

Instructions to Register through TMS and Complete Mandatory Training for Psychology Service Trainees

Dear Postdoctoral Fellows, Interns, and Practicum Students:

You have been selected, through an affiliation agreement between [Psychology Service](#) and Department of Veterans Affairs to receive an appointment in a health professions training program at the [VA Palo Alto Health Care System, Palo Alto, CA](#).

VHA Mandatory Training for Trainees

In order for you to train at 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 as a health professions trainee at this [TMS link](#). Once you are at the TMS website, follow the steps listed below to create your profile, launch the mandatory training course and complete the content prior to your coming to VA to begin your clinical training.

Each health professions trainee will need the following information in order to complete the self-enrollment process in the TMS:

- [VA Location Code PAL](#) (VA Palo Alto Health Care System)
- [VA Point of Contact First Name](#) (see next page for more information)
- [VA Point of Contact Last Name](#) (see next page for more information)
- [VA Point of Contact Email address](#) (see next page for more information)

Managed Self-Enrollment (MSE) enhances VA's training and reporting compliance, and is another step toward establishing VA as a 21st century organization built on providing the best care and service possible for our Veterans!

Sincerely,

Romeo Horvath
TMS Domain Administrator (142D)
VA Palo Alto Health Care System
Palo Alto, CA

1.1 Step-by-Step Instructions

1. From a computer, launch a web browser and navigate to https://www.tms.va.gov/learning/user/selfEnrollmentUserSelection.do?emp_id=2
2. Complete all required fields, and any non-required fields if possible.
 - a. My Account Information:
 - i. Create **Password**
 - ii. Re-enter **Password**
 - iii. **Social Security Number*** (*If you do not have a Social Security Number, follow the on-screen instructions when registering.*)
 - iv. Re-enter **Social Security Number**
 - v. **Date of Birth**
 - vi. **Legal First Name**
 - vii. **Legal Last Name**
 - viii. **Email Address** (Enter your permanent email address. The email address will be used as your UserID when you login)
 - ix. Re-enter **Email Address**
 - x. **Phone Number** – (Enter a number where you can be reached by VA staff if issues arise with this self-enrollment process or in other circumstances)
 - b. My Job Information:

-Postdoctoral Fellows & Psychology Interns enter the following information:

 - VA Location** – Click on the location code icon  and enter “Palo Alto” in the Search field, then choose PAL (VA Palo Alto VA Health Care System)
 - VA State** – Enter “CA”
 - VA Location** – Select: PAL (VA Palo Alto VA Health Care System)
 - Training Type** – Select: Associated Health
 - Specialty/Discipline** – Select: Psychology
 - VA Point of Contact First Name** – Enter “Jeanette”
 - VA Point of Contact Last Name** – Enter “Hsu”
 - VA Point of Contact eMail Address** – Enter “Jeanette.Hsu@va.gov”
 - VA Point of Contact Phone Number** – Enter “6504935000”

-Psychology Practicum Students enter the following information:

 - VA Location** – Select: PAL (VA Palo Alto VA Health Care System)
 - Training Type:** Select: All Other Health Professions
 - Specialty/Discipline** – Select: Psychology
 - VA Point of Contact First Name** – Enter “Gary”
 - VA Point of Contact Last Name** – Enter “Miles”
 - VA Point of Contact eMail Address** – Enter “Gary.Miles@va.gov”
 - VA Point of Contact Phone Number** – Enter “6504935000”

Once you have entered all of the necessary data, click on the “**Submit**” button. Your profile will be immediately created. Copy and save the **UserID** displayed to you on the confirmation page, as you will need this for future logons to the VA TMS. After completing the enrollment and setting up Security Questions/Answers, you will be taken to your “**To-Do List**” which will populate with the title(s) of the mandatory training content.

1.2 Launching and Completing the Content

1. Click on the item *VHA Mandatory Training for Trainees** training course. You may need to turn off pop-up blockers on your web browser.
2. Complete the course content following the on-screen instructions.
3. Exit the course and a completion of the course will be recorded for your effort.
4. Click on the “**Completed Work**” pod on the lower right hand side of your web browser window.
5. Move your mouse over the title of the course you just completed and click on “**Print Certificate**”.
6. Print your completion certificate and **send a copy to the Psychology Service administrative assistant**.
7. Keep a copy of the certificate for your records and bring it whenever you come to Human Resources for in-processing.

NOTE: * These instructions cover all training requirements including: HIPAA, Privacy, Information Security and VA National Rules of Behavior.

1.3 Trouble-shooting and Assistance

The **Check System** link on the VA TMS is an automated tool that confirms the existence of basic, required software on the computer you are using to complete this training. **NOTE: *If one of the components of your computer is not in compliance with the requirements, a red “x” will appear next to the Check System link.*** Should this be the case with your computer, please follow the instructions to bring your computer up to the standards that will work with the VA TMS.

If you do not have a Social Security Number, or if you experience any difficulty creating a profile or completing the mandatory content, contact the VA MSE Help Desk at 1.888.501.4917 or via email at VAMSEHelp@gpworldwide.com. If you need assistance with the VA Talent Management System (TMS) contact the [VA TMS Help Desk](#) or call 24/7 at 1 (866) 496-0463.

* Your SSN is used only as a unique identifier in the system to ensure users do not create multiple profiles. The SSN is stored in a Private Data Table that cannot be accessed anywhere via the VA TMS interface. It is securely transferred to a VA database table inside the VA firewall where it can be confirmed, if necessary, by appropriately vested system administrators and/or Help Desk staff.