

D3 – Privacy Training - VA Salt Lake City Healthcare System Mandatory Training Instructions for Contractors

In order for you to work as a contractor with the VA Eastern Colorado Healthcare System, you are required to complete the mandatory online training titled *VA Privacy and Information Security Awareness Training and Rules of Behavior*. This web-based lesson is available through the VA Talent Management System (TMS). Your COR will inform you if you are also required to complete the online course called *Privacy and HIPAA Training*.

To use the TMS, you must self-enroll and create a profile. Follow the steps below to create your profile, launch the mandatory training course(s) and complete the training prior to starting the contract.

Step-by-Step TMS Self-Registration Instructions

1. From a computer, launch a web browser and navigate to <http://www.tms.va.gov>
2. Click the [**Create New User**] button located under the SIGN IN button.
3. Select the radio button for “**Contractor**”.
If you are a VA employee do not use this self enrollment process.
4. Click the [**Next**] button
5. Complete all required fields and any non-required fields if possible.
 - a. **My Account Information:**
 - i. Create a Password (*read the on-screen directions for password configuration*)
 - ii. Re-enter Password
 - iii. Security Question
 - iv. Security Answer (*enter twice*)
 - v. Social Security Number **(If you do not have a Social Security Number, follow the on-screen instructions when registering.)*
 - vi. Re-enter Social Security Number
 - vii. Date of Birth
 - viii. Legal First Name
 - ix. Legal Last Name
 - x. Email Address (*Enter your personal email address. The email address will be used as your User ID when you login to TMS*)
 - xi. Re-enter your email address
 - xii. 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 the city of the VA training facility)*
 - ii. VA State – **Utah**
 - iii. VA Location Code – **ECHCS (VA Salt Lake City Health Care System)**
 - iv. VA COR First Name: *
 - v. VA COR Last Name: *
 - vi. VA COR Email: *
 - vii. VA COR Phone Number: *
 - viii. HIPAA Training Required: **(Check this box if directed by your COR)*

** This information will be given to you by your Contracting Officer Representative (COR)*

Once you have entered all of the required data, click the “**Submit**” button. Your profile will be immediately created. Copy and save the **User ID** displayed to you on the confirmation page, as

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 is displayed with the title of the mandatory training course(s).

Launching and Completing the Required Training

1. Mouse over the title of the **VA Privacy and Information Security Awareness and Rules of Behavior** training course.
2. Click the [**Go to Content**] button in the pop-up window that appears.
3. Complete the course content following the on-screen instructions.
4. Exit the course when directed. Your completion will be recorded automatically.
5. Click on the “**Completed Work**” pod on the lower right hand side of your internet browser window.
6. Move your mouse over the title of the course you just completed and choose to “**Print Completion Certificate**”.
7. Print your completion certificate. You can also save it as a pdf file for your records.
8. Give a copy of the **Certificate of Completion** for your mandatory training(s) to your COR.
9. If directed by your COR, use the same steps to complete the *Privacy and HIPAA* course.

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 one of the components of 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 the VA MSE Help Desk at 1.888.501.4917 or email: VAMSEHelp@gpworldwide.com.

* 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.