**HOW TO LOCATE 2019 Trainee Orientation Handbook and Resource Guide**

1. You must be on a VA computer or use remote access to log into the VA’s

 network.

1. Once you log onto to the VA network look for the following icon on the desktop  and double click it.
2. This will take you to the VAMHCS Intranet which can also be reached by typing <http://vaww.maryland.va.gov/> into your internet browser when logged into a VA computer
3. Once on the VAMHCS Intranet 

scroll down the right middle column under **Employee Resources** until you

locate [Trainee Orientation Handbook and Resource Guide](https://vaww.visn5.portal.va.gov/sites/VAMHCS/ACOS-Education/Resident%20and%20Trainee%20Information/Forms/AllItems.aspx?RootFolder=%2fsites%2fVAMHCS%2fACOS%2dEducation%2fResident%20and%20Trainee%20Information%2f2015%20Resident%20Trainee%20Handbook&FolderCTID=&View=%7b5F3554F5%2dAA9E%2d4B92%2dA8AE%2dD35F0F8A7216%7d) and double click the link.

1. This will take you to the ACOS-Education Resident and Trainee Information Share Point. Click on  in the left hand column and this will open up the chapters of 2019 Trainee Orientation Handbook and Resource Guide.
2. If you open the  Word Document it will give you a brief overview of what can be found in each chapter of the Handbook and Resource Guide.
3. An important **NEW** feature in this Handbook and Resource Guide is that Chapter XII contains the Anesthesia, Internal Medicine, Geriatric Extended Care, Pharmacy and Surgical Services Clinical Services Resident Handbooks.
4. Applying for Remote Access has never been easier – simply go to Chapter XIV and do as instructed on the included documents.
5. If you have any questions, related to the Handbook and Resource Guide, call (410) 605-7178 and ask to speak to the Program Manager for assistance.