



Profile Maintenance (PM): Add New and Edit Employee Profile Job Aid



**Talent
Management
System**

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Add New EMPLOYEE Profile

There are a number of reasons why one would create and edit a VA Talent Management System (TMS) user profile manually using the Profile Maintenance (PM) utility.

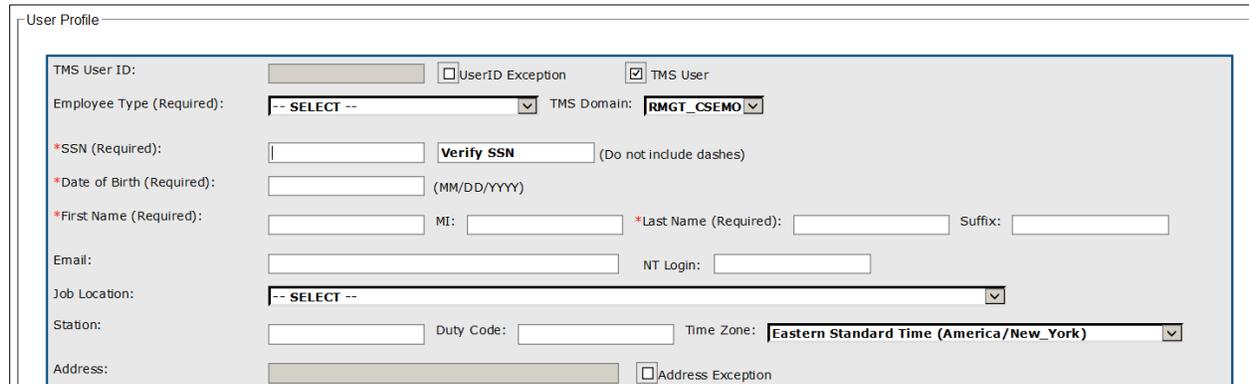
- Since employee information is added to the Educational Data Repository (EDR) via a feed from our Human Resources (HR) system of record, there can be a significant delay between the time that new employees arrives at a VA station and the time when their User profiles are automatically created in the EDR.
- It is desirable to have the employee user profile created in the EDR/TMS prior to arrival of a new employee so that the employee can complete mandatory training prior to being given access to other VA systems and because at some stations New Employee Orientation is partially conducted using the TMS.
- All user profiles need regular maintenance over time. Those updates are completed by editing the user profiles using PM.

This job aid will assist you in adding a new employee profile in Profile Maintenance and editing it over time. First, the fields and steps needed to create a new employee profile are explained and outlined. Second, the process for editing an employee is explained.

User Profile

Using a web browser, navigate to: <https://vaww.tmsadmin.aac.va.gov/ProfileMaintenance/default.aspx>

Select the **Add New User Profile** link. The User Profile displays.



The screenshot shows the 'User Profile' form with the following fields and options:

- TMS User ID:** A text input field.
- User ID Exception** checkbox.
- TMS User** checkbox.
- Employee Type (Required):** A dropdown menu currently showing '-- SELECT --'.
- TMS Domain:** A dropdown menu currently showing 'RMGT_CSEMO'.
- *SSN (Required):** A text input field followed by a 'Verify SSN' button and the instruction '(Do not include dashes)'.
- *Date of Birth (Required):** A text input field with the format '(MM/DD/YYYY)'.
- *First Name (Required):** A text input field.
- MI:** A text input field.
- *Last Name (Required):** A text input field.
- Suffix:** A text input field.
- Email:** A text input field.
- NT Login:** A text input field.
- Job Location:** A dropdown menu currently showing '-- SELECT --'.
- Station:** A text input field.
- Duty Code:** A text input field.
- Time Zone:** A dropdown menu currently showing 'Eastern Standard Time (America/New_York)'.
- Address:** A text input field.
- Address Exception** checkbox.

Figure 1 – VA TMS Profile Maintenance Add New User Profile Home Screen

TMS User ID | User ID Exception | TMS User

Once the form opens, the **TMS User ID** field should be inaccessible. The **User ID Exception** checkbox is used to override the automatically generated User ID, and the **TMS User** checkbox should remain checked.

Employee Type | TMS Domain

The **Employee Type** field is a required field; select EMPLOYEE from the dropdown. **TMS Domain** defaults to your domain. If needed, you can select a different domain from the **TMS Domain** dropdown list. If you choose to change the default TMS domain that is offered, you should pause for a couple of seconds as the screen will refresh with associated other data.

SSN

The **SSN** (Social Security Number) field is a required field; enter an SSN. Ensure the SSN displays correctly in the **Verify SSN** area.

The steps to complete the **TMS User ID, User ID Exception, TMS User, Employee Type, TMS Domain, and SSN** fields are listed in the table below.

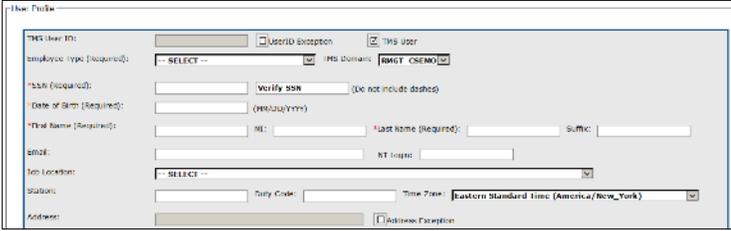
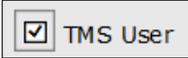
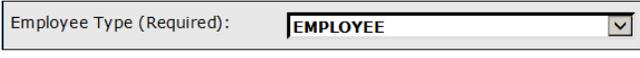
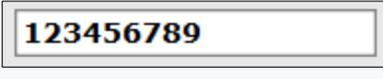
STEP	ACTION	DETAILS
1	Select the Add New User Profile link. The ADD Form displays.	
2	The TMS User ID field should be inaccessible. Ensure you cannot access this field.	
3	Verify the User ID Exception checkbox is not selected.	
4	Verify the TMS User checkbox is selected.	
5	From the Employee Type (Required) dropdown list, select "EMPLOYEE".	
6	Verify the TMS Domain field has defaulted to your domain. If necessary, select the appropriate TMS Domain from the dropdown list.	
7	Enter the employee's SSN (do not include dashes) into the SSN (Required) field.	
8	Roll your mouse over the Verify SSN area to display the SSN and ensure it has been entered correctly.	

Table 1 – Add New Employee User Profile Steps 1-8

Date of Birth

The **Date of Birth** is a required field; enter a date of birth following the MM/DD/YYYY format.

First Name | MI | Last Name | Suffix

The **First Name** and **Last Name** fields are required fields. If desired, you may enter a middle initial (MI) and/or a suffix in the **MI** and **Suffix** fields.

Email | NT Login

Enter the employee's **Email** address.

Enter an NT Login in the **NT Login** field, if known. (Note: NT Login is the user name that one uses to login to VA Desktops.)

The steps to complete the **Date of Birth, First Name, MI, Last Name, Suffix, Email,** and **NT Login** fields are listed in the table below.

STEP	ACTION	DETAILS
9	Enter the employee's date of birth in the Date of Birth (Required) field, making sure to follow the MM/DD/YYYY format.	*Date of Birth (Required): <input type="text" value="07/05/1981"/> x (MM/DD/YYYY)
10	Enter the employee's first name in the First Name (Required) field. If desired, enter the middle initial in the MI field.	*First Name (Required): <input type="text" value="FIRST"/> MI: <input type="text"/>
11	Enter the employee's last name in the Last Name (Required) field. If desired, enter their suffix in the Suffix field.	*Last Name (Required): <input type="text" value="LAST"/> Suffix: <input type="text"/>
12	Enter the employee's email address in the Email field.	Email: <input type="text" value="email@email.com"/>
13	If known, enter the employee's NT Login in the NT Login field.	NT Login: <input type="text" value="VHAISWNAMEF"/>

Table 2 – Add New Employee User Profile Steps 9-13

Job Location

Select the appropriate option from the **Job Location** dropdown list. Selection of a job location will trigger the population of other data on the screen, so you should pause for a couple of seconds as the screen is refreshed with that associated data.

Station | Duty Code | Time Zone

The station is automatically generated based on the selected job location; verify that the correct station is displayed in the **Station** field. If it is not correct, access this field to make changes.

The duty code is automatically generated based on the selected job location; verify that the correct duty code is displayed in the **Duty Code** field. If it is not correct, access this field to make changes.

The time zone is automatically generated based on the selected job location; verify that the correct time zone is displayed in the **Time Zone** field. If it is not correct, select the appropriate option from the dropdown list.

Address | Address Exception | City | State | Zip

The **Address**, **City**, **State** and **Zip** fields are all automatically populated based on the selected job location. These fields should not immediately be accessible.

Note: These fields can be made accessible if the **Address Exception** checkbox is selected. In the event that the individual's actual address differs from that assigned to the job location, select the **Address Exception** checkbox and edit the necessary address information. An individual's address entry in PM and in the TMS should reflect their office location, not a home address.

The steps to complete the **Job Location, Station, Duty Code, Time Zone, Address, Address Exception, City, State, and Zip** fields discussed are listed in the table below.

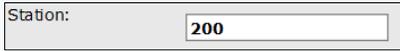
STEP	ACTION	DETAILS
14	Select an option from the Job Location dropdown list. Your selection will auto-populate the Station, Duty Code, Address, City, State, and Zip fields when default information exists for that location in the database.	
15	Verify the correct station is displayed. If it is not correct, access the Station field and enter the correct information.	
16	Verify the correct duty code is displayed. If it is not correct, access the Duty Code field and enter the correct information.	
17	Verify the correct time zone is displayed. If it is not correct, select the appropriate time zone from the Time Zone dropdown list.	
18	Verify the address, city, state, and zip code are correct. If changes are needed, select the Address Exception checkbox to make these fields accessible and make the needed updates.	

Table 3 – Add New Employee User Profile Steps 14-18

Job Title | Phone 1 Type | Phone 2 Type | Phone 3 Type

Enter any appropriate job title information into the **Job Title** field. Previously, this information was directly associated with an individual’s job position as reported via the HR system of record, but this field now can be manually managed through PM and via the TMS interface. This information will NOT be overwritten by a VA HR feed. An individual’s job title should reflect the role that individual plays in their organization (e.g., “Project Manager” or “Lawn Care Specialist”).

Identify the type of phone number in the **Phone 1 Type** textbox. This typically will be the Office Phone. Input the corresponding phone number in the **Number** field.

As needed, identify the type of phone number in the **Phone 2 Type** textbox. This typically will be the Office Mobile Phone. Input the corresponding phone number in the **Number** field.

As needed, identify the type of phone number in the **Phone 3 Type** textbox. This typically will be the Cell Phone. Input the corresponding phone number in the **Number** field.

Note: All phone number entries should be work related and not home or personal numbers.

The steps to complete the **Job Title** and **Phone Type** fields are listed in the table below.

STEP	ACTION	DETAILS
19	Enter Job Title in the Job Title field.	Job Title: <input type="text" value="Business Analyst"/>
20	Enter the phone type in the Phone 1 Type field.	Phone 1 Type: <input type="text" value="Mobile"/>
21	Enter the phone number in the Number field for phone 1.	Number: <input type="text" value="123-456-7890"/>
22	As needed, enter a phone type in the Phone 2 Type field.	Phone 2 Type: <input type="text" value="Office"/>
23	Enter the phone number in the Number field for phone 2.	Number: <input type="text" value="456-789-1234"/>
24	As needed, enter a phone type in the Phone 3 Type field.	Phone 3 Type: <input type="text" value="Fax"/>
25	Enter the phone number in the Number field for phone 3.	Number: <input type="text" value="789-123-4567"/>

Table 4 – Add New Employee User Profile Steps 19-25

VA Organization | T&L Unit

The **VA Organization** is a required field. Please make the appropriate selection from the dropdown list.

The **T&L Unit** field is populated only for government employees. You can choose to enter a T&L Unit when creating an employee profile if desired, or you can wait for the HR feed to update this field when the user is included in it. In either case, when the user appears in the HR feed, the data that will be in PM and the TMS will be that which is in the HR feed.

Note: As stated above, a reason to create an employee profile in PM is due to the delay in HR data arriving at the EDR. If a local administrator who is creating the profile wants automated assignments that utilize this field to make the assignments, then manually populating this field would be desirable. However, once the HR data arrives, it will overwrite anything entered manually if the HR data is different from the manual data entry.

TMS User Role

The **TMS User Role** for employees should default to STANDARD. You should not have access to the **TMS User Role** field as this information is determined by the Employee Type selected earlier.

Supervisor

You may either enter the employee's supervisor TMS User ID in the Supervisor field or use the Search function to locate the supervisor.

Note: When the HR feed includes the supervisor of record information, this field may be managed through that feed.

The steps to complete the **VA Organization**, **T&L Unit**, **TMS User Role**, and **Supervisor** fields are listed in the table below.

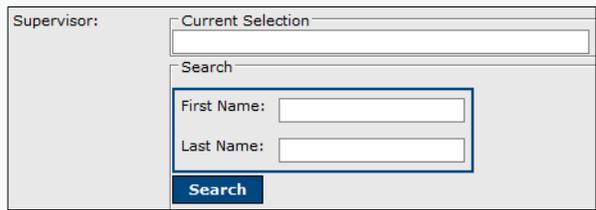
STEP	ACTION	DETAILS
26	Select a VA Organization from the dropdown list.	
27	Enter a desired T&L Unit in the T&L Unit field, if desired.	
28	Verify the TMS User Role field has defaulted to STANDARD.	
29	Enter the employee's supervisor's first and last name in the First Name and Last Name fields then select Search to locate the entered supervisor.	

Table 5 – Add New Employee User Profile Steps 26-29

Profile Maintenance User/Level

The **Profile Maintenance User/Level** checkbox should be checked. You will select an option from the **Profile Maintenance User/Level** dropdown list.

Note: Giving a user access to administer Profile Maintenance is a restricted permission. Typically, one would NOT give administrator access to a system when first creating their record as a new user. The individual should be trained and vetted prior to being given administrator access to PM. Only certain PM Administrators have access to this setting.

Comments

You may enter any user profile comments in the **Comments** textbox.

The steps to complete the **Profile Maintenance User/Level** and **Comments** fields are listed in the table below.

STEP	ACTION	DETAILS
30	Select the Profile Maintenance User/Level checkbox.	
31	Select an option from the Profile Maintenance User/Level dropdown list.	
32	Enter any user profile Comments in the textbox.	

Table 6 – Add New Employee User Profile Steps 30-32

EHRI And Other

In the **EHRI And Other** area of the form, enter an eProfile ID (if known); otherwise, leave blank. The **eProfile ID** field is used to manage a TMS user’s Accreditation Council for Pharmacy Education (ACPE) ID. This will be applied when a TMS user is applying for ACPE accreditation. It should only be filled in for personnel who have this requirement.

The step to complete the **EHRI And Other** area of the form is listed in the table below.

STEP	ACTION	DETAILS
33	Enter an eProfile ID in eProfile ID field located in the EHRI and Other area of the form, if you have that information for the user.	

Table 7 – Add New Employee User Profile Step 33

Managed Self-Enrollment (MSE)

This section of the Add Form will initially be collapsed as no data can be entered when adding an employee record.



Figure 2 – Managed Self Enrollment (MSE)

Save the New Profile

After reviewing your data entries for the new profile, use the following steps to save the new record in PM and create it in the TMS.

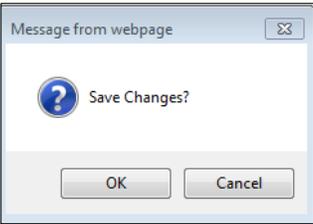
STEP	ACTION	DETAILS
34	Select Submit to create and save this record.	
35	If you were unsuccessful, fix the errors indicated by the onscreen messages and select Submit . Continue until you are successful.	
36	When the Message from webpage prompt displays, select OK to save changes.	

Table 8 – Add New Employee MSE Steps 34-36

Edit EMPLOYEE Profile

It is not uncommon to need to make changes in the information contained within an employee profile in the TMS. As we do NOT allow editing of such information directly within the TMS, Profile Maintenance is the place to make these changes.

Search Options

Using a web browser, navigate to: <https://vaww.tmsadmin.aac.va.gov/ProfileMaintenance/default.aspx>

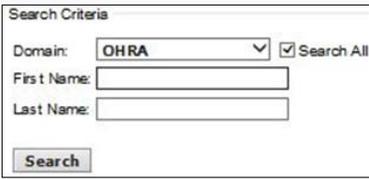
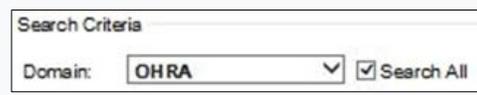
Select the **Search** link located at the top of the page to display the available search options. Then you will select one of the four search types to locate the employee’s Profile Maintenance record: **Search by Name; Search by Email Address; Search by SSN; or Search by Person ID.**



Figure 3 – Search Types

Search by Name

To conduct a search for employees by their first and last names, follow the steps provided in the table below.

STEP	ACTION	DETAILS
1	Select Search by Name in the Search Types section.	
2	The Search Criteria text entry fields appear.	
3	Select the appropriate domain from the Domain dropdown list.	
4	If you want to search the entire selected domain, select the Search All checkbox.	
5	Enter the employee’s first name in the First Name field.	

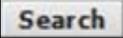
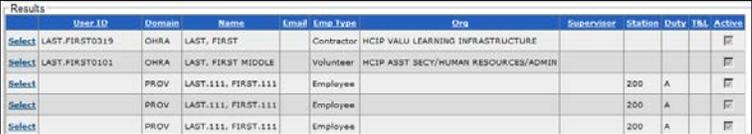
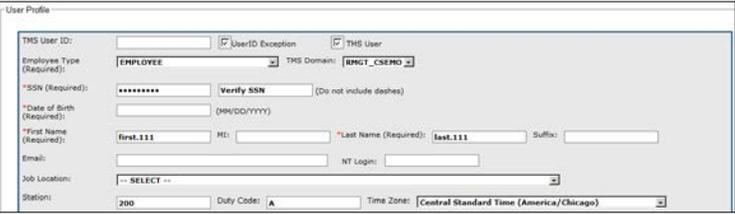
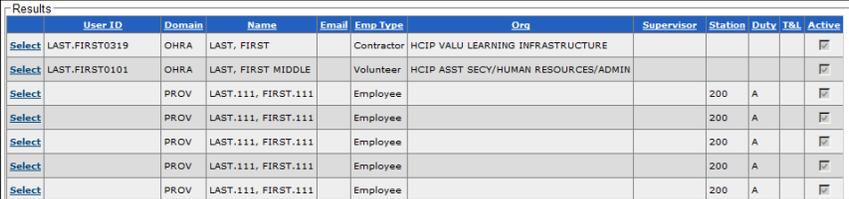
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Table 9 – Search by Name

Search by Email Address

To conduct a search for employees by their email addresses, follow the steps provided in the table below.

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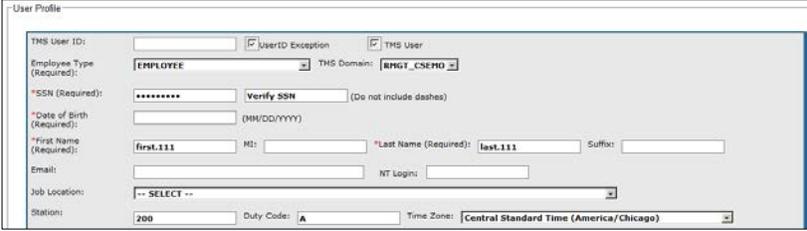
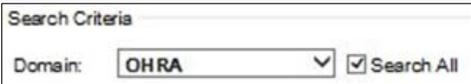
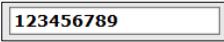
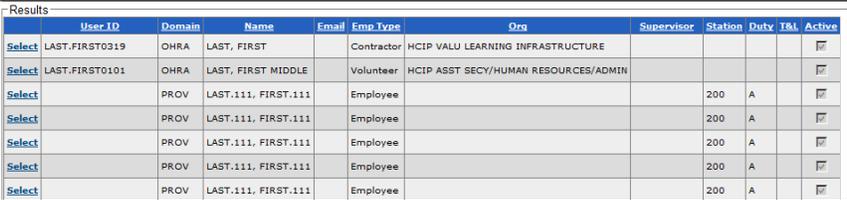
STEP	ACTION	DETAILS
8	The selected employee User Profile record displays. You can now edit the record.	

Table 10 – Search by Email Address

Search by Social Security Number (SSN)

To conduct a search for employees by their Social Security Numbers (SSN), follow the steps provided in the table below.

STEP	ACTION	DETAILS																																																																																																											
1	Select Search by SSN in the Search Types section.																																																																																																												
2	The Search Criteria text entry fields appear.																																																																																																												
3	Select the appropriate domain from the Domain drop down.																																																																																																												
4	If you want to search the entire selected domain, select the Search All checkbox.																																																																																																												
5	Select the type of SSN search to conduct by selecting the SSN search criteria drop down.																																																																																																												
6	Enter the employee's SSN in the SSN field.																																																																																																												
7	Select Search .																																																																																																												
8	When the search results appear, select the Select link next to the desired employee record to navigate to that record.	 <table border="1"> <thead> <tr> <th colspan="11">Results</th> </tr> <tr> <th>Select</th> <th>User ID</th> <th>Domain</th> <th>Name</th> <th>Email</th> <th>Emp Type</th> <th>Org</th> <th>Supervisor</th> <th>Station</th> <th>Duty</th> <th>T&L</th> <th>Active</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>LAST.FIRST0319</td> <td>OHRA</td> <td>LAST, FIRST</td> <td></td> <td>Contractor</td> <td>HCIP VALU LEARNING INFRASTRUCTURE</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td>LAST.FIRST0101</td> <td>OHRA</td> <td>LAST, FIRST MIDDLE</td> <td></td> <td>Volunteer</td> <td>HCIP ASST SECY/HUMAN RESOURCES/ADMIN</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td></td> <td>PROV</td> <td>LAST.111, FIRST.111</td> <td></td> <td>Employee</td> <td></td> <td></td> <td>200</td> <td>A</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td></td> <td>PROV</td> <td>LAST.111, FIRST.111</td> <td></td> <td>Employee</td> <td></td> <td></td> <td>200</td> <td>A</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td></td> <td>PROV</td> <td>LAST.111, FIRST.111</td> <td></td> <td>Employee</td> <td></td> <td></td> <td>200</td> <td>A</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td></td> <td>PROV</td> <td>LAST.111, FIRST.111</td> <td></td> <td>Employee</td> <td></td> <td></td> <td>200</td> <td>A</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td></td> <td>PROV</td> <td>LAST.111, FIRST.111</td> <td></td> <td>Employee</td> <td></td> <td></td> <td>200</td> <td>A</td> <td></td> <td></td> </tr> </tbody> </table>	Results											Select	User ID	Domain	Name	Email	Emp Type	Org	Supervisor	Station	Duty	T&L	Active	Select	LAST.FIRST0319	OHRA	LAST, FIRST		Contractor	HCIP VALU LEARNING INFRASTRUCTURE						Select	LAST.FIRST0101	OHRA	LAST, FIRST MIDDLE		Volunteer	HCIP ASST SECY/HUMAN RESOURCES/ADMIN						Select		PROV	LAST.111, FIRST.111		Employee			200	A			Select		PROV	LAST.111, FIRST.111		Employee			200	A			Select		PROV	LAST.111, FIRST.111		Employee			200	A			Select		PROV	LAST.111, FIRST.111		Employee			200	A			Select		PROV	LAST.111, FIRST.111		Employee			200	A		
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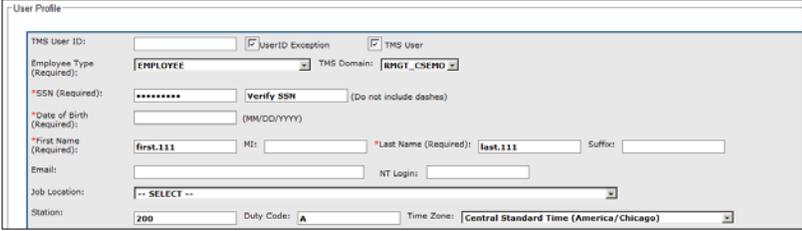
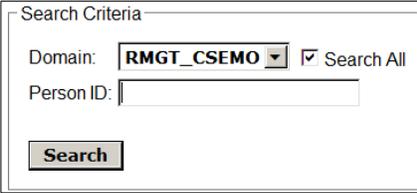
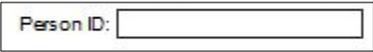
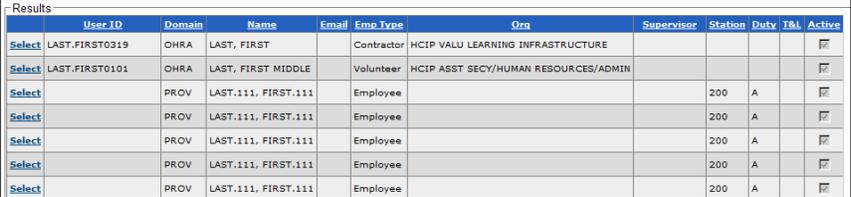
STEP	ACTION	DETAILS
9	The employee record displays. Now you can edit the record.	

Table 11 – Search by Social Security Number

Search by Person ID (PID)

To conduct a search for employees by their Person ID (PID), follow the steps provided in the table below.

STEP	ACTION	DETAILS
1	Select Search by Person ID in the Search Types section.	
2	The Search Criteria text entry fields appear.	
3	Select the appropriate domain from the Domain drop down list.	
4	If you want to search the entire selected domain, select the Search All checkbox.	
5	Enter the employee's Person ID in the Person ID field.	
6	Select Search .	
7	When the search results appear, select the Select link next to the desired employee record to navigate to that record.	

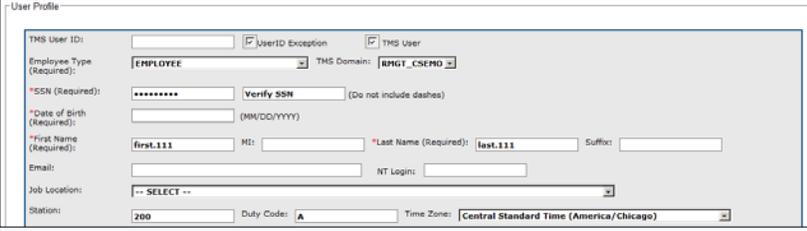
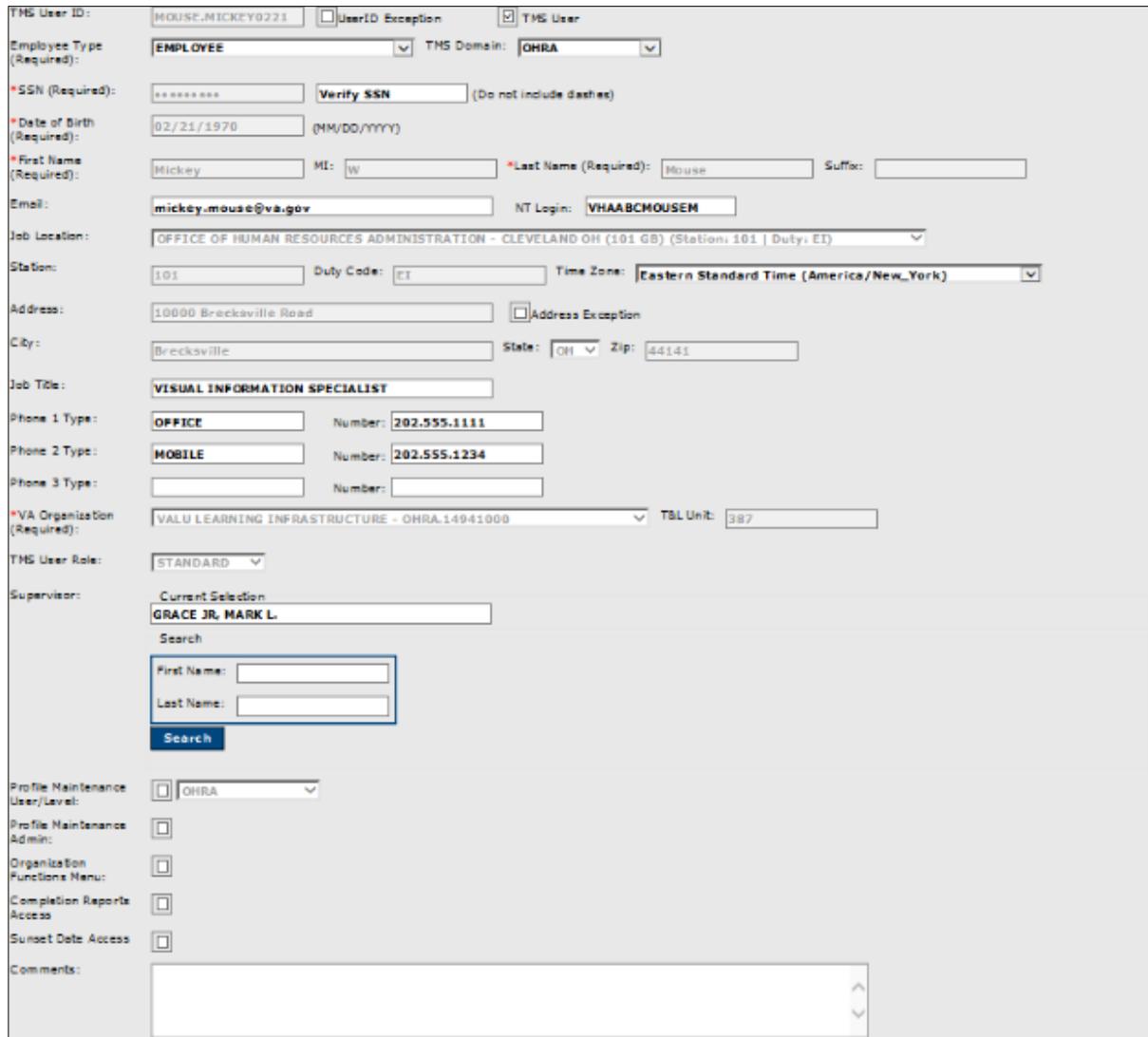
STEP	ACTION	DETAILS
8	The employee record displays. Now you can edit the record.	 <p>The screenshot shows a 'User Profile' form with the following fields and values:</p> <ul style="list-style-type: none"> TMS User ID: [Empty] Employee Type (Required): EMPLOYEE TMS Domain: RMGT_CSEPHD SSN (Required): [Redacted] Verify SSN (Do not include dashes) Date of Birth (Required): [Empty] (MM/DD/YYYY) First Name (Required): first.111 MI: [Empty] Last Name (Required): last.111 Suffix: [Empty] Email: [Empty] NT Login: [Empty] Job Locations: -- SELECT -- Station: 200 Duty Code: A Time Zone: Central Standard Time (America/Chicago)

Table 12 – Search by Person ID

Edit User Profile

When editing an employee profile in the PM interface, data fields sourced from the VA HR system of record will be inaccessible for editing. Some fields in the top section of the User Profile are accessible in the Edit form so you can make any required changes and updates to the data in them. Other fields will be initially greyed out, such as the **Address** field, with the option of making them editable by using an associated “exception” checkbox.

Note: The TMS User ID can be edited once the **User ID Exception** checkbox is selected.



The screenshot shows the 'Edit User Profile' form in the TMS interface. The form is divided into several sections:

- TMS User ID:** MOUSE, MICKEY0221. Includes checkboxes for 'User ID Exception' (unchecked) and 'TMS User' (checked).
- Employee Type (Required):** EMPLOYEE. **TMS Domain:** OHRA.
- *SSN (Required):** [Redacted] with a 'Verify SSN' button and a note '(Do not include dashes)'. ***Date of Birth (Required):** 02/21/1970 (MM/DD/YYYY).
- *First Name (Required):** Mickey. **MI:** W. ***Last Name (Required):** Mouse. **Suffix:** [Empty].
- Email:** mickey.mouse@va.gov. **NT Login:** VHAABCMOUSEM.
- Job Location:** OFFICE OF HUMAN RESOURCES ADMINISTRATION - CLEVELAND OH (101 GB) (Station: 101 | Duty: EI).
- Station:** 101. **Duty Code:** EI. **Time Zone:** Eastern Standard Time (America/New_York).
- Address:** 10000 Brecksville Road. Includes an 'Address Exception' checkbox (unchecked).
- City:** Brecksville. **State:** OH. **Zip:** 44141.
- Job Title:** VISUAL INFORMATION SPECIALIST.
- Phone 1 Type:** OFFICE. **Number:** 202.555.1111.
- Phone 2 Type:** MOBILE. **Number:** 202.555.1234.
- Phone 3 Type:** [Empty]. **Number:** [Empty].
- *VA Organization (Required):** VALU LEARNING INFRASTRUCTURE - OHRA.14941000. **TBL Unit:** 387.
- TMS User Role:** STANDARD.
- Supervisor:** Current Selection: GRACE JR, MARK L. Includes a search box with fields for 'First Name' and 'Last Name', and a 'Search' button.
- Profile Maintenance:**
 - User/Level: [] OHRA
 - Admin: []
 - Organization Functions Menu: []
 - Completion Reports Access: []
 - Sunset Date Access: []
- Comments:** [Empty text area with scrollbars].

Figure 4 – User Profile Example

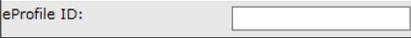
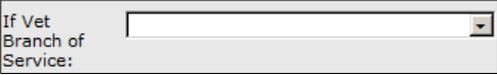
Edit EHRI And Other

Most of the data fields in the EHRI And Other area of the form are sourced from the VA HR system of record. Those that are not can be edited here by a PM administrator, as well as by a TMS user in their TMS Talent Profile.

The **eProfile ID** field is used to manage a TMS user’s ACPE ID. This will be applied when a TMS user is applying for ACPE accreditation. It should only be filled in for personnel who have this requirement.

The other editable fields (**Grade or Rank Prior to 1st SES, Start Date of 1st SES Position, Veteran Status, If Vet Branch of Service, If Vet Mil Separation Date, If Vet Rank at Separation**, and **OGA – Other Government Agency**) should only be used for VA Senior Executives, as there is no business reason to capture this data for other TMS users.

Follow the steps in the table below to complete those fields that need to be edited.

STEP	ACTION	DETAILS
1	Select Expand to open EHRI And Other.	
2	Enter eProfile ID only when personnel have this requirement as indicated in the information above.	
3	Select Grade or Rank Prior to 1st SES from the dropdown list.	
4	Enter Start Date of 1st SES Position in the field.	
5	Select Veteran Status from the dropdown list.	
6	Select If Vet Branch of Service from the dropdown list.	
7	Select If Vet Mil Separation Date from the dropdown list.	
8	Select If Vet Rank at Separation from the dropdown list.	

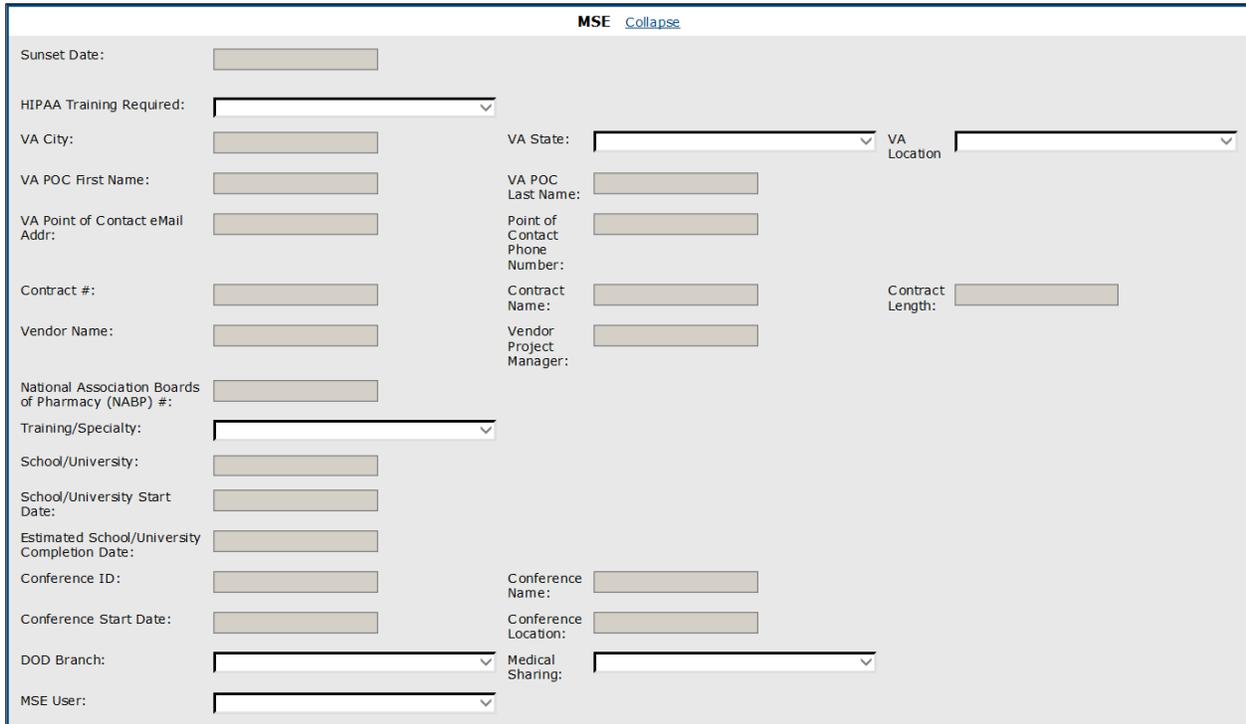
STEP	ACTION	DETAILS
9	Select OGA – Other Government Agency from the dropdown list.	

Table 13 – Edit EHRI And Other

Edit MSE

The fields in the MSE section of the Edit form are all inaccessible for employee profiles, so the section is initially collapsed. If you choose to view any data that may exist for an employee in this section, you should select the **Expand** link in the MSE section of the form.

Note: The only reason an employee profile might have data in this section of the form is if they were previously a TMS user as a non-employee and the data points did not get cleared when they transitioned into VA employee status.



The screenshot shows the 'MSE' section of a form, which is currently collapsed. The title 'MSE' is followed by a 'Collapse' link. The form contains numerous fields, many of which are disabled (greyed out). The fields are organized into two columns:

- Left Column:** Sunset Date; HIPAA Training Required; VA City; VA POC First Name; VA Point of Contact eMail Addr; Contract #; Vendor Name; National Association Boards of Pharmacy (NABP) #; Training/Specialty; School/University; School/University Start Date; Estimated School/University Completion Date; Conference ID; Conference Start Date; DOD Branch; MSE User.
- Right Column:** VA State; VA Location; VA POC Last Name; Point of Contact Phone Number; Contract Name; Vendor Project Manager; Contract Length; Conference Name; Conference Location; Medical Sharing.

Figure 5 – MSE Example

After making changes, review, and then save changes by selecting the **Submit** button. The *Message from webpage* window prompt displays. Select **OK** to save the changes and close the record.

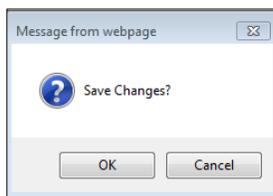


Figure 6 – Save Changes?

You have reached the end of the Profile Maintenance: Add New and Edit VA Employee Profile Job Aid