VALU
VA LEARNING UNIVERSITY

Without Compensation (WOC) Research employee:

In order for you to have access to VA Information Technology (IT) systems at the Department of Veterans Affairs (VA), you are required to complete the mandatory training program ***VA Privacy and Information Security Awareness and Rules of Behavior***.

This training is available through the VA Talent Management System (TMS). The VA TMS offers web-based training to VA employees and its partners.

To use the VA TMS, you must self-enroll and create a profile at http://www.tms.va.gov.

Once you access the VA TMS website, follow the step-by-step instructions on pages 2 and 3 to create your profile; launch the mandatory training course; and complete the content **prior to entering on duty** at the VA.

Each Research WOC will need the following information in order to complete the self-enrollment process in the VA TMS:

- **VA Location Code** **NFL**
- **VA Point of Contact First Name** **Wanda**
- **VA Point of Contact Last Name** **THOMAS**
- **VA Point of Contact Email Address** **Wanda.Thomas@va.gov**

Self-Enrollment enhances the VA 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!

Wanda Thomas
WOC Coordinator
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WANDA THOMAS IS YOUR VA POINT OF CONTACT

1.1 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 located near the SIGN IN button.
3. Select the radio button for **"Without Compensation (WOC)**"
4. Click the [**Next**] button
5. Complete all required fields marked with an * and any non-required fields, if possible.

   a. **My Account Information:**
      - **i.** Create Password following directions on **My Account Information**
      - **ii.** Re-enter Password
      - **iii.** Security Question
      - **iv.** Security Answer
      - ***v.*** Social Security Number *(If you do not have a Social Security Number, follow the on-screen instructions when registering.)*
      - **vi.** Re-enter Social Security Number
      - **vii.** Date of Birth
      - **viii.** **Legal** First Name *(Nicknames are prohibited) e.g., William **not** Billy*
      - **ix.** Legal Last Name
      - ***x.*** Email Address *(Enter your personal email address. The email address will be used as your User ID when you login)*
      - **xi.** Re-enter email address
      - **xii.** Phone Number *(Enter a number where you can be contacted by VA staff if issues arise with this self-enrollment process or in other circumstances)*

   b. **My Job Information:**
      - **i.** VA City – **Enter the city of the VA facility**
      - **ii.** VA State – **Select the state of the VA facility**
      - **iii.** VA Location Code – **NFL**
      - **iv.** **VA** Point of Contact First Name **Wanda**
      - **v.** **VA** Point of Contact Last Name **THOMAS**
      - **vi.** **VA** Point of Contact Email **Wanda.Thomas@va.gov**
        Do NOT list yourself as the VA Point of Contact
      - **vii.** HIPAA Training Required – **Check the box.** You will have access to Protected Health Information (PHI) in your position.

Once you have entered all of the required data, (*), click the "**Submit**" button.
Your profile will be immediately created.

Copy and **save** the **User ID** displayed on the confirmation page, as you will need this to log on to the VA TMS in the future.

Click on the "**Continue**" button and wait until your "**To-Do**" list is displayed with the title of the mandatory training course.

1.2 Launching and Completing the Content

1. Hover the mouse over the title of the ***VA Privacy and Information Security Awareness and Rules of Behavior*** training course.
2. Click the [**Go to Content**] button in the pop-up window that appears.
3. Complete the course content following the on-screen instructions.
4. Exit the course and a completion of the course will be recorded for your effort.
5. Click on the "**Completed Work**" pod on the lower right hand side of your internet browser window.
6. Hover your mouse over the title of the course you just completed and choose the "**Print Completion Certificate**."
7. **Print** your completion certificate and **save it** in a pdf file for your records.
8. When you report to the VA, bring the **Certificate of Completion** for your mandatory training for verification by VA personnel.

1.3 Troubleshooting 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 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.

For assistance, please send an e-mail message to vhanfltmshelp@va.gov.

For assistance after normal business hours, please call the National TMS Help Desk at 1-866-496-0463.

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