User Job Aid: Create New Non-VA User Record

Purpose

The purpose of this job aid is to guide users through the step-by-step process of creating a new non-VA user record.

In this job aid, you will learn how to:

- Task A. Create New Non-VA User Record
- Task B. Complete Required Training
**Task A. Create New Non-VA User Record**

2. From the login page, select the **Create New User** link.

3. On the VA TMS Self Enrollment page, answer the question, **"I will work at, or will attend an event sponsored by . . . "**
4. Select **Next**.
5. On the second VA TMS Self Enrollment page, select the appropriate employment type.

6. Select **Next**.

7. In the **My Account Information** section, fill in all required fields as noted by the red asterisk. Be careful to type accurately when entering your social security number, e-mail address, and legal name.

7a. If you are foreign national, select the **click here** link.
7b. If there is a security pop-up, select **Allow**.

7c. In the email pop-up, add any additional information to assist your Admin such as your name and contact information. Then select **Send**.
8. In the **My Job Information** section, fill in all required fields as noted by the red asterisk. Be sure to enter the data provided by your VA point of contact where appropriate.

9. If you are required to take training on the Health Insurance Portability and Accountability Act (HIPAA), select the **HIPAA Training Required** checkbox.

10. Select **Submit**.

11. From the congratulations page, note your **VA TMS User ID** for future reference.

12. Select **Submit**.
**Task B. Complete Required 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**.