

VA Trainee Onboarding

1.) Fingerprinting (Complete ASAP):

Report to Human Resources with at least one valid photo ID for fingerprinting. Fingerprints are captured in Building 2, room 113, from 8am-4pm; Monday - Friday. It is imperative that you fill out fingerprinting documentation thoroughly, legibly, and list your occupation as **Medical Student, Resident Physician, Fellow Physician (or what is applicable)**.

2.) TMS Training (Complete ASAP):

All trainees are required to complete TMS module, "VHA Mandatory Training for Trainees," which covers Privacy HIPAA, and Information Security. "VHA Mandatory Training for Trainees," is an **annual requirement**.

3.) Send Email (Immediately following completion of steps 1-2):

Once you have submitted fingerprints, and completed your TMS Training, you will need to email vhaiowaccess@va.gov to initiate the computer account creation process. **It's imperative that you include the following in this email:** your full legal name, position title, specialty, date you submitted your fingerprints, and the date you completed your TMS coursework. Computer access typically takes a few weeks to establish, so do not delay in completing the initial steps of this process.

4.) PIV Sponsorship (Typically occurs about a week or two before the scheduled CPRS computer training) :

Once your fingerprints have adjudicated, your TMS coursework has been completed, and your computer account has been created, you will be sponsored in the PIV system. You will receive an email during this phase if clarification is needed on any of the information that was provided on the initial fingerprint documentation.

5.) PIV Picture (Complete as soon as you receive an email requesting you to do so):

Once you have been sponsored in the PIV system, you will receive an email instructing you to return to Human Resources, (Building 2, room 113) with **two** forms of photo ID (University of Iowa ID Badges will not be accepted). PIV pictures are taken from 8am – 3:30pm, Monday - Friday.

6.) PIV Card Pickup (visit the PIV coordinator in Building 2, room 113A after step 5 completed):

After having your photo taken, you will need to visit the PIV Coordinator to have your PIV card printed out. **You will create a 6-digit PIN number that you will need to remember. You need to have your PIV badge in order to log into VA computers, so you should retrieve your PIV badge PRIOR to the scheduled CPRS training.**

PIV Credential Identity Verification Matrix

All identity source documents shall be bound to the applicant and shall be neither expired or cancelled. **PIV and Non-PIV 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 example.**

Flash Badges may be issued following review of a single primary or secondary identity document including applicant photograph. [FIPS 201-2](#)

Primary Identity Source Document	Secondary Identity Source Document
<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 • A PIV 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 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

