

Computer Access at the Department of Veterans Affairs & Talent Management System Self-Enrollment Instructions

In order to obtain computer access at the Department of Veterans Affairs (VA) Greater Los Angeles (GLA), ALL trainees MUST complete and submit the “Authorization for Computer Access (AIS) 2008 V22” form and complete the appropriate “Mandatory Training for Trainees (NTT)” course in the Training Management System (TMS) www.tms.va.gov. Both the AIS form and a Certificate certifying the completion of the MTT in TMS must be submitted to the Program Coordinator along with the Trainee Application Packet so that an NT account for computer access can be established. **The Mandatory Training for Trainees course must be taken on an annual basis (every 365 days). Computer access will not be provided to trainees that do not complete and submit both documents.**

Talent Management System (TMS) Self-Enrollment Instructions for First Time & Retuning Users

<https://www.tms.va.gov/plateau/user/login.jsp>

1. **Go to the Talent Management System Website:** <https://www.tms.va.gov/plateau/user/login.jsp>
2. **Select “Check System”** link to make sure your computer will work with TMS. If you receive an error message, please contact the TMS Help Desk for assistance at (866) 496-0463.
3. **Click on “Create New User”** (located in red bar approximately in the middle of the page). If you are a foreign national/do not have a Social Security Number, please follow the instructions on TMS on how to have a TMS account established after you select the “Create New User” tab. **If you are a continuing trainee and have forgotten your username and/or password, please contact your TMS Coordinator or the TMS Help Desk for assistance.**
4. **Select:** *HEALTH PROFESIONS TRAINEE* (Please do not select “WOC”)
5. **Fill out “My Account Information”** with YOUR Personal Information (Be sure you use a valid email address as this will be used to send information to you. Do not use a medical school email address).

6. **Fill out My Job Information as follows:**
 - a. **VA CITY:** Greater Los Angeles
 - b. **VA STATE:** California
 - c. **VA LOCATION CODE:** GLA
 - d. **TRAINEE TYPE:** Physician Resident or Dental
 - e. **SPECIALTY/DISCIPLINE:** Select your training specialty/discipline
 - f. **VA POINT OF CONTACT:** Obtain this information from your specialty/discipline.
 - i. **FIRST NAME:**
 - ii. **LAST NAME:**
 - g. **EMAIL:** Obtain this information from your specialty/discipline.
 - h. **PHONE #:** Obtain this information from your specialty/discipline.
7. Once you are registered and have your TMS account established, you will be automatically routed to the appropriate MTT course. If you are a new user, you are instructed to complete the “Mandatory Training for Trainees” course. If you have previously completed the “Mandatory Training for Trainees” course, please complete the “Mandatory Training for Trainees-Refresher” course. No other version of the training will suffice in order to receive computer access.
8. After the completion of the appropriate MMT, please return to your learning history and printout a copy of the certificate verifying the completion of the training. **ALL trainees must submit an appropriate certificate verifying its completion.**