



User Job Aid: Create New non-VA User Record

Purpose

The purpose of this job aid is to guide users through the step-by-step process of creating the Create New User tool in the VA TMS. In this job aid you will learn how to:

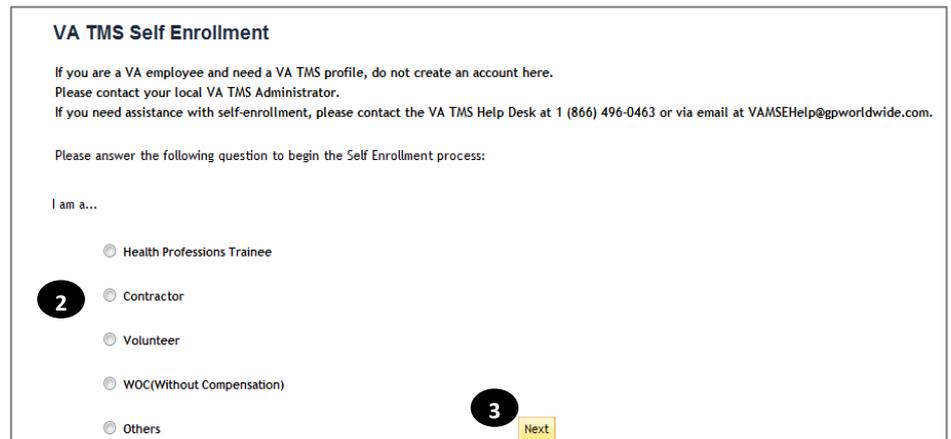
- A. Create New User Record 9 Steps
- B. Complete Required Training 6 Steps

Task A. Create New User Record

1 Step 1
From the Login page, in the **brown** navigation bar click the **Create New User** link.



2 Step 2
In the **VA TMS Self Enrollment** page, select the appropriate employment type.



3 Step 3
Click **Next**.



4 Step 4
In **My Account Information** section, fill in all required fields as noted by the red asterisk, taking care to type accurately when entering your Social Security Number, e-mail address, and legal name; proceed to **Step 5**.

4a Step 4a
If you are a foreign national, click the **click here** link.

4b Step 4b
If there is a security pop-up click **Allow**.

4c Step 4c
In the email pop-up add any additional information to assist the Admin like your name and contact information and click **Send**.

Note: Fields marked with * are required

My Account Information

- The length of the password must be between 8 and 12 characters.
- The password must contain the following types of characters:
 - English lowercase letters.
 - English uppercase letters.
 - Arabic numerals(0,1,2,...9).
 - Non alphanumeric special characters (!@#\$%^&*()-_+=[\]<>?/";:|)
- Characters cannot be repeated more than twice in a row.
- The password cannot contain user name(login ID).
- The password cannot contain users first name and last name.
- The password cannot be the same as any of the previous 3 passwords.
- The password cannot contain 6 or more characters in a row from the previous password.
- Password cannot be same as the E-Signature PIN.

* Password :

* Re-enter Password :

* Security Question :

* Security Answer :

* Re-enter Security Answer :

* SSN : - -

(If you are foreign national and do not have an SSN please [click here](#))

* Re-enter SSN : - -

* DOB (MM/DD/YYYY) :

* Legal First Name :

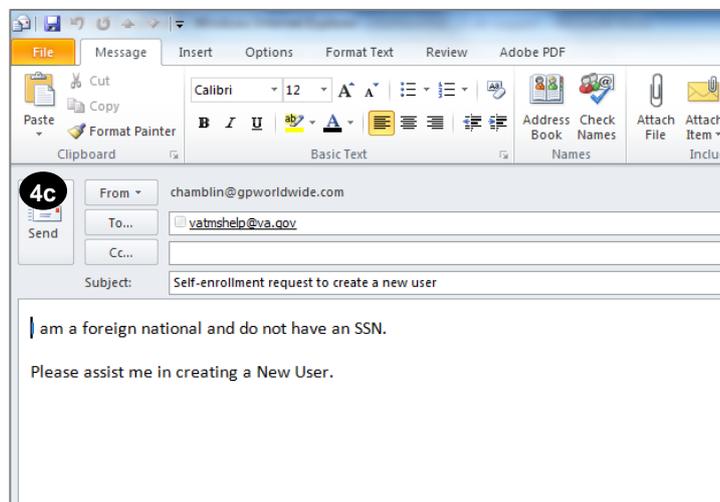
* Legal Last Name :

Middle Name(Optional) :

* Email Address :

* Re-enter Email Address :

Phone Number (do not include hyphens i.e 1112223333) :





5 Step 5

In **My Job Information** section, fill in all required fields as noted by the red asterisk, entering the data provided by your VA point of contact where appropriate.

My Job Information

VA City :

VA State :

* VA Location Code : **5**

(Supplied by your VA Contract)

* 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) :

HIPAA Training Required : **6**

7

6 Step 6

If you are required to take training on the Health Insurance Portability and Accountability Act (HIPPA), click the box.

7 Step 7

Click **Submit**.

8 Step 8

From the congratulations page, note your VA TMS USER ID for future use.

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 sample.john1105 **8**

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

9

9 Step 9

Click **Continue**.





Task B. Complete Required Training

1 Step 1
From the Home page, hover over item in your To Do List to display the pop-up menu.

2 Step 2
Click Go to Content.

3 Step 3
Complete training per instructions.

4 Step 4
On the Online Content Structure page, click the Completed Work link.

5 Step 5
From the Completed Work page, hover over the title of the completed training to display the pop-up menu.

6 Step 6
Click Print Certificate.

The screenshot shows a 'To-Do List' interface. A search bar is at the top. Below it, a list of items is shown. One item, 'Information Security and Privacy Awareness', is highlighted. A pop-up menu is displayed over this item, containing the following text: 'Due by 11/9/2011 | Required | Assigned by SAMPLE.JOHN1105 [Name not specified]', 'Originated From Curriculum 10176', 'Information Security and Privacy Awareness', 'Online Item', 'Available', and '1 day remaining'. A 'Go to Content' button is visible in the pop-up.

The screenshot shows the 'Online Content Structure' page. The title is 'VA Privacy and Information Security Awareness and Rules of Behavior'. Below the title, it says 'VA 10176' and 'Revision: 2/8/2007 10:53 AM America/New York'. A yellow box contains instructions: 'Do not close this page or navigate from this page while you are working with online content. Some content may rely on this window to save your progress. When you have completed the content, you can relaunch the content or use the menus or the links below to navigate elsewhere.' At the bottom left is a 'Launch Again' button. At the bottom right is a 'Completed Work' link, which is highlighted with a circled '4'.

The screenshot shows the 'Completed Work' page. It features a table with columns: 'Type', 'Title', 'Status', and 'Completion Date *'. The table contains one row: 'Learning', 'VA Privacy and Information Security Awareness and Rule...', 'Complete', and '4/29/2011 09:55 AM'. The title of the row is highlighted with a circled '5'.

The screenshot shows the 'Completed Work' table with a pop-up menu over the selected row. The pop-up contains the following text: 'VA Privacy and Information Security Awareness and Rules of Beha...', 'Learning Hours : 1.00', and 'Completion Date : 4/29/2011 09:55 AM'. A 'Print Certificate' button is highlighted in the pop-up, with a circled '6' next to it. Other buttons in the pop-up include 'View Details' and 'Review Content'.