

## VA Hospital – Coordinators Guide to Onboarding

### 1. UMMC coordinators must scan all paperwork to the VA Coordinators

- Application for Health Professions Trainees
- Declaration for Federal Employment
- Statement of Commitment and Understanding for VA Trainees
- ID Card Request Form
- Random Drug Testing Notification and Acknowledgement

\*Paperwork for Surgical, Imaging, Emergency Medicine, Ambulatory Care and Anesthesia residents will be processed through the Education and Academic Affairs (E&AA) Office/Sherman James, [sherman.james@va.gov](mailto:sherman.james@va.gov)  
VAMHCS Education and Academic Affairs (E&AA), 410-605-7165

### 2. FINGERPRINTING:

- All forms must be completed and submitted to either Mr. Sherman James or Ms. Francis Alvarez BEFORE an appointment for fingerprinting will be scheduled.
- If the trainee already has a valid non-expired VA ID they MAY NOT require fingerprinting. Mr. James or Ms. Alvarez will need to check their status and it may simply be a matter of reinstating their computer access.
- If the Residents **DOES NOT** have a Valid ID or fingerprints are **MORE THAN 120 DAYS OLD** they must be fingerprinted. To schedule an appointment, please call Timothy Smith (VAMHCS Human Resources Management Office) at 410-642-2411, Ext. 27030 or e-mail at [timothy.smith5@va.gov](mailto:timothy.smith5@va.gov)

3. Once Residents have been fingerprinted, it will take them up to 10 days to obtain the results. Upon being fingerprinted, Residents should be given a paper with a date of when to contact Personnel Security to find out whether your fingerprints have been cleared/adjudicated. **Personnel Security needs to provide this date to the Resident so that it can be given to the E&AA for the creation of computer access.**

4. All training must be completed at the same time that paperwork is submitted so that the next steps can occur coincidental to fingerprinting. Delays in completing the online training mean that computer access will not be granted and this is needed in order to obtain a VA badge. The VA on-boarding specialists cannot process the trainee in the badging system without that computer access having been granted.

5. Returning Residents must also complete the VHA Mandatory Training for Trainees Initial or Refresher course every 365 days at the VA. This training must be completed for them to not only obtain their computer access during their rotation, but also for them to generate a VA E-mail for the badge. Access to the training can be obtained at: <https://www.tms.va.gov/secureauth35/>

6. After the Residents complete the online TMS training, they will send the certificates to you so that you have a copy, then send the certificate and the fingerprint adjudication date to E&AA.

7. Once the E&AA submits the Electronic Computer Access Request (ECAR) and receives the access codes from the Office of Information and Technology (OI&T) Helpdesk, the E&AA will Manage and Sponsor the Resident in the PIV Portal.

8. Once the Resident is sponsored, the Residents can be setup with an appointment in the badge office for their VA badge. The Resident needs to call the Personnel Security office at 410-605-7000 (ext. 6635) for an appointment.

9. The badges are valid for 3 years!! Don't let it expire. We can renew them prior to them expiring, which is a LOT easier than this whole process again. Must start the renewal process 30-60 days prior to badges expiration date. Trainees will need to be re-fingerprinted.

10. The Resident can obtain their computer logins from the E&AA office, Mr. James or Ms. Alvarez or by contacting the VA OI&T Helpdesk at 410-642-1115 (Prompts 1, then 1). If the Residents have an issue with their computer login after hours or on the weekends, they must contact the VA OI&T Helpdesk at 410-642-1115 (Prompts 1, then 1)

11. Trainees should not email or call the E&AA for their VA email address. In most instances their VA email address is **firstname.lastname@va.gov** When they rotate to the VA and log onto the computer for the first time they should click on the Outlook icon and follow the prompts. It will automatically set up their email account and they will be able to see their email address or check the address book for their email address by entering their name in the search box.

**\*\*Caveat to the computer access, they do not set you up based upon the rotation schedule. So the access expires every 90 days of non-use. They have recommended that Residents try to access a VA computer at least once every 30 days to “reset the clock” on their access.**

If the Residents are to obtain VPN access (e.g. remote access) to the VA, they can sign on from anywhere and it resets the 90-day grace period for their password expiration. They can contact Judy McMaster at [Judy.McMaster@va.gov](mailto:Judy.McMaster@va.gov) if a surgical resident or [Christina.Hackerman@va.gov](mailto:Christina.Hackerman@va.gov) if a Medical Resident to obtain the VPN account information. Resident must state in the e-mail that they need this access for clinical training purposes.