User Job Aid

TMS 2.0 Managed Self Enrollment
Non-VA VACO Users

User Job Aid: Create New Non-VA VACO User Record

(Revision: December 04, 2020)

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. This job aid shows you how to complete a request for a TMS 2.0 User account utilizing the VACO sponsored menu.

Note: This job aid is to assist non-VA users of TMS 2.0 only! If you are a VA employee, you must contact your local organization to gain access to TMS 2.0.
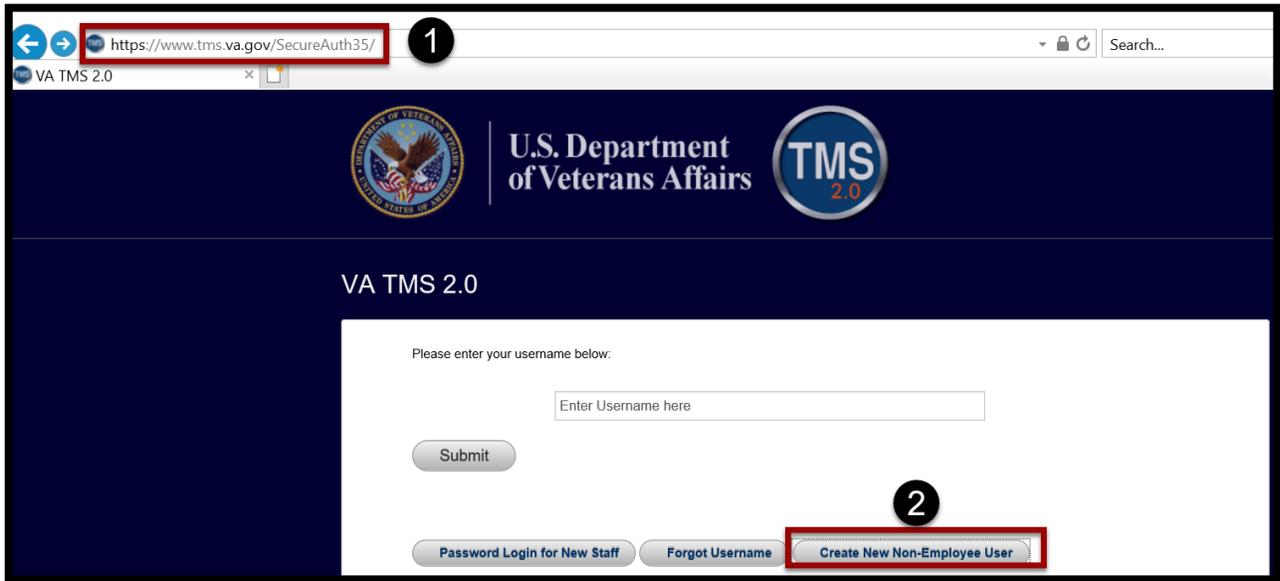
In this job aid, you will learn to:

1. Create New Non-VA VACO User Record
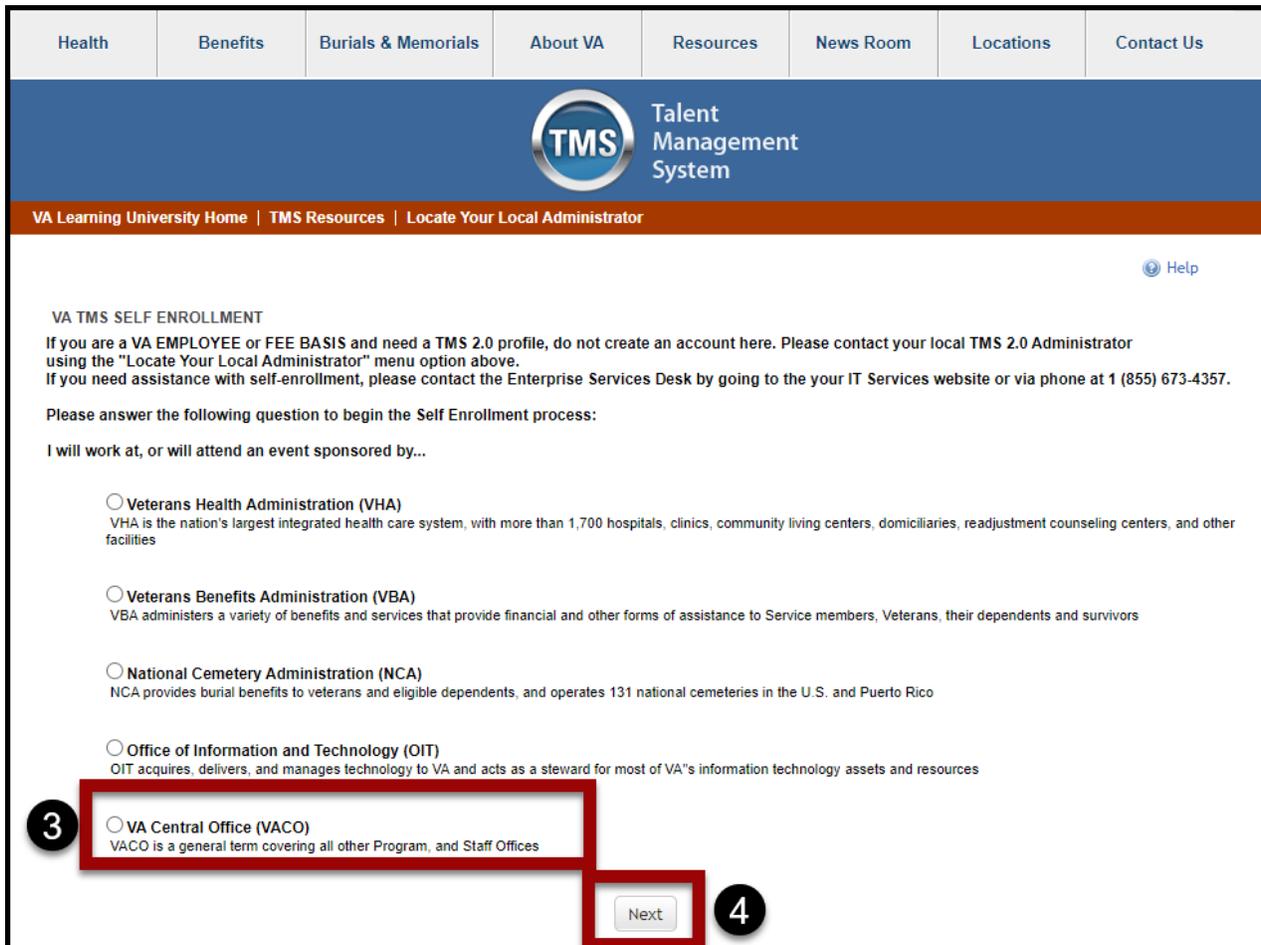2. Complete Required Training

Talent Management System

☑ Create New Non-VA VACO User Record

1. Access the VA TMS login page at https://www.tms.va.gov/ SecureAuth35/.

2. From the login page, select the **Create New Non-Employee User** link.

Talent Management System

3. On the VA TMS Self Enrollment page, select the **VA Central Office (VACO)** option.

4. Select **Next**.

5. On the second VA TMS Self Enrollment page, select the appropriate **Employment Type.**

6. Select **Next.** If you have entered the wrong sponsor, select **Back.**

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⑩ Help

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

I am a...

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○ **Federal Non-VA** (those holding positions in the Federal government, except the DoD and VA)

○ **Contractor** (non-medical professionals working for VA who do so on a contractual basis)

○ **Volunteer** (those volunteering for VA)

○ **WOC** (those working for VA without VA compensation)

○ **Intern** (trainees working for VA who receive no compensation)

○ **DOD** (Department of Defense Civilian employees and Active Duty military personnel from any branch of the US Armed Forces)

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7. On the **My Account Information** page, fill in all required fields as noted by the red asterisk. Be careful to type accurately when entering your social security number, email address, and legal name.

8. If you are a foreign national, select the **click here** link. If you are not, continue to step 12.

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⑦

🔵 Help

Note: Fields marked with * are required
MY ACCOUNT INFORMATION

* SSN :   (Click here to view the TMS 2.0 Privacy Act Notice.)   ☐-☐-☐

⑧ (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 (should be a sustained email address as it will be :   ☐
  your TMS 2.0 ID and initial username value)

* Re-enter Email Address :   ☐

* Direct Dial Phone Number (No switchboards or extensions permitted. : ☐ ☐ ☐ ☐ Check here to enter an International Phone Number
  Do not include hyphens i.e 1112223333)

  Mobile Number (This will be used to deliver a login passcode via : ☐ ☐ ☐ ☐ Check here to enter an International Phone Number
  text message, if you choose. Do not include hyphens, i.e 1112223333)

* Time Zone ID :   ☐▾

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

Internet Explorer Security   ✕

⚠ 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 Outlook**
    Publisher: **Microsoft Corporation**

☐ Do not show me the warning for this program again

⑨   [Allow]   [Don't allow]

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10. In the email pop-up, add any additional information to assist your Admin, such as your name and contact information.

11. Select **Send**.
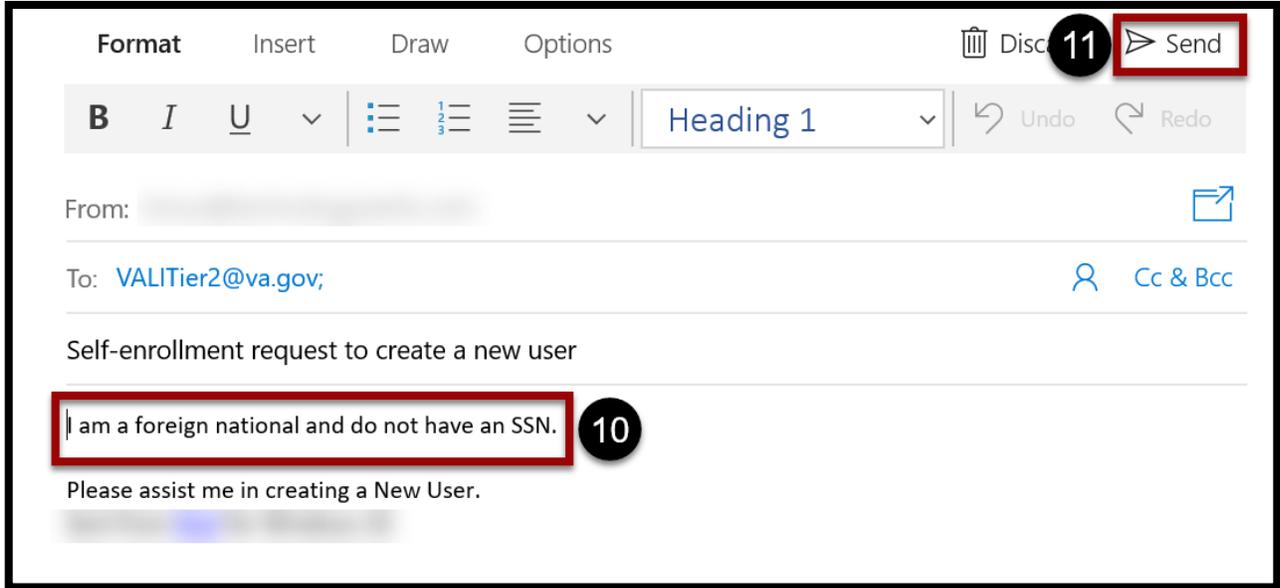
12. In the **My Job Information** section, fill in all required fields as noted by the red asterisk. Be sure to enter the data provided by your VA point of contact where appropriate. **Note:** The information required in the My Job Information may differ based on your user category. For instance, a Contractor will require different VA contact information than a Health Professions Trainee.

13. If you are required to take training on the Health Insurance Portability and Accountability Act (HIPPA), select the **HIPAA Training Required** checkbox.

14. Select **Submit**. If you've selected the wrong Employment Type, select **Back.**

15. From the congratulations page, note your **VA TMS Username** for future reference.
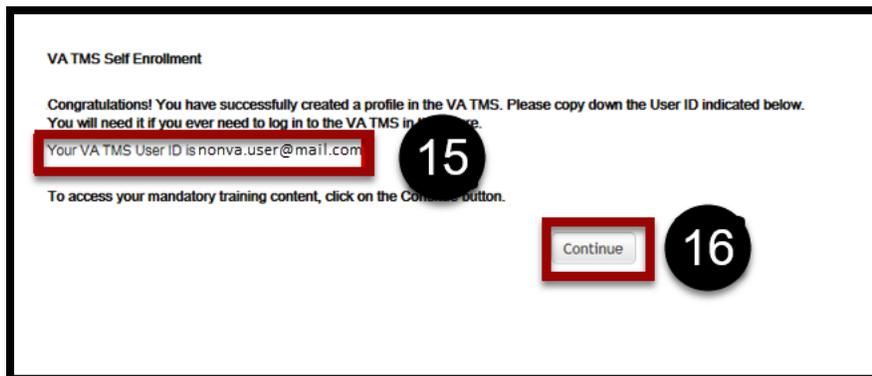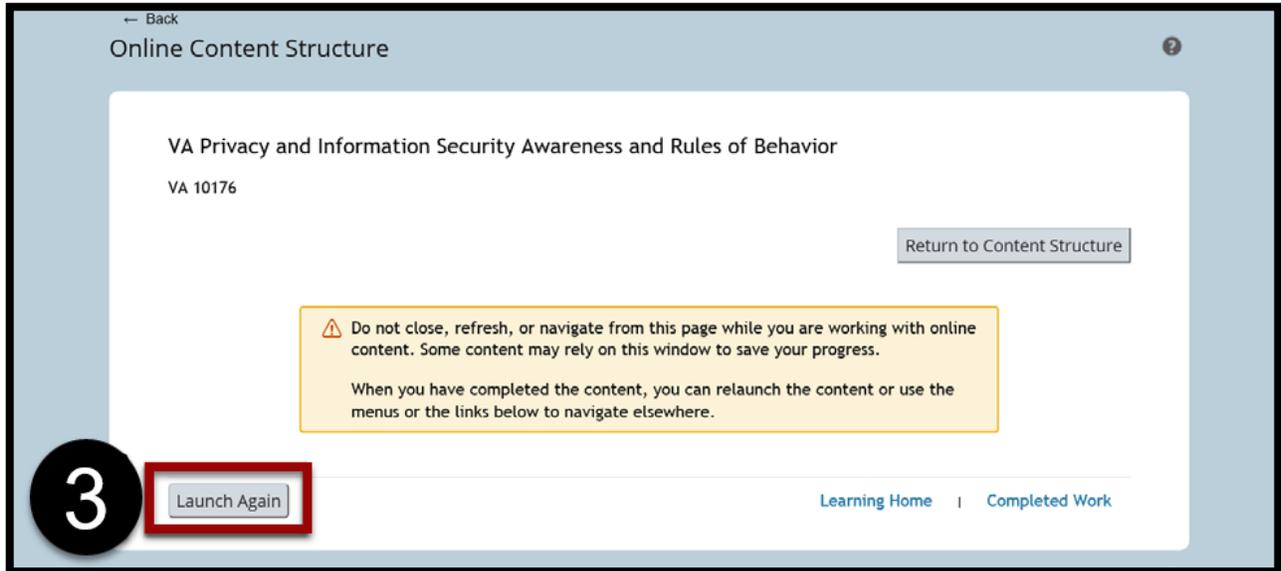
16. Select **Continue**.

Complete Required Training

1. Under the My Learning tab, the **To Do** widget lists all assigned training. **NOTE**: The required training courses now appear in the My Learning section. All new Non-VA Users must take the **VA Privacy and Information Security Awareness and Rules of Behavior**. If you selected the checkbox **HIPAA Training Required** in the My Job Information section, then the **Privacy and HIPAA Training** will appear and is also required.

2. Select **Start Course**.

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

4. Complete the training as instructed.

NOTE: When you have finished the course(s), you may print completion certificates from the My History tile on your home page. You have successfully completed your required training.

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