TMS 2.0

VA

Admin Job Aid

Add a New Administrator

Admin Job Aid: Add a New Administrator

(Revision date: September 21, 2020)
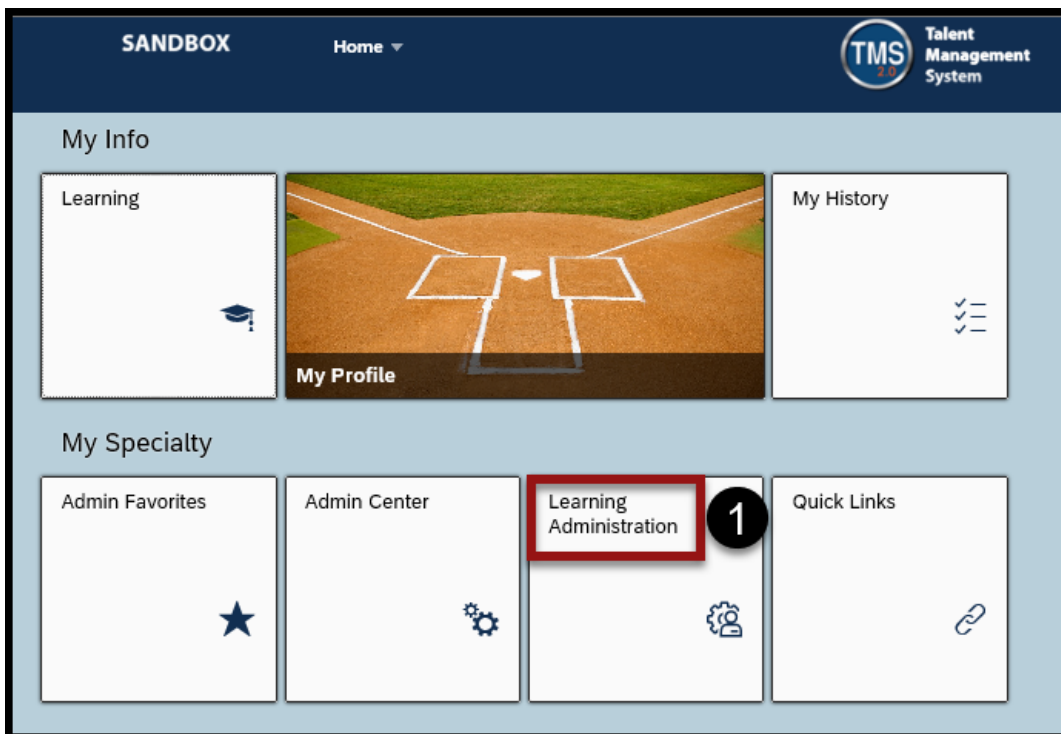
Purpose

The purpose of this job aid is to guide administrators through the step-by-step process of adding a new administrator in TMS 2.0.
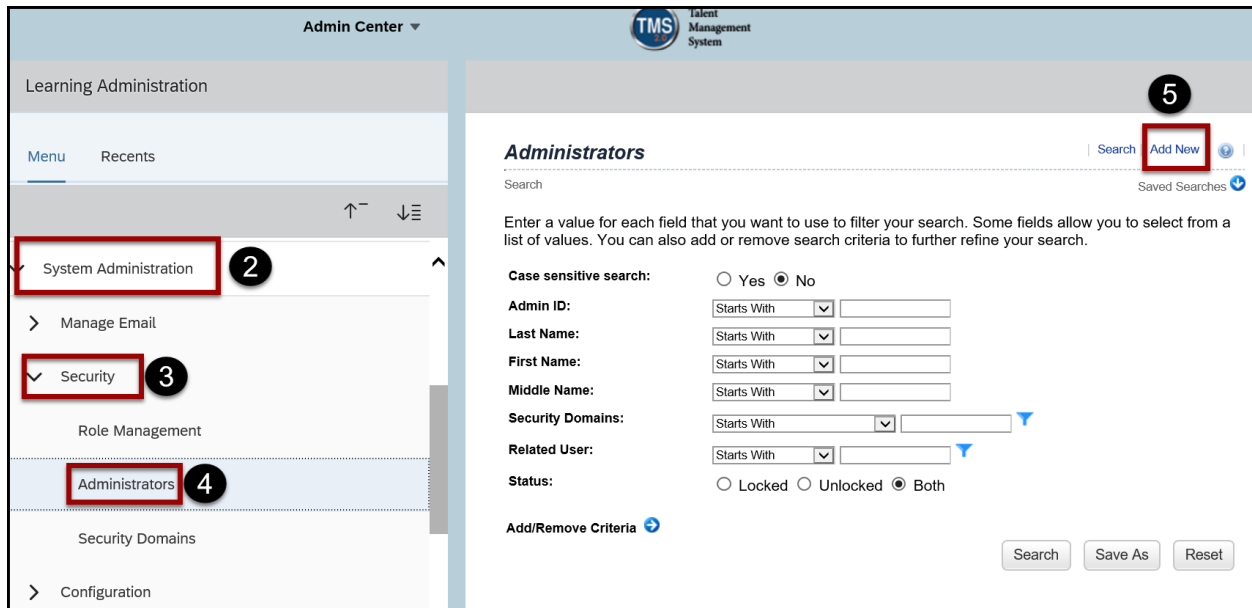
In this job aid, you will learn how to:

- Task A. Add a New Administrator

Talent Management System

Task A. Add a New Administrator

1. After logging into TMS 2.0, select the **Learning Administration** link from the TMS Landing page.

2. Select the **System Administration** tab.

3. Select the **Security** tab.

4. Select **Administrators.**

5. Choose **Add New** on the Administrators page.

6. Create the **Admin ID**. You can optionally choose to add the Last Name, First Name, and Middle Name.

7. Enter the **Security Domain** to which the admin will have access.

8. Enter the **Related User**. This is the username that will be related to the new admin. If a username is entered in this field, the user will be able to log into the user interface of TMS 2.0 and be able to access the Admin interface.

9. Enter the user's **Email Address**, **Reply to Address** (email address used when a user replies to a notification), and **Email Nick Name** (the name that will appear in email notifications).

10. Enter a **password** and **verify** it. Use the password criteria at the top of the window:

    a. Must be 12 to 20 characters in length

    b. English lowercase and uppercase letters

    c. Arabic numerals

    d. Non-alphanumeric special characters

    e. No repeated characters more than 2 times in a row

    f. Cannot contain the username or user's first and/or last name

    g. Cannot be the same as one of the previous 24 passwords

11. Select **Add**.

Add New

– Required Fields

In order to comply with Federal Risk and Authorization Management Program (FedRAMP) requirements, TMS has to adjust our password requirements as of May 30, 2015. Passwords must now be a minimum of 12 characters in length, changed every 60 days, and not the same as any of your last 24 passwords. Please create your new password with these requirements in mind, along with the others listed below:

- The length of the password must be between 12 and 20 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 2 times in a row.
- The password cannot contain user name (login ID).
- The password cannot contain user's first name and last name.
- The new password cannot be the same as any of the previous 24 passwords.

The change password process may take up to 30 seconds to process. Please do not click on the Apply Changes button more than once.

* Admin ID:

Last Name:

First Name:

Middle Name:

6

7 * Security Domain: 🔍 DVA

8 Related User: 🔍

9 Email Address:

Reply To Address:

Email Nick Name:
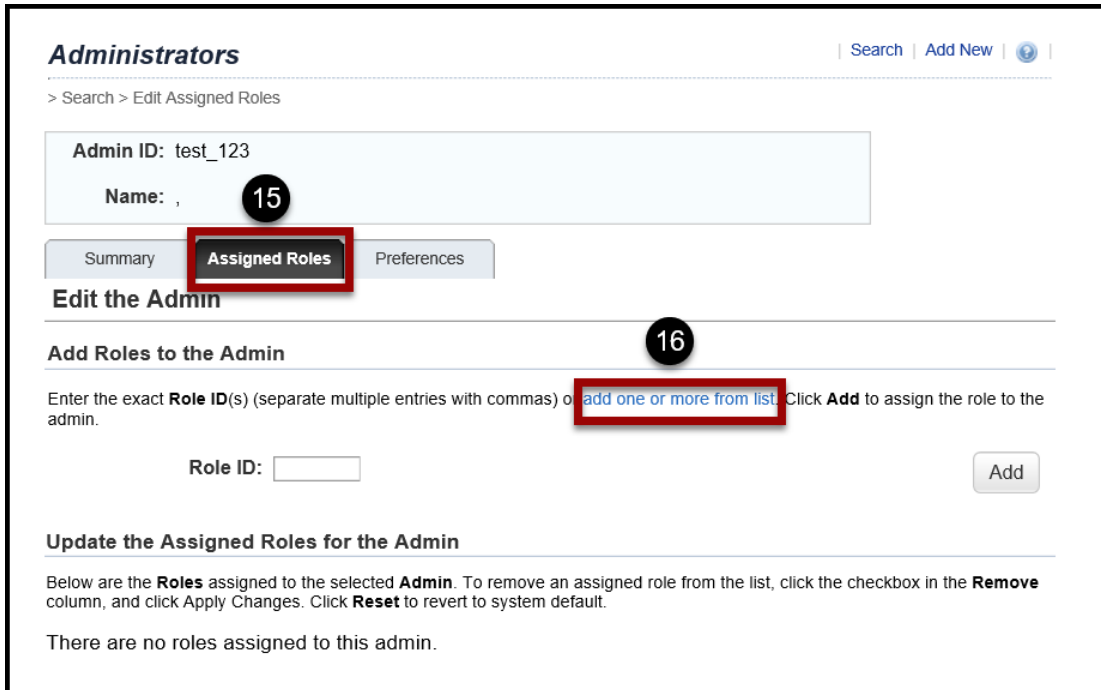
* New Password:

* Verify Password:

10

11 [Add] [Reset]
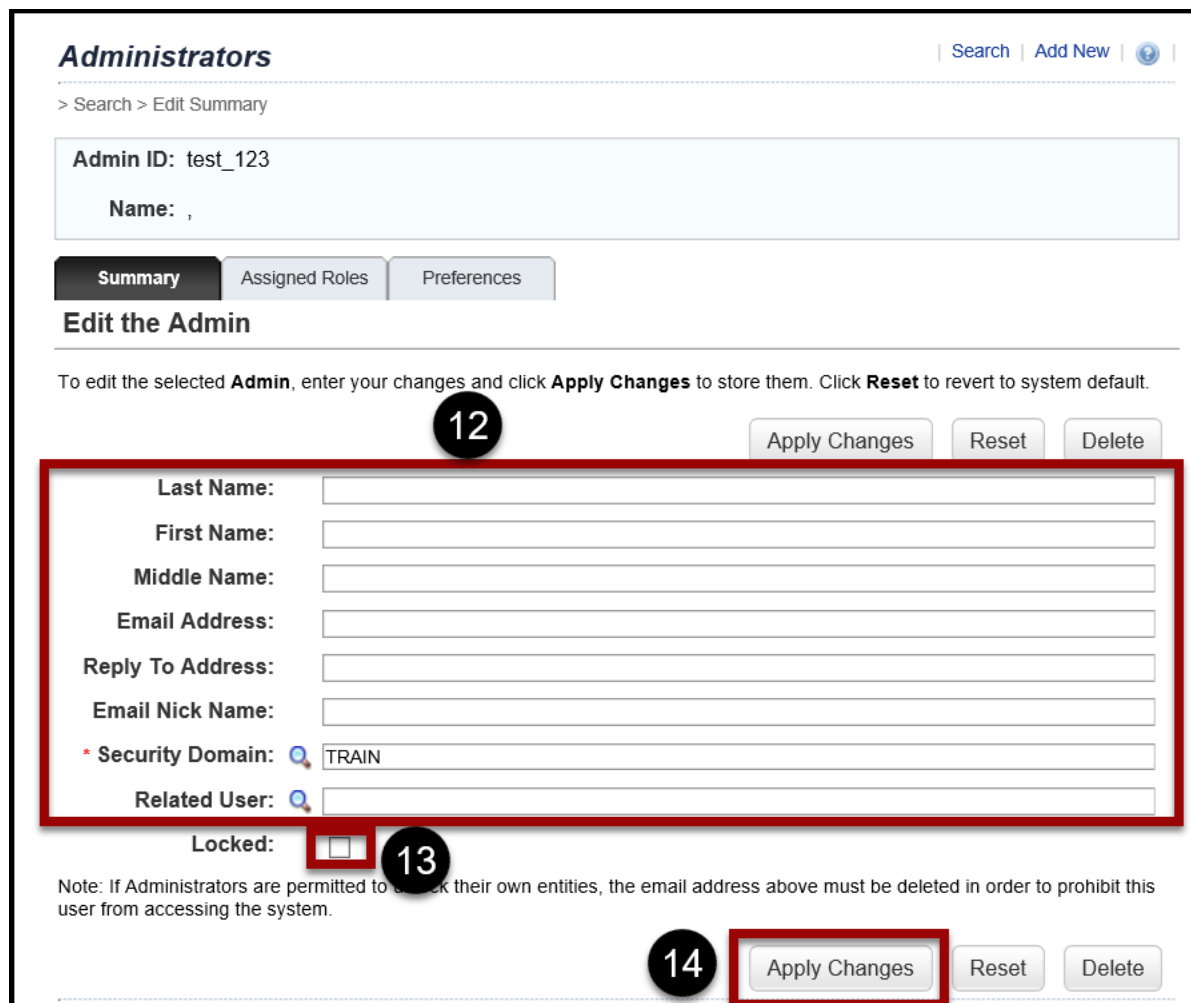
U.S. Department of Veterans Affairs

12. Edit the summary information, as necessary.

13. If you need to deactivate an Admin Record, select the **Locked** checkbox.

   Note: If you are locking a record, you will also need to remove the email address fields and Related User field. If you are not deactivating the record, leave this checkbox unchecked.

14. If you make any changes, select **Apply Changes**.

15. Select the **Assigned Roles** tab.

16. Select the **add one or more from list** link to search for roles you need to assign to the admin.
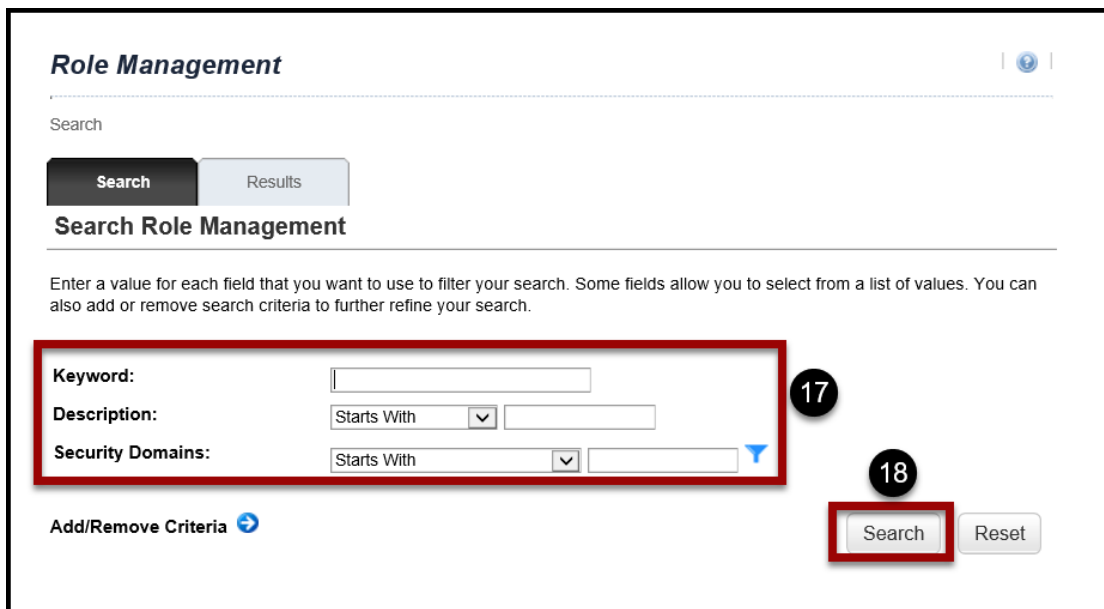
17. Enter search criteria in the **Keyword** field.

18. Select **Search**.

19. Select the **Add** checkbox for each role you need to add.

20. Select **Add**.

Add Roles to Admin

(20) Add

Records per Page 10 ⌄ Page: 1 2 3 4 5 «Previous Next» (8,694 total records)   Page 1 of 870. Go

Select All / Deselect All

Role ID	Description	Add
10A-AM	10A-Assignment Manager	☐
10A-APM	10A - Assignment Profile Manager	☐
10A-DM	10A-Domain Manager	☐
10A-HD	10A - Help Desk Manager	☐ **(19)**
10A-IM	10A-Item Manager	☐
10A-LHIM	VHA Deputy Under Secretary for Health (10A) Learning History Import Manager	☐
10A-LM	10A-Learning Manager	☐
10A-MSE	10A-Managed Self Enrollment	☐
10A-MSEHD	VHA Deputy Under Secretary for Health (10A) - Managed Self Enrollment HD	☐
10A-PM	10A-Performance Manager	☐

Records per Page 10 ⌄ Page: 1 2 3 4 5 «Previous Next» (8,694 total records)   Page 1 of 870. Go

Select All / Deselect All

Add

21. Select the **Preferences** tab.

22. Ensure the **Active Locale ID** is English. The **Currency ID** auto-populates with USD (US Dollar). Then, ensure the **Time Zone ID** corresponds correctly with the new admin.

23. Select the **Always display Classes in this Time Zone** checkbox.

24. Change any of the **Update the Locale Format Options**.

25. Select **Apply Changes**. The new admin record is now created and customized.