

# Talent Management System (TMS)

## Creating and Completing Required Training



### I. Creating Your TMS Account

1. Access VA TMS Login: <https://www.tms.va.gov/SecureAuth35/>
2. From Login page...select: **Create New User**
3. I will work at.... select: **Veterans' Health Administration**
4. Employment type...select: **Health Professions Trainee**
5. My Account Information: **Complete all required fields**
6. If a pop-up screen appears...select: **Allow**
7. If pop-up screen asks for additional information: **Complete & Send**
8. VA POC Information:
  - VA Location: **TAM**
  - VA POC Name: **Sonji Blanks**
  - VA POC e-mail: [sonji.blanks@va.gov](mailto:sonji.blanks@va.gov)
  - Create Account: **Use your school e-mail**
  - Required training: **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*.
2. This will display a pop-up menu...select: **Start Course**
3. If necessary, on the *Online Content page*.... select: **Launch Again**
4. Complete training, print certificate.
5. From the *Completed Work page*, hover over the title of completed training to display the pop-up menu...select: **Print Certificate**