

TMS Instructions

Before you begin:

- For best results, use Internet Explorer as your browser. Microsoft Edge and Safari have also been reported to work. **Note, Google Chrome and FireFox will NOT work.**
- Make sure the Pop-Up Blocker is turned OFF for the TMS website. If it is on, the course windows will not open.
- Make sure Java versions and updates are current and you are running Adobe Flash Player 10 or higher.

Step 1

- Go to www.tms.va.gov/secureauth35/ using one of the browsers listed above.

Step 2

- Click Create New User
- Choose Veterans Health Administration (VHA), click Next
- Choose WOC, click Next – **Note: If you believe you should choose a different option stop here and consult the Credentialing Coordinator, Tedra Ricks (Tedra.Ricks@va.gov).**

Step 3

- Create Password and enter personal information
- Use your work or school email address, all reminder emails from TMS will go here
- **Write down your email address and password.**

Step 4

- For VA Location, click the blue funnel and choose ATG from the list
- For VA Point of Contact enter Tedra Ricks.
- For VA Point of Contact email address enter Tedra.Ricks@va.gov
- For VA Point of Contact phone number enter 404-321-6111
- If working on a human study with PHI, check the HIPAA Training Required box.
- Press Submit

Step 5

- Send the Credentialing Coordinator an email at Tedra.Ricks@va.gov notifying her that your TMS account has been created. She will need to validate your account and add the required Infection Control and Bloodborne Pathogens course to your account.