Veterans Health Administrations
TIPs for Health Professions Trainees

✓ Retain this document for reference or take a photo

Computer Access:

- Accounts are **disabled** after **90-days of non-use** (inactivity)
  - See VA service coordinator to have VA account reactivated.

- Accounts are **disabled if TMS training has expired**
  - Complete Mandatory Training for Trainees in VA Talent Management System (TMS)
    - [https://www.tms.va.gov](https://www.tms.va.gov)
    - Training is annual and mandatory; must be completed once every 364 days
    - Ensure email address in TMS is one that you use
    - Add a phone number to enable one-time password function

**Failure to complete training before it becomes overdue will result in suspension of ALL VA access**

- No PIV Badge? Request a temporary PIV exemption, by calling the IT Enterprise Service Desk (ESD) **1-855-673-4357**

- To Logon using VA badge
  - Place the card into the keyboard slot (upper right) or USB card reader
    - Photo should face forward
    - When prompted enter your 6-digit PIN number and press Enter

PIV Exemptions:

- Temporary exemptions are available for times when the card stops functioning or when lost or forgotten. Call the IT Enterprise Service Desk (ESD) **1-855-673-4357**

Contact Suzy Lozano (Suzanne.Lozano@Va.gov) in Clinical Education for assistance.