



VA Memphis Resident/Fellow Trainee Onboarding

2024-2025 ACADEMIC YEAR

Objectives

- ▶ Introduce Onboarding TEAM
- ▶ Review new Onboarding Workflow
 - ▶ Introduction of new onboarding portal APDS
 - ▶ Onboarding Timeline



VA Onboarding Team

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NEW HPT ON-BOARDING WORKFLOW

FIRST STEP:

TQCVL- Academic Affiliate generates signed TQCVL with names, email addresses, and complete program dates

- ▶ Trainee Education utilizes the TQCVL to initiate a Trainee Invitation to APDS
- ▶ Trainee will receive invitation to APDS including access to complete TMS training

Initial Information needed from Residents:

- ▶ Have you previously trained, worked, shadowed or volunteered at a VA?
 - ▶ VA Site previously associated with
 - ▶ VA email (if known)
 - ▶ Capacity at the VA: medical student, research, other type of trainee, volunteer, or employee
 - ▶ Date of their last VA rotation in current program

NEW HPT ON-BOARDING WORKFLOW: APDS System

- ▶ Account Provisioning and Deprovision System (APDS) System
 - ▶ New Online Application and Onboarding Portal
 - ▶ **ID ME:** Resident will use invitation link in email to Sign-In to APDS with ID Me
 - ▶ **APPLICATION:** Resident will **complete all application documentation in APDS**
 - ▶ **Background check**
 - ▶ **TMS:** Resident will use email link and password to **complete TMS (Warning: password expires in 5 days after receiving the invitation)**

******Resident cannot move to the next step until they have a completed application packet in APDS, completed TMS training, and have favorable fingerprint results**

Background Check: Fingerprinting

Fingerprinting is required for all Federal Appointments within the Department of Veterans Affairs:

- ❑ Must be sponsored by trainee education prior to scheduling fingerprints
- ❑ Fingerprints can be performed at Any VA Hospital.
 - ▶ [AI Scheduler \(gsa.gov\)](#)
 - ▶ [Bring required documents | GSA](#)

TMS/MTT Training

- ▶ All Trainees must complete one Online training module to satisfy VA requirements before they can work at the VA
 - ▶ Training is Call “Mandatory Training for Trainees” aka “MTT” aka “TMS Training”
 - ▶ The MTT can be completed from any computer or mobile device
- ▶ Link and temporary password will be sent after profile is completed in APDS
 - ▶ Password is good for 5 days, after this time they will need to reach out to the onboarding team to reset their password.
- ▶ Complete using Chrome or Microsoft Edge

ADPS Walk Through

RESIDENT VIEW

Your Invite

Dear Tutorial, Testuser,

Welcome to the Veterans Health Administration! As a Health Professions Trainee (HPT) Occupational Therapy PostMast, you will receive a VA appointment so you can perform a portion of your training with the Orlando VA Medical Center.

This invitation was initiated by LIGHT, RYAN PROV, who will be your VA contact for the duration of your training. There are forms that you will be completing online using the IAM Invitation Service. Please follow the instructions below to begin.

Instructions:

- Visit AccessVA at <https://int.eauth.va.gov/accessva/> .
- Click "I am a VA Employee or Authorized Contractor".
- Select "IAM Invitation Service".
- The IAM Invitation Service accepts any of the login methods visible on the AccessVA Home page, but an ID.me account can be created for the purpose of accessing the Service. If you have a preferred login method, select it. If no method applies to you, select "Sign in with ID.me" and create an account following the on-screen instructions.
- Once you are signed in, click the red "enter it here" link in the center of the page.
- Enter and submit the following invitation code: **487687092**

This is your link to Access

Do not share this code with others

For the APD you check this option!

Welcome to AccessVA. A solution for accessing VA's online services.

Click your category to see available applications you can sign in with:

I am a Veteran

I am a Family Member

I am a Service Member

I am a VA Business Partner

I am a VA Employee or Authorized Contractor

Select this option: I am
VA Employee

Select IAM Invitation Service

I am a VA Business Partner

I am a VA Employee or Authorized Contractor



Click Here: IAM Invitation Service

Sign in with ID.me

This is a test system.

Please **DO NOT** submit requests for VA benefits or healthcare on this site.
If you want to apply for VA benefits or healthcare via AccessVA please go to: <https://eauth.va.gov/accessva>

[AccessVA Home](#) | [About AccessVA](#) | [Contact Us](#)



Choose a secure VA Partner to sign into IAM Invitation Service:
Don't have one? [Register for a Sign-In Partner](#) or [Learn More](#)

	Sign in with DS Licon		Sign in with DoD CAC Card		Sign in with VA PI
	Sign in with ID.me		Sign in with LOGIN.GOV		Sign in with My Healthvet

HPT Video Guide 5.5.2023

Click Here

Sign in to ID.me

New to ID.me?

[Create an ID.me account](#)

New users Click Here

Email

Enter your email address

Password

Enter password

Sign in

If you have used ID.me before use this section

Paste in the Invitation Code from Email

U.S. Department of Veterans Affairs

AM Invitation Service Home Welcome TESTUSER TUTORIAL Logout

Invitations Received

Have an Invitation Code? You can [enter it here](#)


Below are onboarding documents required by the VA. **Please click on the + sign to access each document.** All documents will be completed electronically and documents requiring a signature will be signed electronically.

Status Legend

- ✘ New
- ⚠ Pending
- ✓ Completed

Inviter	Type	Status Completion Rate	Invitation Date	Action
No Invitation records found. Have an Invitation Code? You can enter it here				

Click Here



U.S. Department of Veterans Affairs

AM Invitation Service Home

Welcome TESTUSER TUTORIAL

[Logout](#)




Invitations Received

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Below are onboarding documents required by the VA. **Please click on the + sign to access each document.** All documents will be completed electronically and documents requiring a signature will be signed electronically.

Inviter	Type	Status Completion Rate	Invitation Date	Action
No Invitation records found. Have an Invitation Code? You can enter it here				

Status Legend

-  New
-  Pending
-  Completed

Paste

Enter Invitation Code

Enter Invitation Code

If you do not see your invitation in the Invitations Received screen, please enter the Invitation Code received in the email and click at the Submit button.

List of invitations will be refreshed.

Invitation Code*

135678889

Close

Submit

Invitation Code

- ▶ NEVER share the code
- ▶ Check JUNK MAIL if no invitation received.

Now you are ready to start

IAM Invitation Service Home




Welcome TESTUSER TUROTIALA

[Logout](#)

Invitations Received

Have an Invitation Code? You can [enter it here](#)

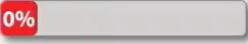






Status Legend

-  New
-  Pending
-  Completed

Below are onboarding documents required by the VA. **Please click on the + sign to access each document.** All documents will be completed electronically and documents requiring a signature will be signed electronically.

Inviter	Type	Status Completion Rate	Invitation Date	Action
+ LIGHT, RYAN PROV <small>Click on the plus sign</small>	HPT	PENDING <div><div style="width: 0%; background-color: #ccc;">0%</div></div>	04/18/2023	Details Messages

Plus ICON very important

Inviter	Type	Status Completion Rate	Invitation Date	Action
— LIGHT, RYAN PROV	HPT	PENDING 	04/18/2023	Details Messages
<p> <u>INITIAL WORKSHEET</u> <i>(SUBMIT THIS FORM FIRST)</i></p> <p> <u>APPLICATION FOR HEALTH PROFESSIONS TRAINEES (VA FORM 10-2850D)</u></p> <p> <u>RANDOM DRUG TESTING NOTIFICATION AND ACKNOWLEDGEMENT</u></p> <p> <u>DECLARATION OF FEDERAL EMPLOYMENT (OF 306)</u></p> <p> <u>APPOINTMENT AFFIDAVITS (SF 61)</u> <i>(Confirm information and submit document. You will sign the document in person at the VA.)</i></p> <p> <u>WITHOUT COMPENSATION AGREEMENT (FL-10-294)</u> <i>(Confirm information and submit document. You will sign the document in person at the VA.)</i></p>				

Check ID information for accuracy

Name Information must exactly match the display on two ID: <https://www.oit.va.gov/programs/piv>
If your name, date of birth, or social security number are incorrect, you **MUST** click at the **Notify VA of Identity Changes** button.

Notify VA of Identity Changes

PLACE OF BIRTH	CITIZENSHIP
<p>PLACE OF BIRTH CITY *</p> <input type="text"/>	<p>ARE YOU A U.S. CITIZEN? *</p> <p><i>(If "NO", provide country of citizenship)</i></p> <p><input type="checkbox"/> YES (by birth) <input type="checkbox"/> YES (naturalized) <input type="checkbox"/> NO</p>
<p>PLACE OF BIRTH STATE</p> <input type="text" value="▼"/>	<p>NATURALIZATION DOCUMENT OR US PASSPORT</p> <p><i>Required when "YES (naturalized)" is selected</i></p> <p>Select file and click at the Upload button.</p> <p><i>Upload image file (jpg, png, bmp, tif, gif)</i></p>
<p>PLACE OF BIRTH COUNTRY *</p> <input type="text" value="▼"/>	<p>Drag file here or choose from folder</p> <p>Upload</p>

vide 5.5.2023

Name info must EXACTLY match on ID's

Students will skip this!

Name Information must exactly match the display on two ID: <https://www.oit.va.gov/programs/piv>

If your name, date of birth, or social security number are incorrect, you **MUST** click at the **Notify VA of Identity Changes** button.

Notify VA of Identity Changes

DEA DOCUMENT

Optional

Select file ~~and click at the Upload button.~~

Upload image file(s) (jpg, png, bmp, tif, gif)

Drag file here or [choose from folder](#)

Upload

This section is only if you have a DEA document

Submit Form Data

For Naturalized Citizens

Name Information must exactly match
If your name, date of birth, or social security number does not match the information on file, you must provide documentation.

Uploading
Please wait...

www.oit.va.gov/programs/piv
the **Notify VA of Identity Changes** button.

YES (naturalized) NO

PLACE OF BIRTH STATE

PLACE OF BIRTH COUNTRY *

NATURALIZATION DOCUMENT OR US PASSPORT
Required when "YES (naturalized)" is selected
Select file **and click at the Upload button.**
Upload image file (jpg, png, bmp, tif, gif)

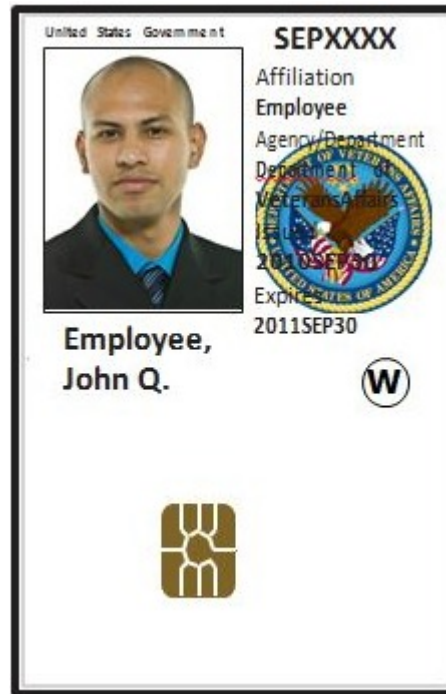
Selected file [Change file](#)
test_passport.jpg

Upload [Click Here](#)

COUNTRY OF CITIZENSHIP

05/05/2023

NAME must exactly match TWO IDs



PIV Credential Identity Verification Matrix

All identity source documents shall be bound to the applicant and shall be neither expired or cancelled. **PIV and PIV-I credentials require two forms of identification, one primary and one secondary. The secondary identity source document may be from the primary or secondary list, but if from the primary list it cannot be of the same type as the primary identity source document. For more information see the [USAccess Acceptable Forms of ID Guide](#). (FIPS 201-3)**

Primary Identity Source Document (All documents must be valid, unexpired)	Secondary Identity Source Document (All documents must be valid, unexpired)
<ul style="list-style-type: none">• A U.S. Passport or U.S. Passport Card• A Permanent Resident Card or Alien Registration Receipt Card (Form I-551)• A foreign passport• An Employment Authorization Document that contains a photograph (Form I-766)• A Driver's license or ID card issued by a State or possession of the United States provided it contains a photograph• A U.S. Military card• A U.S. Military dependent's ID card	<ul style="list-style-type: none">• A U.S. Social Security Card issued by the Social Security Administration.• An original or certified copy of a birth certificate issued by a state, county, municipality authority, possession or outlying possession of the U.S. bearing an official seal• An ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph.• A voter's registration card• A U.S. Coast Guard Merchant Mariner Card• A Certificate of U.S. Citizenship (Form N-560 or N-561)• A Certificate of Naturalization (Form N-550 or N-570)• A U.S. Citizen ID Card (Form I-197)• An Identification Card for Use of Resident Citizen in the United States (Form I-179)• A Congressional Identification (ID) that meets FIPS 201-3 requirements• A Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350)• A Temporary Resident Card (Form I-688)• An Employment Authorization Card (Form I-688A)• A Reentry Permit (Form I-327)• A Refugee Travel Document (Form I-571)• An Employment authorization document issued by Department of Homeland Security (DHS)• An Employment Authorization Document issued by DHS with photograph (Form I-688B)• A Driver's license issued by a Canadian government entity• A Native American tribal document

Updated 2/22/22

Name Information must exactly match the display on two ID: <https://www.oit.va.gov/programs/piv>

If your name, date of birth, or social security number are incorrect, you **MUST** click at the **Notify VA of Identity Changes** button.

Notify VA of Identity Changes

Select file **and click at the Upload button.**

Upload image file(s) (jpg, png, bmp, tif, gif)

Drag file here or [choose from folder](#)

Upload

Submit Form Data

Return to Home

Save Draft

1

Data Entry

2**Signature****3**

Review and Submit

4

Confirmation



1

of 3

**3. BIRTH SEX**

MALE

4. SOCIAL SECURITY NUMBER

867-76-3243

5. PLACE OF BIRTH (Include city and state or country)

Paris, TN UNITED STATES

6. ARE YOU A U.S. CITIZEN?YES
(BY BIRTH)YES
(NATURALIZED)NO
(If "NO", provide country of citizenship)**7. DATE OF BIRTH** (MM / DD / YYYY)

09/08/1970

8. OTHER NAMES EVER USED (For example, maiden name, nickname, etc.)**9. PHONE NUMBERS** (with area codes)

Primary 304-931-1183

Alternate

10. FULL ADDRESS

13800 Veterans Way, Orlando FL 32827

License Information**11. NATIONAL PROVIDER IDENTIFIER (NPI)****12. DEA REGISTRATION NUMBER**

e-Signature Confirmation

To submit your signature, check the box below and select the 'Apply Signature' button. Once you make this selection, you will be sent to the ID.me website where you will be asked to log in again to complete your signature process. This ensures that the signature can only be applied by you.



I certify that my signature has been made freely, voluntarily, and that the information given is accurate and complete to the best of my knowledge.

Click This Box First

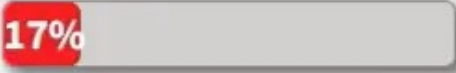
Cancel

Apply Signature

Then click Apply Signature

Back to Data Entry

Review and Sign

Inviter	Type	Status Completion Rate	Invitation Date	Action
— LIGHT, RYAN PROV	HPT	PENDING 	04/18/2023	Details Messages



INITIAL WORKSHEET

[Reset Form](#)



APPLICATION FOR HEALTH PROFESSIONS TRAINEES (VA FORM 10-2850D) ✓



RANDOM DRUG TESTING NOTIFICATION AND ACKNOWLEDGEMENT ✓

Complete The First 4 sections with the Check Mark



DECLARATION OF FEDERAL EMPLOYMENT (OF 306) ✓



APPOINTMENT AFFIDAVITS (SF 61) ✓

(Confirm information and submit document. You will sign the document in person at the VA.)



WITHOUT COMPENSATION AGREEMENT (FL-10-294) ✓

(Confirm information and submit document. You will sign the document in person at the VA.)

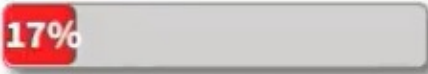
Invitations Received

Have an Invitation Code? You can [enter it here](#)

Status Legend

-  New
-  Pending
-  Completed

Below are onboarding documents required by the VA. **Please click on the + sign to access each document.** All documents will be completed electronically and documents requiring a signature will be signed electronically.




Invitor	Type	Status Completion Rate	Invitation Date	Action
+ LIGHT, RYAN PROV	HPT	PENDING 	02/15/2023	Details Messages

Do not send a message via the system.

Email:
VHAMEMTRINEEONBOARDING@va.gov

Invitations Received

Status Legend





-  New
-  Pending
-  Completed

Below are onboarding documents required by the VA. **Please click on the + sign to access each document.** All documents will be completed electronically and documents requiring a signature will be signed electronically.

You completed all the forms within invitation(s) below. You **MUST** click at the corresponding


 **Submit**

(separately for each invitation), to enable further processing.

Inviter	Type	Status Completion Rate	Invitation Date	Action
— LIGHT, RYAN PROV	HPT	PENDING 	04/18/2023	  

 **INITIAL WORKSHEET**


[Reset Form](#)

 **APPLICATION FOR HEALTH PROFESSIONS TRAINEES (VA FORM 10-2850D)**

[Reset Form](#)

 **RANDOM DRUG TESTING NOTIFICATION AND ACKNOWLEDGEMENT**

[Reset Form](#)

 **DECLARATION OF FEDERAL EMPLOYMENT (OF 306)**

[Reset Form](#)

Important Deadlines:

1. **New Residents and Fellows** (who are NOT currently medical students or Residents at UT):
 - ❑ Should steps 1-3 by **May 31st, 2024** to ensure they have computer access on July 1st.
 - ❑ 1. Completed Application in APDS
 - ❑ 2. Completed TMS Training
 - ❑ 3. Completed Fingerprints
 - ❑ The On-boarding Team will request their computer accounts and then email instructions for badges to new residents and fellows.
2. **Current UT Medical Students and Residents:**
(Example: UT M4s staying at UT for Residency or UT Residents staying at UT for Fellowship)
 - ❑ Should submit all application documents in APDS by **April 30th**
 - ❑ The On-Boarding Team will request extension of computer accounts and create new appointment letters
 - ❑ Will sponsor trainees for new badges (if needed)
 - ❑ Will provide instructions on completing MTT (TMS computer training)
 - ❑ Will complete Swear in and Oath of Office

Initial Steps for VA On-Boarding:

***Steps 1-3 must be completed by **Friday, May 31st, 2024** for all **NEW Residents and Fellows**. If this deadline is not met, we cannot guarantee computer access on July 1st.



Status Updates:

- All incoming residents and fellows can contact the VA On-Boarding Team at VHAMEMTRAINEEONBOARDING@va.gov to receive updates on the status of their application, VA ID Badge, or computer access.
 - All emails should include this On-Boarding team email group to ensure that no emails are overlooked.



What will cause a Health Professions Trainee to lose VA computer access?



- ▶ Failure to login a VA computer > 30 days
 - ▶ After 1 year of no login, the account is deleted, and the VA sponsoring program will be required to resubmit a User Provisioning and new EPAS request.
 - ▶ After 30 days of inactivity your account will be disabled, and you will need to call the HelpDesk to be enabled.
 - ▶ Note- If applicable Please check in with the Onboarding team 4 weeks before your rotation starts to ensure any account issues can be resolved prior to your rotation start date
- ▶ Failure to complete the VA MTT training (**annual requirement**), a VA computer system access restoration will be required
- ▶ Restoration Steps:
 - ▶ After the MTT training is completed, the Resident/Fellow Trainee will call his or her sponsoring VA contact for restoration of computer access
 - ▶ The VA sponsoring program will be required to submit a request for restoration before the trainee regains VA computer access

Questions & Answers



