



Step-by-Step Instructions

1. From a computer, launch a web browser and navigate to <http://www.tms.va.gov>
 2. Click the [**Create New User**] link in the menu below the “TMS” logo and login fields
 3. Select the radio button for “**WOC**”
 4. Click the [**Next**] button
 5. Enter appropriate information in each required field, and also in any non-required field if you have the information
- ❖ My Account Information:
 - Create Password (Follow the guidelines presented on screen)
Re-enter Password
 - Security Question
 - Security Answer
Re-enter Security Answer
 - Social Security Number (*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.*)
Re-enter Social Security Number
 - Date of Birth
 - Legal First Name
 - Legal Last Name
 - E-mail Address (*Enter your business or personal email address. If you have a VA email address assigned to you, it is preferred. The eMail Address will be used as your UserID*)
Re-enter Email Address
 - 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)
 - ❖ My Job Information
 - VA City – Enter **Iowa City**
 - VA State – Select **IA** from the list
 - VA Location Code – Select **IOW** from the list
 - VA Point of Contact First Name – Enter **Michele**
 - VA Point of Contact Last Name – Enter **Myrvik**
 - VA Point of Contact eMail Address – Enter **Michele.Myrvik@va.gov**
 - VA Point of Contact Phone Number – Enter **319-338-0581**
 - Check the box **HIPPA Training Required**
6. 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.*
 7. Once done, click on the “**Continue**” button and wait until your “To-Do List” populates with the title(s) of the mandatory training content.



Launching and Completing the Content

- 1 Mouse over the title of the available Item in the **To-Do List**
- 2 Click the [**Go to Content**] button in the pop-up window that appears.
- 3 Complete the content following the on-screen instructions.
- 4 Exit the course and a “completion” should be recorded for your effort.
- 5 Click on the “Completed Work” pod on the lower right hand side of your internet browser window.
- 6 Move your mouse over the title of the course you just completed and choose to “Print Completion Certificate”.
- 8 Print off your completion certificates.
- 9 Submit the Certificates of Completion to the VA personnel who requested it.

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. If one 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.