I. CREATING YOUR TMS ACCOUNT

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

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3. I will work at…. select the answer **"Veterans Health Administration"**
4. Employment Type answer is: **Intern** (Trainees working for the VA who receive no compensation)
5. Under My Account Information: fill in all required fields as noted by the red asterisk.
6. You may have a security pop-up, select **Allow**
7. If the pop up asks for added information**: complete and then Send**
8. VA point of contact information for Nursing Service is:

   • VA Location - **TAM**
   •VA Point of Contact first and last name - **Yvette Falero-Cruz**
   •VA Point of contact email address - **Yvette.Falero-Cruz@va.gov**
   •Use your **school email** to create the TMS account
   The course you are required to complete is **"the Mandatory Training for Trainees"**

II. COMPLETING REQUIRED TMS TRAINING

1. From the *home page*, hover over the **VA Mandatory Training for Trainees** item in your To Do List. This will display *the pop-up menu*.
2. Select **Start Course**.
3. On the *Online Content Structure page*, select **Launch Again** *if necessary*.
4. **Complete the training** as instructed.
5. From the *Completed Work page*, hover over the title of the **completed training** to display the *pop-up menu*.
6. Select **Print** Certificate.