User Job Aid

TMS 2.0 Managed Self Enrollment
Non-VA OIT Users

Talent Management System

User Job Aid: Create New Non-VA OIT 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 OIT 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 OIT User Record
2. Complete Required Training

U.S. Department of Veterans Affairs

![TMS Talent Management System logo]

Create New Non-VA OIT 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.

3. On the VA TMS Self Enrollment page, select the **Office of Information and Technology (OIT)** option.

4. Select **Next**.

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⊙ Help

VA TMS SELF ENROLLMENT

If you are a VA EMPLOYEE or FEE BASIS and need a TMS 2.0 profile, do not create an account here. Please contact your local TMS 2.0 Administrator using the "Locate Your Local Administrator" menu option above.
If you need assistance with self-enrollment, please contact the Enterprise Services Desk by going to the your IT Services website or via phone at 1 (855) 673-4357.

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

I will work at, or will attend an event sponsored by...

○ **Veterans Health Administration (VHA)**
   VHA is the nation's largest integrated health care system, with more than 1,700 hospitals, clinics, community living centers, domiciliaries, readjustment counseling centers, and other facilities

○ **Veterans Benefits Administration (VBA)**
   VBA administers a variety of benefits and services that provide financial and other forms of assistance to Service members, Veterans, their dependents and survivors

○ **National Cemetery Administration (NCA)**
   NCA provides burial benefits to veterans and eligible dependents, and operates 131 national cemeteries in the U.S. and Puerto Rico

3 ○ **Office of Information and Technology (OIT)**
   OIT acquires, delivers, and manages technology to VA and acts as a steward for most of VA"s information technology assets and resources

○ **VA Central Office (VACO)**
   VACO is a general term covering all other Program, and Staff Offices

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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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Please answer the following question to begin the Self Enrollment process:
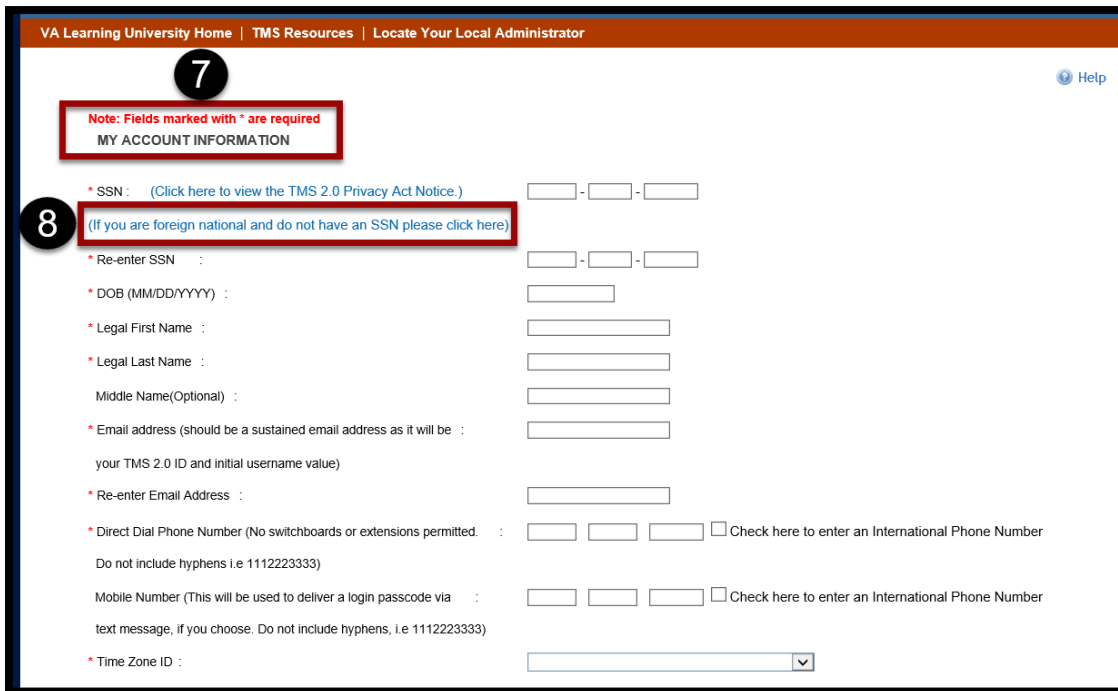
I am a...

5

○ **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)

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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.

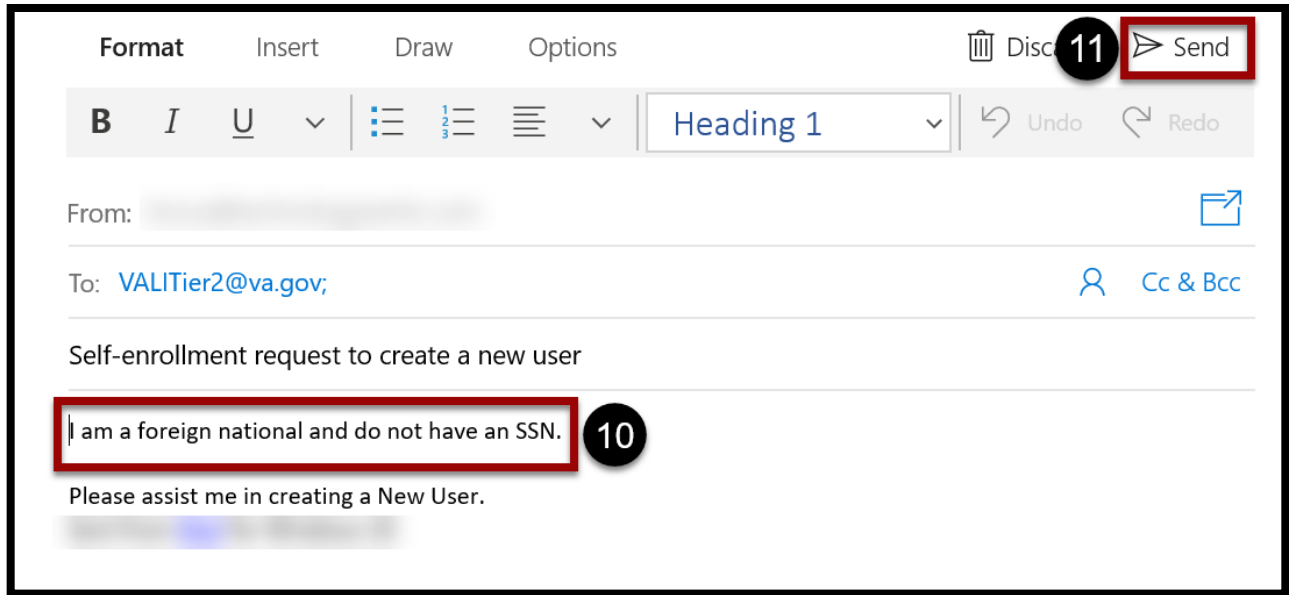8. If you are a foreign national, select the **click here** link. If you are not, continue to step 12.

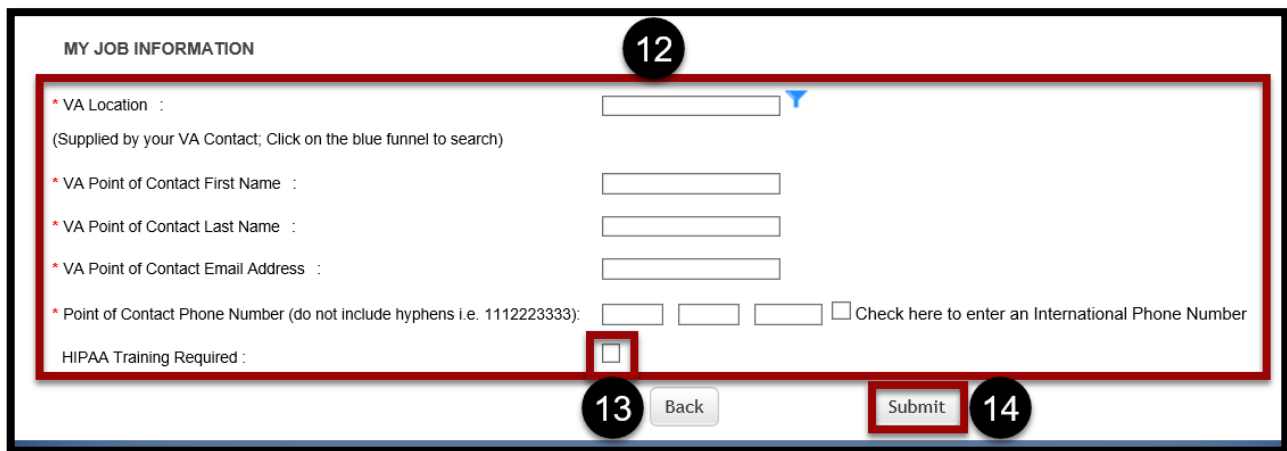9. If there is a security pop-up, select **Allow**.
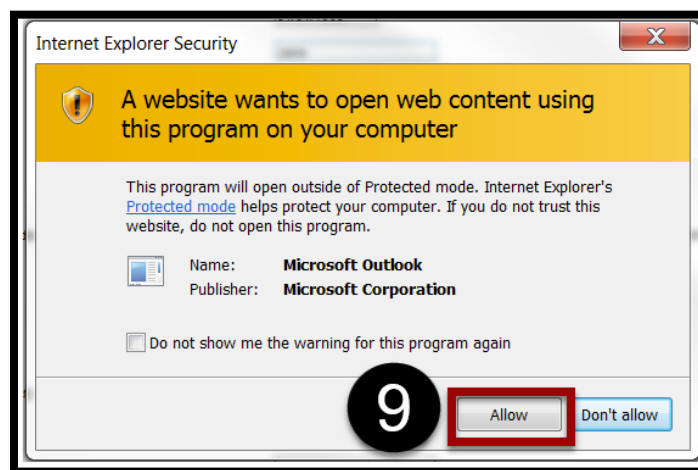
10. In the email pop-up, add any additional information to assist your Admin, such as your name and contact information.

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.**

MY JOB INFORMATION ⑫

* VA Location :

(Supplied by your VA Contact; Click on the blue funnel to search)

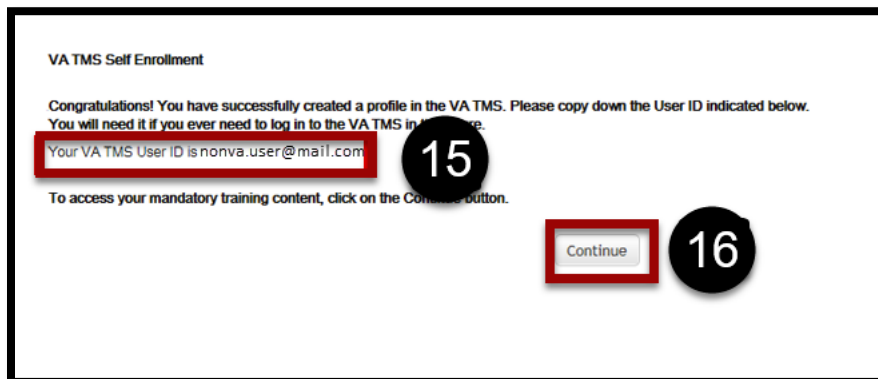* VA Point of Contact First Name :

* VA Point of Contact Last Name :

* VA Point of Contact Email Address :

* Point of Contact Phone Number (do not include hyphens i.e. 1112223333): ☐ Check here to enter an International Phone Number

HIPAA Training Required : ☐

⑬ Back   Submit ⑭

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

16. Select **Continue**.

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 nonva.user@mail.com ⑮

To access your mandatory training content, click on the Continue button.
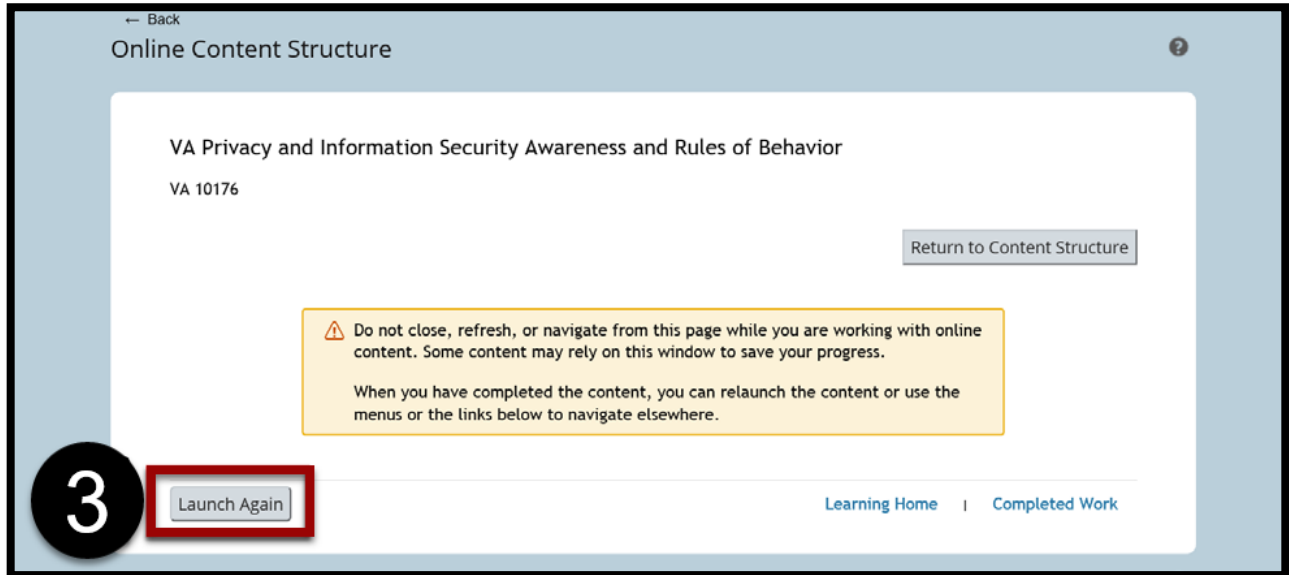
Continue ⑯

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.