

Creating a TMS Account

-Go to <https://www.tms.va.gov/SecureAuth35/>

-Click on Create New User (located in the red bar below User ID and Password)

-Select Veterans Health Administration (VHA) and NEXT button

-Select Health Professions Trainee and NEXT button

-Complete the account information

Under MY JOB INFORMATION:

-VA Location - Click on the FUNNEL ICON.

Enter WIC

Screen with two options appears,

Select WIC - Robert J. Dole Department of Veteran Affairs Medical (Wichita,KS)

-Trainee Type: Select Nurse

-Specialty/Discipline: Select LPN, RN, or NP type

-VA Point of Contact First Name: **Dean**

-VA Point of Contact Last Name: **Rhein**

-VA Point of Contact e-mail address: Dean.Rhein@va.gov

-Point of Contact Phone Number: 316-685-2221, ext 58113

-Medical Sharing Type: Please leave this blank

-School/University/Program: Please type your University or College name and program into the box

-School/Program Start Date (MM/DD/YYYY): Please enter the date you first began school

-Estimated School Completion Date (MM/DD/YYYY): Please enter estimated graduation date

-Select Submit

-If there were any errors identified after selecting submit, you must fix those and select submit again. Keep making corrections until you succeed.

-Once successful you will see Congratulations.

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-After 20 minutes to 1 hour please return to <https://www.tms.va.gov/SecureAuth35/> and enter your Username and click submit. You will be able to send a one-time Passcode to your Email address.

-Once your Passcode arrives, enter it using your keyboard, or the on-screen number pad and click Submit.

-You are now asked to select and provide answers to two security questions. These will be used if you need to reset your TMS password.

-Complete the TMS Module titled, "Mandatory Training for Trainees"

-When completed, verify that course moved to your Completed Work List (right side of TMS homepage)

-Print hardcopy your 3 certificates and submit with documentation

Also, save file electronically as PDF file for use as attachment in email, if needed later