



User Job Aid: Self Enrollment Validation

Purpose

The purpose of this job aid is to guide administrators through the step-by-step process to move a non-VA User that was added to TMS using the Create New User tool into the correct TMS domain and VA organization. This process is referred to as Self Enrollment Validation. In this job aid you will learn how to:

A. Validate a New Non-VA User (Self Enrollment Validation) 17 Steps

Task A. Self Enrollment Validation

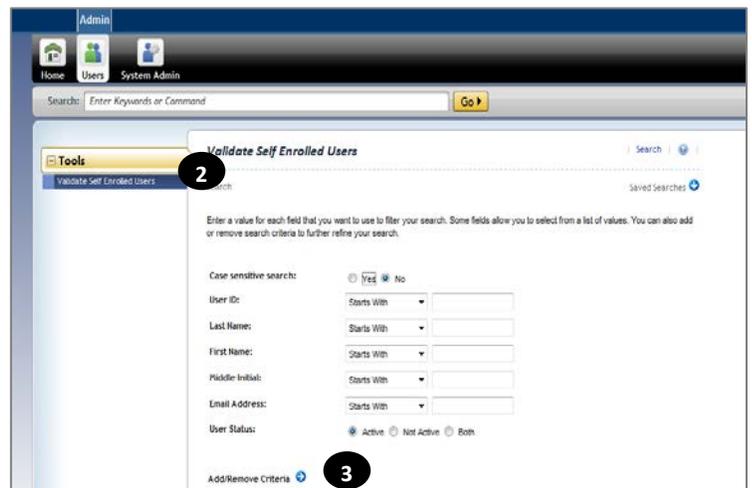
Step 1

Access the TMS login page (<http://www.tms.va.gov>) and login to your Admin account



Step 2

Navigate to **Users > Tools > Validate Self Enrolled Users**

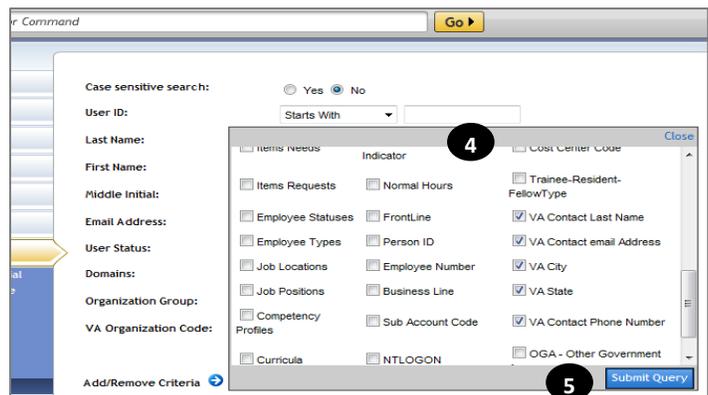


Step 3

Click the **Add/Remove Criteria** link

Step 4

Add additional search criteria including: Domain, VA City, VA State, VA Location Code; VA Point of Contact First and Last Name, VA Point of Contact Email Address, and VA Point of Contact Phone Number



Step 5

Check the boxes next to the criteria to add to your search options; **Click Submit Query**



Step 6

Under **Validation Fields to Update** enter the Domain (required), Organization (optional), VA Organization Code (required), Supervisor ID (required), Role ID (required), and Sunset Date (optional) that you would like to apply to validated users

Note:

- The sunset date is the date the TMS User account will be inactivated automatically. The default setting of this date is 365 days from the date of entry; if you know that the last date of the expected services, appointment, or contract is different than 365 days, enter that date here.

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Step 7

Click **Save As** to access the same criteria for future validations

Note:

If you modify any field after you click Save As or Search, the change will not be included in your search criteria.

Step 8

Enter a **Saved Search ID** and **Description**. This will allow you to use the same criteria and validation fields at a later time

Step 9

Click **Submit**



Step 10

In the search criteria at the top of the page, enter "SELF"* in the **Domain** field, your Domain ID in the **VA Location Code** field, and the last name of the VA Point of Contact used by your enrollees in the **VA Contact Last Name Field**

Step 11

Click **Search**

* Always add the SELF domain in the search criteria because users that still need to be validated are in the SELF domain.

Domains: Starts With SELF

VA Location Code: Starts With EES

VA Point of Contact First Name: Starts With

VA Point of Contact Last Name: Starts With Tester

Add/Remove Criteria

Validation Fields to Update

- Domain: EES
- Organization:
- VA Organization Code: EES.82032221
- Supervisor ID: TEST.TEST0101.2
- Role ID: EXTERNAL
- Sunset Date:

Please Note: If you modify any of the Validation Fields to Update above you need to click SEARCH again to update the value before you click VALIDATE USERS below.

Search Save As Reset

Step 12

Locate the **User(s)** in the search results

Step 13

Use the **Field Chooser** to display additional fields to narrow your search for users or include additional search parameters to narrow the results (e.g., VA Location Code)

Search Save Save As Reset

Field Chooser Download Search Results Validate Users

Select All / Deselect All

Records per Page 500 (498 total records)

User ID	User Name	Email Address	Validate Users
RU002	002, User 1	joe@plateau.coop	<input type="checkbox"/>
RU003	003, User		<input type="checkbox"/>
RU004	004, User		<input type="checkbox"/>
RU005	005, User		<input type="checkbox"/>
RU007	007, User		<input type="checkbox"/>
RU009	009, User		<input type="checkbox"/>
RU010	010, User		<input type="checkbox"/>
RU011	011, User		<input type="checkbox"/>
1231	1231, 1231		<input type="checkbox"/>
1233	1231, 1231		<input type="checkbox"/>
1232	1231, 1231		<input type="checkbox"/>
44.440117.1	44, 44		<input type="checkbox"/>
508TEST.63	508TEST, 63	dayna.regalado@plateau.com	<input type="checkbox"/>

Step 14

Select the user(s) you wish to update by adding a check to the **Validate Users** box

Step 15

Click **Validate Users**

update value(s) Search Save Save As Reset

Field Chooser 13 Close Load Search Results Validate Users

Select All / Deselect All

Validate Users

1	User ID	Organization ID	Hire Date
2	User Name	Active	Terminated
3	Email Address	Address	Has Access
	Emp Status	City	Locked
	Emp Type	State / Province	Region ID
	Job Location	Postal Code	Role ID
	Job Position	Country	VA Organization Code
	Domain ID	Supervisor	test

Submit





Step 16

Confirm your selection of users and fields that will update including Domain, Organization and VA Organization Code.

Click the **Previous** button if you wish to return to the pervious screen and modify any User, Domain, Organization, or VA Organization Code

User ID	Name
regalado.dayna1010	Regalado, Dayna
regalado.dayna1010.1	Regalado, Dayna

Domain	Organization	VA Organization Code
DVA	ORG2	301.470

Step 17

Click the **Run Job Now** button to confirm these modifications and update the user profile. This button can be used to validate **small** groups of users.

OR

Click the **Schedule Job** button to confirm these modifications and update the user profile. This button should be used to modify many users at a time.

