



## TMS Self-Enrollment for Students/Instructors

<https://www.tms.va.gov/learning/user/login.jsp>

- Click on **Create New User**

Complete the steps as instructed.

- Choose the following to begin the Self Enrollment process:
  - **Veterans Health Administration (VHA)**
  - **Health Professions Trainee (student) or WOC (instructor)**

Enter the following for “My Account Information”:

- Create a unique 12-20 character password which contains *at least* 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character.
- Use your **full legal name** and **school email address**.
- Create a security question (Security answer must be *at least* 5 characters)

\*Time Zone ID: **Pacific Standard Time (America/Los Angeles)**

Enter the following for “My Job Information”:

\*VA Location: Click on funnel and *search* for “**SDC**”

\*Trainee Type: **Nursing**

\*Specialty/Discipline: *choose 1 of the following student types...*

- *RN students:* **Registered Nurse**
- *LVN students:* **Licensed Vocational Nurse**
- *CNS students:* **Clinical Nurse Specialist**
- *NP students:* **Nurse Practitioner**

\*VA Point of Contact First Name: **Suzanne**

\*VA Point of Contact Last Name: **Carranza**

\*VA Point of Contact Email Address: **suzanne.carranza@va.gov**

\*Point of Contact Phone number (*do not include hyphens*): **8585528585**

Access to CPRS or other personally identifiable information, requires completion of “**VHA Mandatory Training for Trainees**” course in TMS.

After completing the registration process, click Submit then login with your new TMS UserID (**school email address**) and TMS Password. Complete the item(s) assigned in your learning plan then print a copy of your completion certificate and submit to Nursing Education.

Thank you,