



TMS  
2.0

VA

## User Job Aid

TMS 2.0 Managed Self Enrollment  
Non-VA Users

## 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 a new non-VA user record. This job aid shows you how to complete a request for a TMS 2.0 User account.

**Note: This job aid is to assist non-VA users of TMS 2.0 only! If you are a VA employee, you must contact your local organization to gain access to TMS 2.0.**

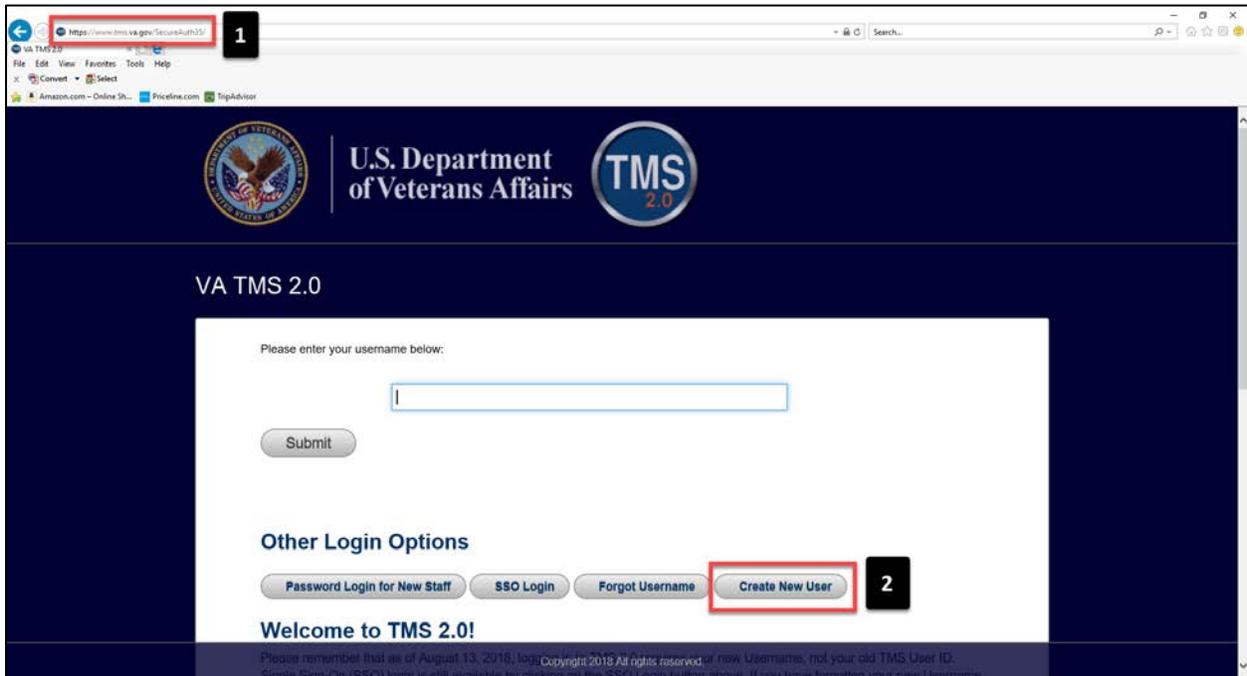
In this job aid, you will learn to:

1. Create New Non-VA User Record
2. Create a New Password
3. Complete Required Training



## Create New Non-VA User Record

1. Access the VA TMS login page at <https://www.tms.va.gov/SecureAuth35/>.
2. From the login page, select the **Create New User** link



3. On the VA TMS Self Enrollment page, answer the question, “**I will work at, or will attend an event sponsored by...**”
4. Select **Next**.

VA TMS SELF ENROLLMENT

**If you are a VA EMPLOYEE and need a VA TMS profile, do not create an account here. Please contact your local VA TMS Administrator. If you need assistance with self-enrollment, please contact the Enterprise Service Desk by going to the yourIT Services website or via phone at 1(8**

Please answer the following question to begin the Self Enrollment process:

I will work at, or will attend an event sponsored by... **3**

- Veterans Health Administration (VHA)**  
The VHA is the nation's largest integrated health care system, with more than 1,700 hospitals, clinics, community living centers, domiciliaries, readjustment counseling centers, and other facilities
- Veterans Benefits Administration (VBA)**  
The VBA administers a variety of benefits and services that provide financial and other forms of assistance to Service members, Veterans, their dependents and survivors
- National Cemetery Administration (NCA)**  
The NCA provides burial benefits to veterans and eligible dependents, and operates 131 national cemeteries in the U.S. and Puerto Rico
- Office of Information and Technology (OIT)**  
The OIT acquires, delivers, and manages technology to VA and acts as a steward for most of VA's information technology assets and resources
- VA Central Office (VACO)**  
VACO is a general term covering all other Program, and Staff Offices

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5. On the second VA TMS Self Enrollment page, select the appropriate **Employment Type**.
6. Select **Next**.

Please answer the following question to begin the Self Enrollment process:

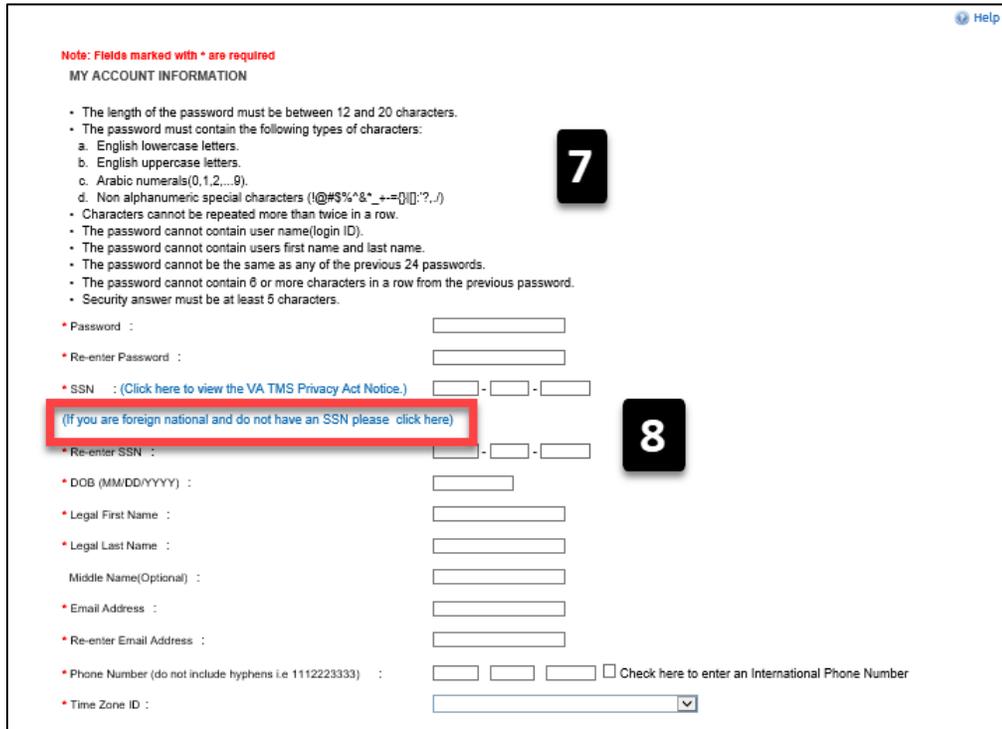
I am a...

**5**

- Health Professions Trainee** (Health professionals in VA training programs, including WOC trainees)
- Volunteer** (Those volunteering for VA without VA compensation)
- WOC** (Those working for the VA without VA compensation)
- Clinical Contractor** (Medical professionals working for the VA on a contractual basis)
- Contractor** (Non-medical professionals working for the VA who do so on a contractual basis)
- Veterans Service Officer** (Non-VA employees that help Veterans with preparing, filing, and tracking a benefits claim through the VA system)
- DOD** (Department of Defense Civilian employees and Active Duty military personnel from any branch of the US Armed Forces)
- Conference Attendee** (Those attending a VA-sponsored conference)
- Federal Non-VA** (Those holding positions in the Federal government, except the DoD and the VA)

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7. On the **My Account Information** page, fill in all required fields as noted by the red asterisk. Be careful to type accurately when entering your social security number, e-mail address, and legal name.
8. If you are foreign national, select the **click here** link.



**Note: Fields marked with \* are required**

MY ACCOUNT INFORMATION

- \* The length of the password must be between 12 and 20 characters.
- \* The password must contain the following types of characters:
  - a. English lowercase letters.
  - b. English uppercase letters.
  - c. Arabic numerals(0,1,2...9).
  - d. 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 24 passwords.
- \* The password cannot contain 6 or more characters in a row from the previous password.
- \* Security answer must be at least 6 characters.

\* Password :

\* Re-enter Password :

\* SSN : (Click here to view the VA TMS Privacy Act Notice.)  -  -

**(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) :

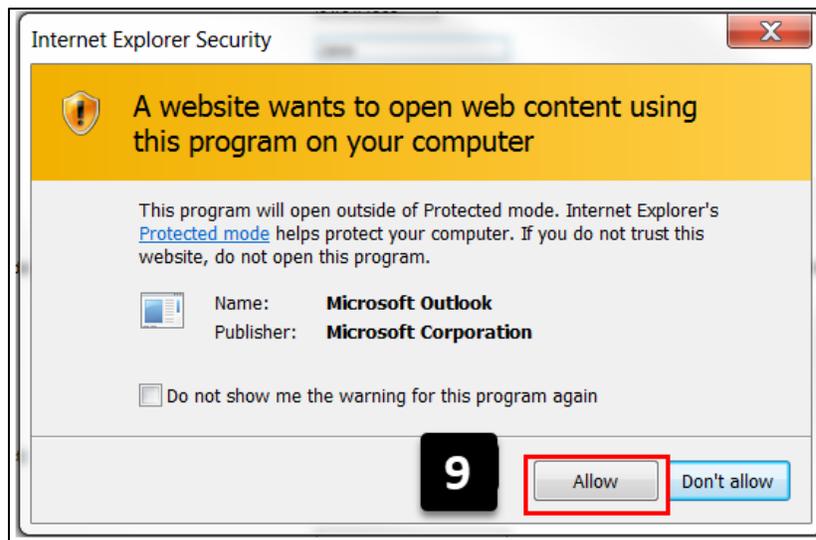
\* Email Address :

\* Re-enter Email Address :

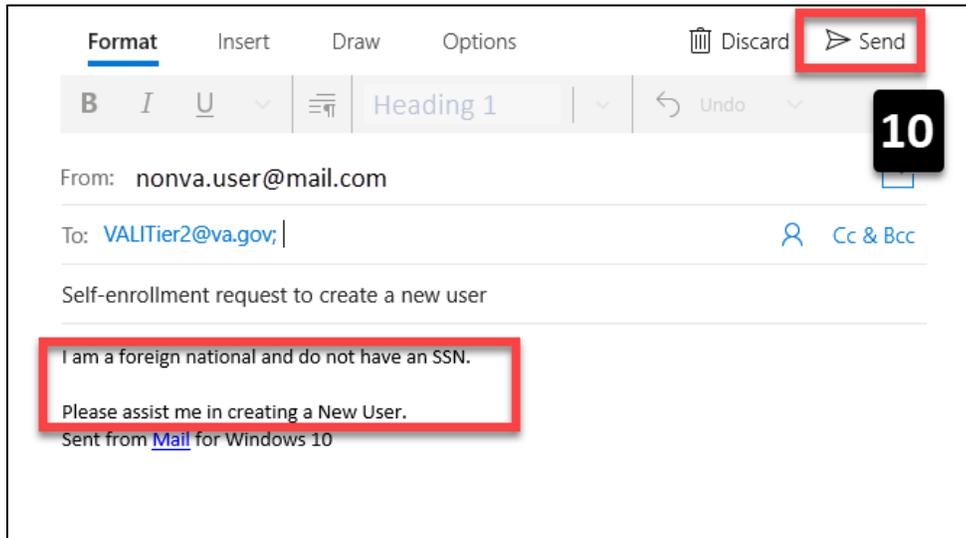
\* Phone Number (do not include hyphens i.e 1112223333) :      Check here to enter an International Phone Number

\* Time Zone ID :

9. If there is a security pop-up, select **Allow**.



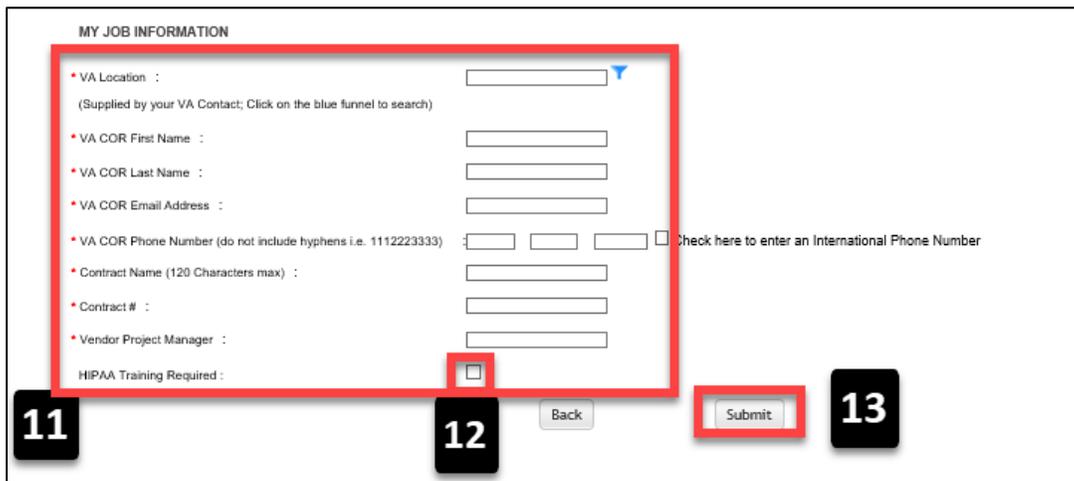
10. In the email pop-up, add any additional information to assist your Admin such as your name and contact information. Then select **Send**.



11. In the **My Job Information** section, fill in all required fields as noted by the red asterisk. Be sure to enter the data provided by your VA point of contact where appropriate. **Note:** The information required in the My Job Information may differ based on your user category. For instance, a Contractor will require different VA contact information than a Health Professions Trainee.

12. If you are required to take training on the Health Insurance Portability and Accountability Act (HIPAA), select the **HIPAA Training Required** checkbox.

13. Select **Submit**.



14. From the congratulations page, note your **VA TMS Username** for future reference.
15. Select **Continue**.

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 nonva.user@mail.com **14**

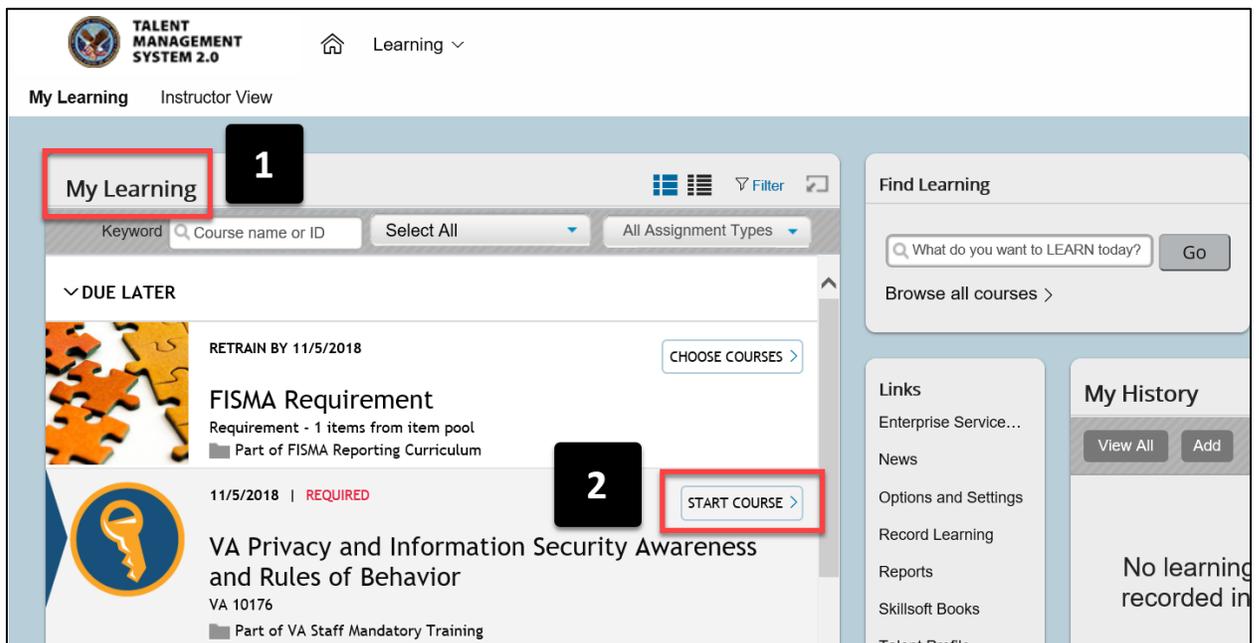
To access your mandatory training content, click on the Continue button.

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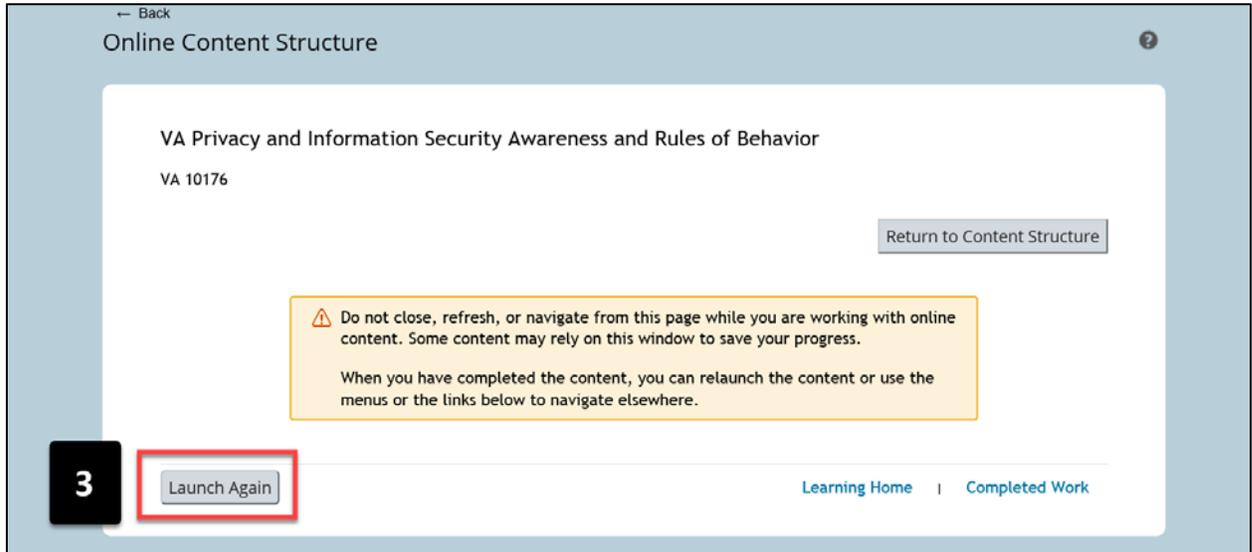
## Complete Required Training

1. Select **My Learning**. **NOTE:** The required training courses now appear in the My Learning section. All new Non-VA Users must take the **VA Privacy and Information Security Awareness and Rules of Behavior**. If you selected the checkbox **HIPAA Training Required** in the My Job Information section, then the **Privacy and HIPAA Training** will appear and is also required.
2. Select **Start Course**.



The screenshot shows the 'My Learning' section in the TMS 2.0 interface. The page title is 'My Learning Instructor View'. A search bar is at the top with a 'Find Learning' button. Below the search bar, there are filters for 'Keyword', 'Course name or ID', 'Select All', and 'All Assignment Types'. A 'DUE LATER' section is visible. Two courses are listed: 'FISMA Requirement' and 'VA Privacy and Information Security Awareness and Rules of Behavior'. The 'VA Privacy and Information Security Awareness and Rules of Behavior' course is marked as 'REQUIRED' and has a 'START COURSE >' button highlighted with a red box and a black box with the number '2'. The 'My Learning' tab is also highlighted with a red box and a black box with the number '1'. On the right side, there are sections for 'Find Learning', 'Links', and 'My History'.

3. On the Online Content Structure page, select **Launch Again**.



← Back  
Online Content Structure

VA Privacy and Information Security Awareness and Rules of Behavior  
VA 10176

Return to Content Structure

⚠ Do not close, refresh, 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.

3 Launch Again

Learning Home | Completed Work

4. Complete the training as instructed.

**NOTE:** When you have finished the course(s), you may print completion certificates from the My History tile on your home page. You have successfully complete your required training.