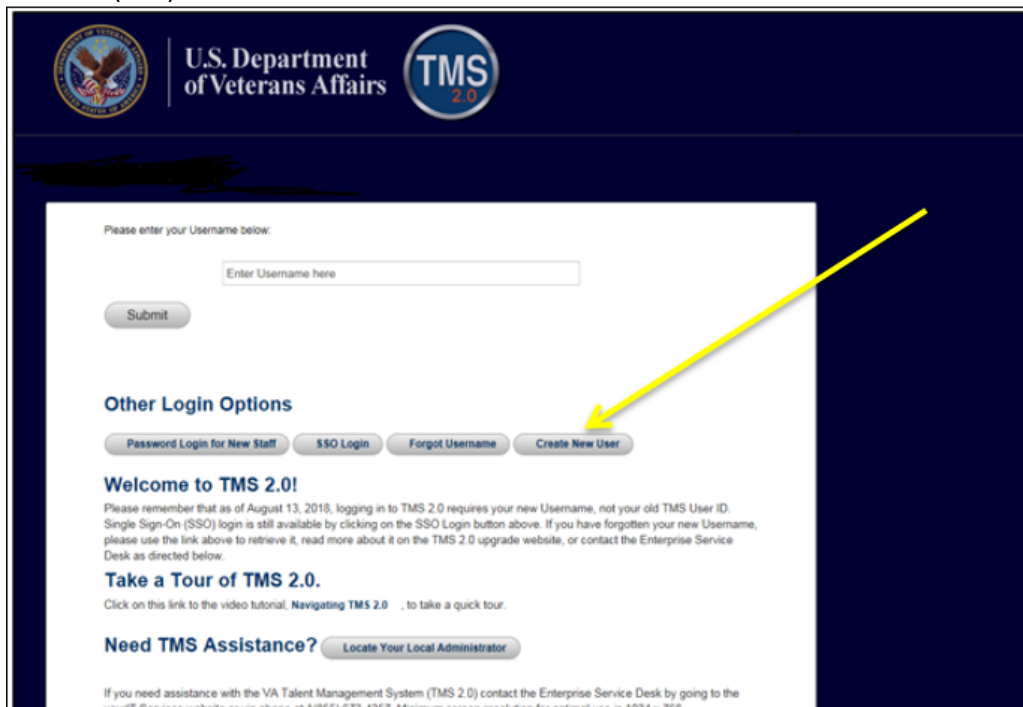


Instructions for Non-VA Participants to Create a TMS Account and Obtain CEU Certificates

STEP 1: Create an account in TMS.

- A. To access the TMS, you must use one of the following browsers:
- Internet Explorer (7.0 to 11.0)
 - Mozilla Firefox (3.6.x.x and above)
 - Safari on Mac (6.0 and above)
 - Google Chrome (23.0.x.x and above)
- B. Go to the TMS homepage (<https://www.tms.va.gov/SecureAuth35/>) and click **Create New User** to set up a profile. If you've previously created a TMS account, use your current credentials. If you have any questions about the information to be provided or experience difficulties creating a profile, contact the Enterprise Service Desk (ESD) at 1-855-673-4357.



C. Select **Veterans Health Administration (VHA)** and click **Next**

VA TMS SELF ENROLLMENT

- If you are a VA EMPLOYEE and need a VA TMS profile, do not create an account here. Please contact your local VA TMS Administrator.
- If you need assistance with self-enrollment, please contact the VA TMS Help Desk at 1 (866) 496-0463 or via email at VATMSHelp@va.gov.

Please answer the following question to begin the Self Enrollment process:

I will work at or will attend an event sponsored by...

- Veterans Health Administration (VHA)**
The VHA is the nation's largest integrated health care system, with more than 1,700 hospitals, clinics, community living centers, domiciliaries, readjustment counseling centers, and other facilities
- Veterans Benefits Administration (VBA)**
The VBA administers a variety of benefits and services that provide financial and other forms of assistance to Service members, Veterans, their dependents and survivors
- National Cemetery Administration (NCA)**
The NCA provides burial benefits to veterans and eligible dependents, and operates 131 national cemeteries in the U.S. and Puerto Rico
- Office of Information and Technology (OIT)**
The OIT acquires, delivers, and manages technology to VA and acts as a steward for most of VA's information technology assets and resources
- VA Central Office (VACO)**
VACO is a general term covering all other Program, and Staff Offices

Next

D. Select **Conference Attendee (Those attending a VA-sponsored conference)** and click **Next**

Please answer the following question to begin the Self Enrollment process:

I am a...

- Health Professions Trainee** (Health professionals in VA training programs, including WOC trainees)
- Volunteer** (Those volunteering for VA without VA compensation)
- WOC** (Those working for the VA without VA compensation)
- Clinical Contractor** (Medical professionals working for the VA on a contractual basis)
- Contractor** (Non-medical professionals working for the VA who do so on a contractual basis)
- Veterans Service Officer** (Non-VA employees that help Veterans with preparing, filing, and tracking a benefits claim through the VA system)
- DOD** (Department of Defense Civilian employees and Active Duty military personnel from any branch of the US Armed Forces)
- Conference Attendee** (Those attending a VA-sponsored conference)
- Federal Non-VA** (Those holding positions in the Federal government, except the DoD and the VA)

Back Next

E. You must provide information related to MY ACCOUNT and MY JOB. All fields marked with an asterisk must be completed.

Note: Fields marked with * are required

MY ACCOUNT INFORMATION

- The length of the password must be between 12 and 20 characters.
- The password must contain the following types of characters:
 - English lowercase letters.
 - English uppercase letters.
 - Arabic numerals(0,1,2,...9).
 - Non alphanumeric special characters (!@#\$%^&* _+-=()[]{}?;.,/)
- Characters cannot be repeated more than twice in a row.
- The password cannot contain user name(login ID).
- The password cannot contain users first name and last name.
- The password cannot be the same as any of the previous 24 passwords.
- The password cannot contain 6 or more characters in a row from the previous password.
- Security answer must be at least 5 characters.

* Password :

* Re-enter Password :

* SSN : (Click here to view the VA TMS Privacy Act Notice.) - -

(If you are foreign national and do not have an SSN please [click here](#))

* Re-enter SSN : - -

* DOB (MM/DD/YYYY) :

* Legal First Name :

* Legal Last Name :

Middle Name(Optional) :

* Email Address :

* Re-enter Email Address :

* Phone Number (do not include hyphens i.e 1112223333) : - - Check here to enter an International Phone Number

* Time Zone ID :

Note: The **email address** that you enter here will be used as your username to log into the system. Please ensure that the email address you use can be easily accessed.

Note: The VA and conference information is:

- **VA Location:** IND
- **VA Point of Contact:** Rebecca Bewsey
- **VA POC Email:** Rebecca.bewsey1@va.gov
- **VA POC Phone:** 317-988-4218
- **Conference ID:** VA 4458939
- **Conference Name:** Battlemind to Home
- **Conference Start Date** 10/09/2018
- **Conference Location:** Indianapolis
- **TMS Scheduled Offering #** (enter the TMS Scheduled Offering ID)

CONFERENCE INFORMATION

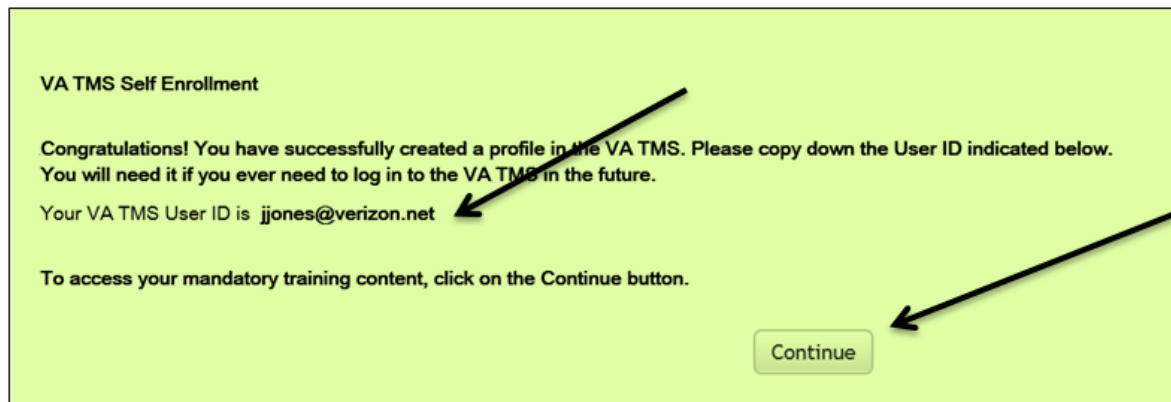
- * VA Location :
- * VA Point of Contact First Name :
- * VA Point of Contact Last Name :
- * VA Point of Contact Email Address :
- * Point of Contact Phone Number (do not include hyphens i.e. 1112223333): - - Check here to enter an International Phone Number
- * Accreditation Occupation Category :
- * Preferred Accreditation :
- National Association of Boards of Pharmacy (NABP) # :
- * Conference ID :
- * Conference Name :
- * Conference Start Date (MM/DD/YYYY) :
- * Conference Location :

Buttons: Back, Submit

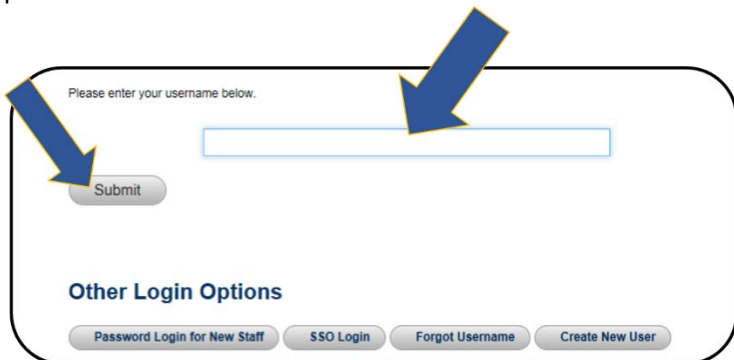
Callouts: "See top of Page 1" (points to VA Location, VA Point of Contact First Name, VA Point of Contact Last Name); "See top of Page 1" (points to Accreditation Occupation Category); "Choose from drop-down-list" (points to Preferred Accreditation); "See top of Page 1" (points to Conference ID).

Note: If there were any errors identified after selecting **SUBMIT**, you must fix those and then select **SUBMIT** again. Keep making corrections until you succeed.

- F. Once any errors have been corrected, you should see the **Congratulations** screen. At this point you should make note of your TMS Username (which will be the Email Address that you entered). Once you click “submit”, the following User ID message will display. Click **Continue** to proceed.



- G. After **20 minutes** have passed, please return to <https://www.tms.va.gov/SecureAuth35/> and enter your Username and click Submit. TMS requires a double authentication to access. After you enter your Username and submit, you will need to get a passcode to access. The passcode will be mailed to the email address you provided above.



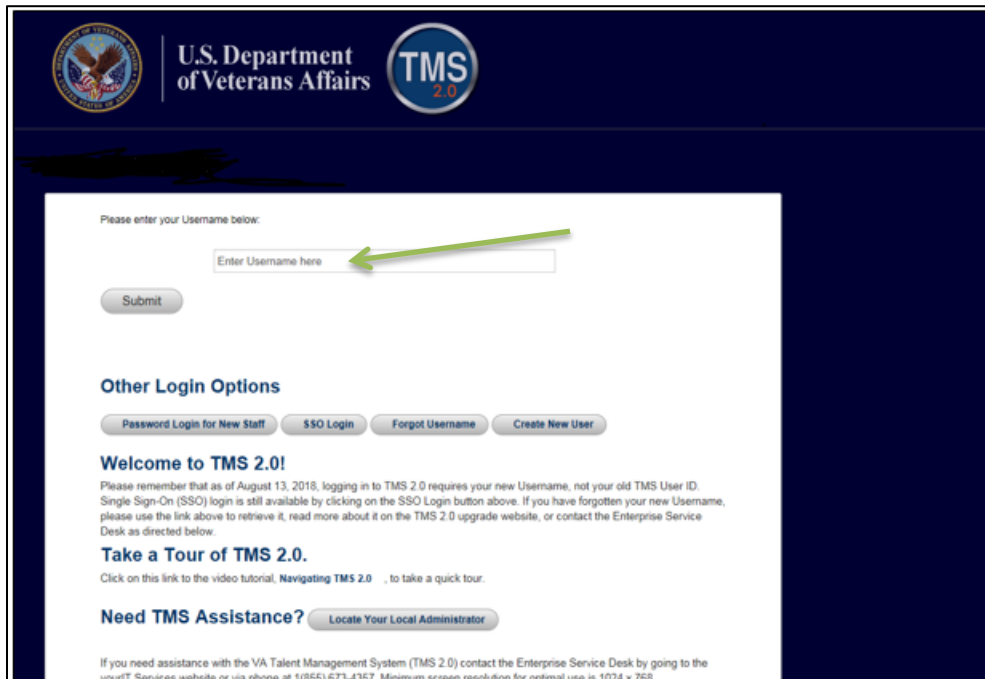
- H. Once your Passcode arrives, enter it using your keyboard, or the on-screen number pad, and click **SUBMIT**.

- I. You will be asked to select and provide answers to two security questions. These will be used if you need to reset your TMS password.

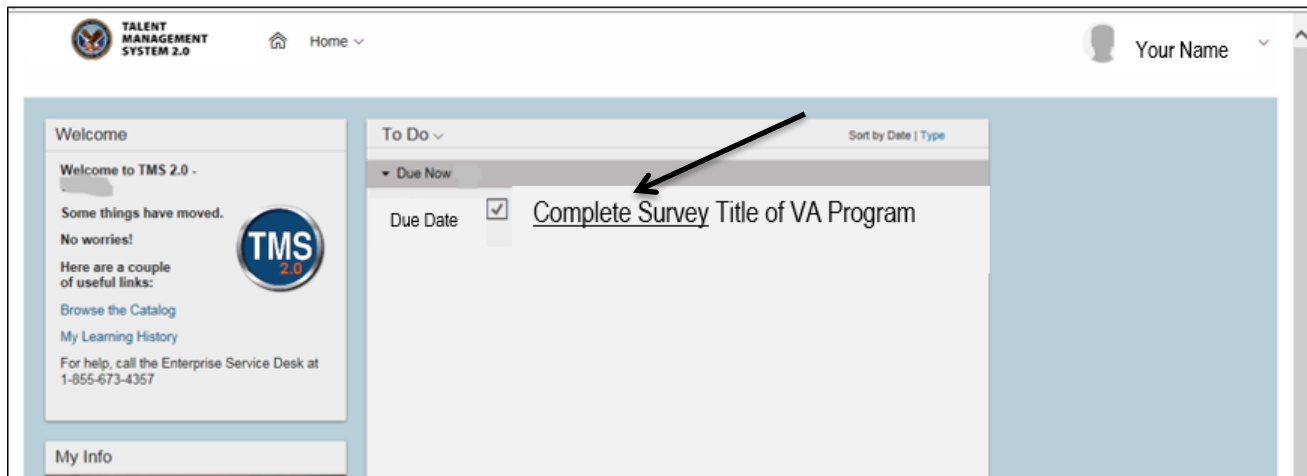
Note: After selecting your questions and entering your answers, select the **SAVE** button. At this point, you have now created your TMS User Profile

STEP 2: After the program ends, log into the TMS to verify and evaluate the education. You will have 30 DAYS from the end of the program to obtain your CEU certificate.

- A. About **ONE WEEK** after the program, log into the TMS homepage (<https://www.tms.va.gov/SecureAuth35/>). Sign in using your user ID identified in **F** (above). You will also need to do **G** and **H** again.



B. The education course you attended should be on the **TO-DO LIST**. Click the name.



C. Click on **“COMPLETE SURVEY”**, complete and submit it.

D. After the survey (evaluation) has been received, you will be taken to a new page. On this page click on the **“MY HISTORY”** tile.

E. Click on **“VIEW ALL”**. Hover the cursor over the program title click on **“VIEW DETAILS”** in the popup window that appears. **DO NOT click on the “Print Certificate” here.**

F. In the Completed Work Details screen, you should see a section named **“ACCREDITATION DETAILS.”**

G. Click the **“Print Accredited Certificate”** button next to your requested Accreditation (AACME, ANCC, etc.)

H. Your Accredited certificate should appear on the screen for you to save or print.