**Talent
Management
System**

VA Medical Center
1540 Spring Valley Dr
Huntington, WV 25704
304.429.6741

Dear VA Health Professions Trainee,

You have been selected, through an affiliation agreement between the school you are attending and Department of Veterans Affairs, to receive an appointment in a health professions training program at the Huntington VA Medical Center.

Enclosed Packet
The enclosed packet needs to be completed and turned into Ray Rideout, Training Specialist, in room 2A-133 or another member of the Learning Resources Team at the Huntington VAMC. **Please do not complete the 2016 STUDENT/INTERN ORIENTATION CHECKLIST.** This will be completed by a representative of the Learning Resources Team when the packet is turned in them.

VHA Mandatory Training for Trainees
In order for you to train at the VA, you are required to complete a mandatory training program titled ***VHA Mandatory Training for Trainees***. This training is available through the VA Talent Management System (TMS). The TMS offers web-based training to VA employees and its partners.

To use the TMS, you must self-enroll and create a profile at http://www.tms.va.gov. Follow the steps listed below to create your profile, launch the mandatory training course and complete the training module. Important, if you do not complete this training requirement prior to your scheduled orientation, you WILL NOT be fingerprinted and will not be able to begin your professions training at the VA.

If you experience any difficulty creating a profile or completing the mandatory content, contact the VA MSE Help Desk at 1.866.496.0463 or via email at VATMSHELP@va.gov .

Sincerely,

Raymond L. Rideout, Jr,
Training Specialist
304.429.6741, ext. 2528

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

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1.1   Step-by-Step Instructions

From a computer, launch a web browser and navigate to http://www.tms.va.gov

1. Click the [*Check System*] link located in the **brown bar** under the SIGN IN button. If one of the computer components is not compatible with TMS requirements, then a red "x' will appear next to the *Check System* link. Follow the instructions to bring your computer up to the TMS standards.
2. Click the [*Create New User*] link located next to Check System.
3. Select the radio button for [*Health Professions Trainee*].
4. Click the [*Next*] button and complete all fields.

     a. **My Account Information:**
   - i. Create Password
   - ii. Re-enter Password
   - iii. Create Security Question
   - iv. Enter a Security Answer
   - v. Enter your Social Security Number
   - vi. Re-enter your Social Security Number
   - vii. Enter your Date of Birth
   - viii. Enter your Legal First Name
   - ix. Enter your Legal Last Name
   - x. Enter your preferred email address
   - xi. Re-enter your preferred email address
   - xii. Enter a Telephone/Cell Number where you can be reached by VA staff

     b. **My Job Information:**
   - i. VA City – type in *Huntington*
   - ii. VA State – use drop-down box *West Virginia*
   - iii. VA Location Code – use drop-down box *HUN (Huntington VA Medical Center)*
   - iv. Trainee Type – use drop-down box (**All other Health Professionals**)
   - v. Specialty/Discipline – use drop-down box (**Other**)
   - vi. VA Point of Contact First Name - type *Raymond*
   - vii. VA Point of Contact Last Name - type *Rideout*
   - viii. VA Point of Contact Email – type *Raymond.rideout2@va.gov*

Once you have entered all of the required data, click the [**Submit**] button. Your **UserID** will be displayed on the confirmation page. To begin your training, click the [**Continue**] button and wait until your [**To-Do-List**] list is displayed with the title of the mandatory training course.

1.2   Launching and Completing the Content

1. Place the mouse over the title "*VHA Mandatory Training for Trainees*".
2. Click [*Go to Content*] button in the pop-up window that appears.
3. Begin the course training following the on-screen instructions.
4. When the training is completed, you will be instructed to click [*EXIT*] located at the top right portion inside the training module. You have now completed your mandatory training.
5. **IMPORTANT**: Click on the [*Completed Work*] located in a pod at the lower right side of your internet browser window to verify your training has been recorded in TMS.