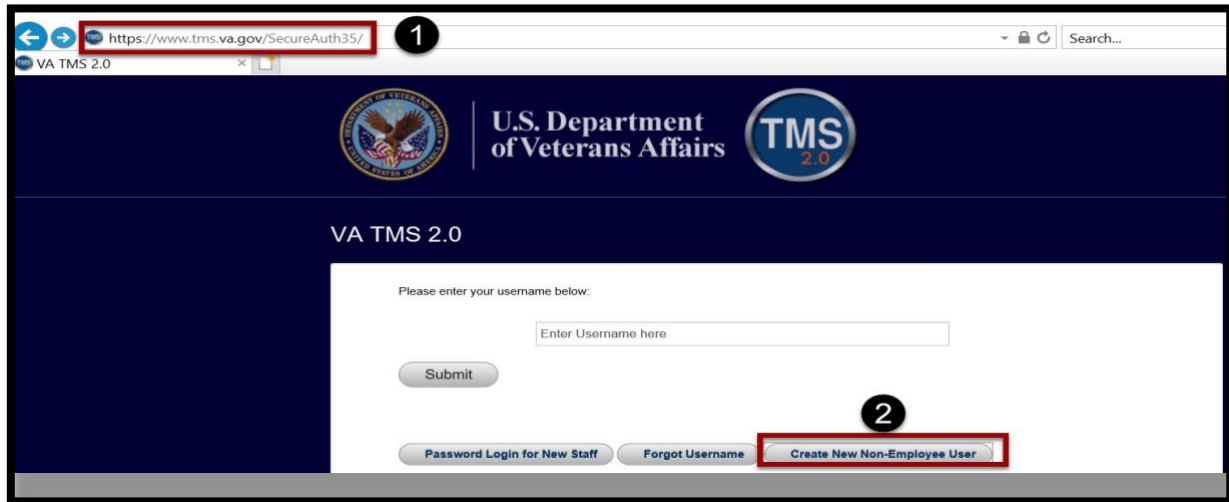


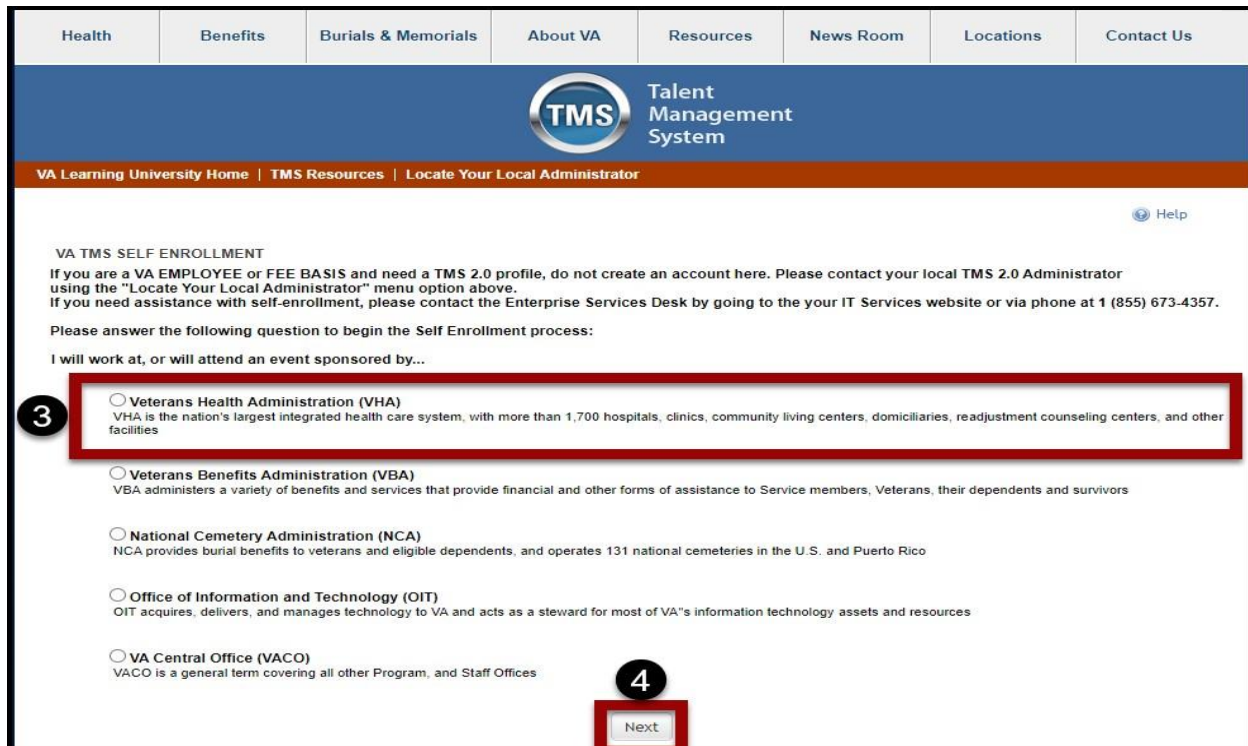
## How to register as a Conference Attendee

This is a one-time process. If you have registered a TMS profile in the past – please communicate with the Point of Contact listed below. If you have never created a TMS profile, please follow the steps listed below. Make sure to enter accurate information to receive your accredited certificate.

1. Access the VA TMS login page at <https://www.tms.va.gov/SecureAuth35/>.
2. From the login page, select the **Create New Non-Employee User** link.



3. On the VA TMS Self Enrollment page, select the **Veterans Health Administration (VHA)** option.
4. Select **Next**.



## How to register as a Conference Attendee

5. On the second VA TMS Self Enrollment page, select the appropriate **Conference Attendee**.
6. Select **Next**.

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Please answer the following question to begin the Self Enrollment process:

I am a...

- Health Professions Trainee (Health professionals in VA training programs, including WOC trainees)
- Volunteer (those volunteering for VA)
- WOC (those working for VA without VA compensation)
- Clinical Contractor (medical professionals working for VA on a contractual basis)
- Contractor (non-medical professionals working for VA who do so on a contractual basis)
- Veterans Service Officer (non-VA employees that help Veterans with preparing, filing, and tracking a benefits claim through the VA system)
- DOD (Department of Defense Civilian employees and Active Duty military personnel from any branch of the US Armed Forces)
- Federal Non-VA (those holding positions in the Federal government, except the DoD and VA)
- Conference Attendee (those attending a VA-sponsored conference)

Back Next

7. On the **My Account Information** page, fill in all required fields as noted by the red asterisk. Be careful to type accurately when entering your social security number, email address, and legal name.
8. If you are a foreign national, select the **click here** link. If you are not, continue to step 12 on Pg. 4.

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Note: Fields marked with \* are required  
MY ACCOUNT INFORMATION

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\* SSN : (Click here to view the TMS 2.0 Privacy Act Notice.) [ ] - [ ] - [ ]  
(If you are foreign national and do not have an SSN please click here)

\* Re-enter SSN : [ ] - [ ] - [ ]

\* DOB (MM/DD/YYYY) : [ ]

\* Legal First Name : [ ]

\* Legal Last Name : [ ]

Middle Name(Optional) : [ ]

\* Email address (should be a sustained email address as it will be your TMS 2.0 ID and initial username value) : [ ]

\* Re-enter Email Address : [ ]

\* Direct Dial Phone Number (No switchboards or extensions permitted. Do not include hyphens i.e 1112223333) : [ ] [ ] [ ]  Check here to enter an International Phone Number

Mobile Number (This will be used to deliver a login passcode via text message, if you choose. Do not include hyphens, i.e 1112223333) : [ ] [ ] [ ]  Check here to enter an International Phone Number

\* Time Zone ID : [ ]

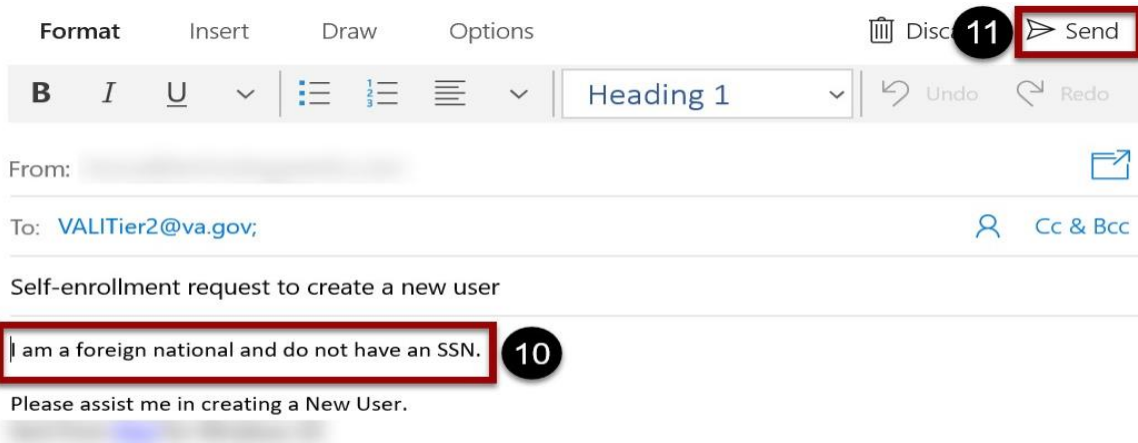
## How to register as a Conference Attendee

9. If there is a security pop-up, select **Allow**.



10. In the email pop-up, add any additional information to assist your Admin, such as your name and contact information.

11. Select **Send**



## How to register as a Conference Attendee

12. In the **My Job Information** section, fill in all required fields as noted by the red asterisk.

Be sure to enter the data provided by your VA point of contact listed below.

Point of Contact First Name:


Point of Contact Last Name:

Point of Contact Email address:

Point of Contact Phone Number:

13. Select **Submit**. If you've selected the wrong Employment Type, select **Back**.

MY JOB INFORMATION 12

\* VA Location :    
(Supplied by your VA Contact; Click on the blue funnel to search)

\* VA Point of Contact First Name :

\* VA Point of Contact Last Name :

\* VA Point of Contact Email Address :

\* Point of Contact Phone Number (do not include hyphens i.e. 1112223333):     Check here to enter an International Phone Number

HIPAA Training Required :

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**NOTE:** Please allow 24 – 48 Hours upon completing your TMS profile to receive your registration link. This link will allow you to register for the upcoming training event.