

Dear VSO:

You have been selected to help the Department of Veterans Affairs serve Veterans.

In order for you to perform this special work at VA, you are required to complete mandatory training entitled *VA Privacy and Information Security Awareness Training and Rules of Behavior*. This training is offered through the VA Talent Management System (TMS), a system that offers web-based training to VA employees and its partners.

To get started, you must create a profile in the VA TMS by visiting <https://www.tms.va.gov/plateau/user/login.jsp>. Once there, you should follow the steps below to create a profile, launch the mandatory training, and complete the content within 5 days of creating your profile.

When you complete the required training, please let me know so I can continue to help you get set up to help Veterans.

Sincerely,

Jessica Pressman
Training Manager
Huntington VA Regional Office
304-399-9348

1.1 Step-by-Step Instructions

1. From a computer, launch a web browser and navigate to <https://www.tms.va.gov/plateau/user/login.jsp>
2. Click the [**Create New User**] link in the menu below the “TMS” logo and login fields
3. Select the radio button for “Contractor”
4. Click the [**Next**] button
5. Enter appropriate information in each required field, and also in any non-required field if you have the information
 - a. My Account Information:
 - i. Create **Password** (Follow the guidelines presented on screen)
 - ii. Re-enter **Password**
 - iii. **Security Question**
 - iv. **Security Answer**
 - v. Re-enter **Security Answer**
 - vi. **Social Security Number** (Your SSN is used only as a unique identifier in the system to ensure users do not create multiple profiles. The SSN is stored in a Private Data Table that cannot be accessed anywhere via the VA TMS interface. It is securely transferred to a VA database table inside the VA firewall where it can be confirmed, if necessary, by appropriately vested system administrators and/or Help Desk staff.)
 - vii. Re-enter **Social Security Number**
 - viii. **Date of Birth**
 - ix. **Legal First Name**
 - x. **Legal Last Name**
 - xi. **eMail Address** (Enter your business or personal eMail address. The eMail Address will be used as your UserID)
 - xii. Re-enter **eMail Address**
 - xiii. **Phone Number** – Enter a number where you can be reached by VA staff if issues arise with this self-enrollment process or in other circumstances)
 - b. My Job Information
 - i. **VA City** – Enter “Huntington”
 - ii. **VA State** – Select WV from the list
 - iii. **VA Location** – Select VBA 315 (VBA Huntington Regiona l Office) from the list
 - iv. **VA COR First Name** – Enter “Jessica”
 - v. **VA COR Last Name** – Enter “Pressman”
 - vi. **VA COR eMail Address** – Enter “Jessica.pressman@va.gov”
 - vii. **VA Point of Contact Phone Number** – Enter “304-399-9348”
 - viii. You are not required to complete HIPAA training DO NOT check the **HIPPA Training Required** check box.

Once you have entered all of the necessary data, click on the “**Submit**” button. Your profile will be immediately created. Copy and save the **User ID** displayed to you on the confirmation page, since you will need this for future logons to the VA TMS. Once done, click on the “**Continue**” button and wait until your “**To-Do List**” populates with the title(s) of the mandatory training.

1.2 Launching and Completing the Content

1. Mouse over the title of the available Item in the **To-Do List**. (Make sure that your pop-up blocker is off)
2. Click the [**Start Course**] button in the pop-up window that appears.
3. Complete the content following the on-screen instructions.
4. Exit the course, and a completion should be recorded.

1.3 Trouble-shooting and Assistance

The Check System link on the VA TMS is an automated tool that confirms the existence of basic, required software on the computer you are using to complete this training. If your computer is not in compliance with the requirements, a red “x” will appear next to the Check System link. Should this be the case with your computer, please follow the instructions to bring your computer up to the standards that will work with the VA TMS.

If you do not have a Social Security Number, or if you experience any difficulty creating a profile or completing the mandatory content, contact Jessica Pressman, Training Manager at 304-399-9348.

When you have completed the training requirement, please send a confirmation email to Jessica.pressman@va.gov.

Thank you!