

Mandatory Training for all Residents and Students Instructions

*****TURN OFF the Popup Blocker in your web browser*****

First time rotating to Bay Pines VAHCS:

- a) A full training course including 14 modules and one short additional module (compliance and business integrity)
- b) Name of course is: **VHA Mandatory Training for Trainees** TMS item# 3185966

Returning Residents/Students to Bay Pines VAHCS:

- a) A refresher course that includes only that content that must be re-taken each year (***to be used ONLY after VHA Mandatory Training for Trainees has been passed once in TMS***)
- b) Name of course is: **VHA Mandatory Training for Trainees - Refresher** TMS item # 3192008

These trainings may be accessed anywhere Internet capability is provided (Home or school): please go to the following web address: <https://www.tms.va.gov/plateau/user/login.jsp> (be sure to type it exactly as shown below as it is case sensitive)



If completing the mandatory training for the first time in the TMS:

1. Choose "Create New User" on the home page.
2. Residents and Students choose **Health Professions Trainee**.
3. Complete the Registration form with your required personal information. Bay Pines specific information is below.
 - *VA City = Bay Pines
 - *VA Location Code = BAY
 - *VA Point of Contact First Name = Robert
 - *VA Point of Contact Last Name = Farmin
 - *VA Point of Contact Email Address = Robert.farmin@va.gov
4. Click Submit

You then must log in with your new username and password.

1. **Once you have logged into the system:**
2. You should be at Your Lesson Plan which should be automatically populated with the course "VHA Mandatory Training for Trainees". Then you should be able to select go to content and complete the course.
3. If you are a returning Resident or Student and have completed Mandatory Training for Trainees once in the TMS, then you may choose the "VHA Mandatory Training for Trainees - Refresher".
4. Bringing the Certificate with you is no longer required. We will verify completion through the TMS system.
5. If you are having difficulties accessing the Web Site, please click the words "Check System" in the navigation bar at the top of the site. This will check if your web browser is compatible and up to date.

Problems with this website - please email VATMSHelp@va.gov
Or call Monday through Friday between 8am and 10pm EST at 1 (866) 496-0463