

## 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>
    - 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](mailto:Suzanne.Lozano@Va.gov)) in Clinical Education for assistance.**