

## VHA Mandatory Training for Trainees (MTT)

- Specially developed course for Health Professions Trainees
- Training profiles and completion certificates may transfer between VA facilities
- Complete MTT once every 364 days to remain "in good standing"
  - **Attention First Time Users:** Once you complete the entire VHA MTT course, the training system will automatically assign the Refresher course to be completed a year out from the initial training. Please pay attention to the title and due date in the training system to avoid wasting time
- **Failure to complete annual training prior to due date will result in immediate loss of VA computer access and may affect use of VA badge**

## How to Access Mandatory Training for Trainees (MTT)

### **First Time Users**

Give yourself plenty of time to complete this process. After you self-enroll, TMS 2.0 needs **20 minutes** to create your account. Only after your account is created can you log in and complete the required training. **The median time to complete the VHA MTT is 90 minutes.**

1. To Self-enroll you need the following VA facility-specific information to complete the **Job Information** section.
  - VA Location: **DEN**
  - Trainee Type: **Medical School or Physician Residency/Fellowship**
  - Specialty/Discipline: **Select the one that best matches your training program**
  - VA Point of Contact Name: Latoya Conner
  - VA Point of Contact Email Address: [Latoya.Conner@va.gov](mailto:Latoya.Conner@va.gov)
  - VA Point of Contact Phone: 720-857-5336
2. Go to the [VA Talent Management System 2.0 \(TMS\) website](https://www.tms.va.gov/SecureAuth35/), <https://www.tms.va.gov/SecureAuth35/>
3. Click on **CREATE NEW USER**
4. Select **VETERANS HEALTH ADMINISTRATION**
5. Select **HEALTH PROFESSIONS TRAINEE**
6. Complete all **Account** and **Job Information** and click **Submit**
7. **Wait 20 minutes and then continue the steps below for Returning Users.**



If you need assistance with TMS, or already have an account, call the **VA Enterprise Service Desk (866) 496-0463**

### **Returning Users**

1. Go to the [VA Talent Management System 2.0 \(TMS\) website](https://www.tms.va.gov/SecureAuth35/), <https://www.tms.va.gov/SecureAuth35/>
2. Your username is the email address you used to enroll. Type your email address in the "Enter Username here" box then click **Submit**
3. Elect to receive your one-time-passcode via email and click **Submit**
4. Enter the **passcode** and follow all instructions
5. Once logged into TMS 2.0 click the **Home v** and select **Learning**
6. **VHA Mandatory Training for Trainees** should appear in your To-Do list, click on the **Start Course** button to launch the training. **Make sure Pop-Up blockers are turned OFF.**

## How to Access Completed Training Certificate

### **ALL Users**

1. Once you've exited out of the completed the course, click on Home icon  at top of page
2. On the left side of page, in the "Welcome" box, click on "My Learning History"
3. Click on blue training title, a box will appear, then click on "Print Certificate" icon  **Print Certificate**
4. A separate web browser tab will populate with the training certificate that can be saved onto your computer or printed.