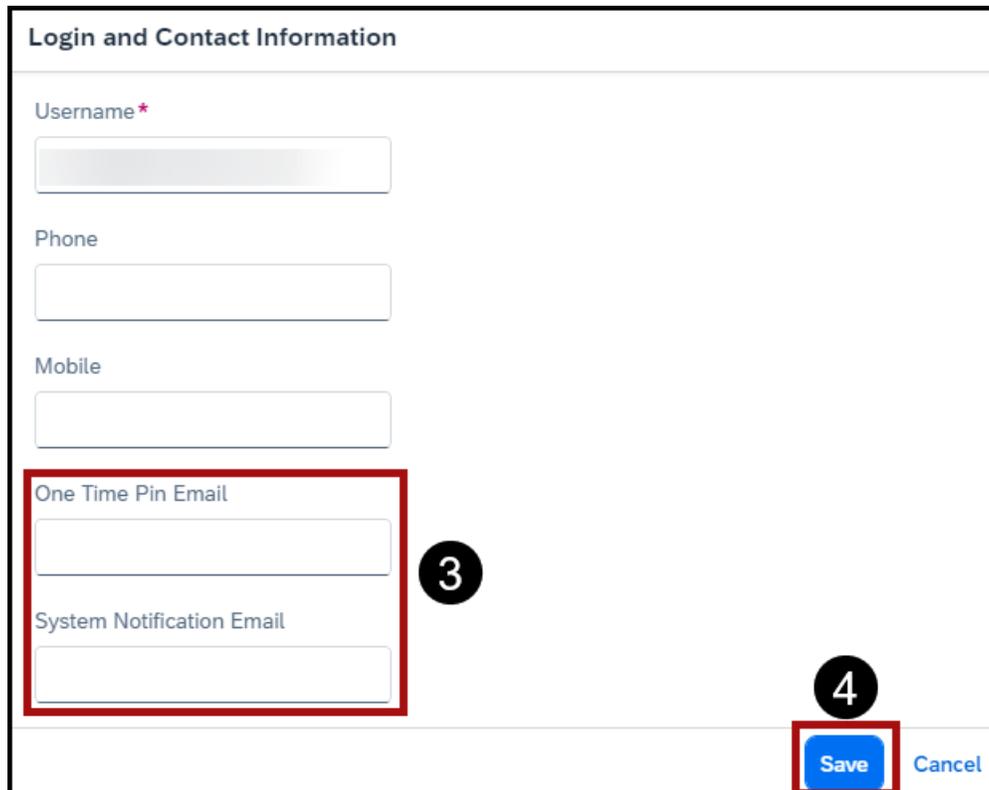


## Task B. Adjust Email Addresses

1. You will be navigated to your employee file page. Ensure the **Employee Information** tab is selected.
2. Select the **Login and Contact Information edit icon** (pencil icon).

The screenshot displays an employee profile page. At the top left, there is a circular profile picture placeholder with a person icon. To its right, the employee's name and organizational details are listed: "OHRA.14011000 - ASST SECY/HUMAN RES ADM (HRAOSPFIFAMS), Office for Human Resources and Administration - OHRA", "Office of Human Resources Administration (101)", "Local time: Friday, 09:52:34 AM", "Administration: VACO", "Sub-Administration: OHRA", and "VA Email Address:". Below this information is a horizontal navigation bar with tabs: "Employee Information" (highlighted with a red box and a circled '1'), "Employment Information", "Education and Development", "Career Interests", and "Other". Under the "Employee Information" tab, there is a section titled "Access Info" with a circled '1'. To the right of this section is a "Login and Contact Information" panel, which has a pencil icon (edit icon) highlighted with a red box and a circled '2'. The panel contains the following fields: "Username" (redacted), "Phone" (-), "Mobile" (-), "One Time Pin Email" (-), "System Notification Email" (bizx\_user@noemail.com), and "VA Email Address" (redacted).

3. Adjust the **One Time Pin Email** and/or the **System Notification Email**.
4. Once all changes have been completed, select the **Save** button.



The screenshot shows a form titled "Login and Contact Information" with the following fields: Username \*, Phone, Mobile, One Time Pin Email, and System Notification Email. At the bottom right, there are "Save" and "Cancel" buttons. A red box highlights the "One Time Pin Email" and "System Notification Email" fields, with a circled "3" next to it. Another red box highlights the "Save" button, with a circled "4" next to it.