These steps are required for you to have computer access prior to your rotation. This is your responsibility. If you do not have computer access, you will not be able to work.

### Checklist prior to starting your rotation for residents new to the VA

**Washington DC VA Medical Center**
- HR Security Office (just off atrium, main floor)
- 50 Irving Street, NW
- Washington, DC 20422
- **Walk-in hours 7:00am – 11:00am M-F**

**VA Central Office**
- 810 Vermont Ave NW, room B11
- Washington, DC 20571
- **Walk-in hours 8:00am – 3:00pm M-F**
- Closed for lunch 12-1pm

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<td>4 weeks prior to your rotation</td>
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<td>1. <strong>Complete PIV-0711 form</strong> (Section I and Section III, Part A, #3-9) and <strong>VA registration form</strong> and email it to <a href="mailto:dcvamccchiefs@gmail.com">dcvamccchiefs@gmail.com</a></td>
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| 2. **Complete TMS Modules**: must be completed **every 12 months**  
  a. Go to [https://www.tms.va.gov/plateau/user/login.jsp](https://www.tms.va.gov/plateau/user/login.jsp)  
  b. If you do not have an account, enroll as a new user (VA Health Professions Trainee).  
    - VA Location Code: WAS  
    - POC: Evangeline Kokkinos  
    - POC contact: Evangeline.kokkinos@va.gov, phone 202-745-8471  
    - If you need help logging in, call TMS helpdesk at 866-496-0463 or Latisha Hambrick at 202-745-8000 x57436.  
  c. Complete the assigned Courses:  
    - Course # 10176: VA Information Security & Privacy Training  
    - Course # 10203: VA Privacy & HIPAA | |
| 3. **Fingerprinting**: to be done at the DC VAMC or the VA Central Office. Please go during walk-in hours at the DC VAMC (7am to 11am) or make an appointment.  
  a. To make a Fingerprinting Appointment: Go to [https://va-piv.com](https://va-piv.com)  
  b. Log-in with email address. Organization is VHA. Applicant type is Affiliate.  
  c. Click “Make Appointment”  
  d. Click on the “Location” drop down menu, and search for Washington DC.  
  e. Once you select a location, select “Fingerprint” for the activity.  
  f. Proceed with choosing an appointment date and time.  
  g. You will receive an email confirmation of your appointment.  
  h. Bring 2 sets of federal ID, including: US Passport, Driver's license, Federal/State issued ID card, or Social security card | |
| 4. **VA Badge**: to be done at the DC VAMC or the VA Central Office **within 120 days of fingerprinting**. Please go during walk-in hours at the DC VAMC (7am to 11am) or make an appointment.  
  a. Go to [https://va-piv.com](https://va-piv.com)  
  b. Use the same log-in as fingerprinting. Organization is VHA. Applicant type is Affiliate.  
  c. Click “Make Appointment”  
  d. Click on the “Location” drop down menu, and search for DC - Washington DC VAMC.  
  e. Next, select “PIV Badge-New” if this is a first badge or if you are renewing a badge select “PIV Badge-Renewal” for the activity – (does not matter which you pick).  
  f. Proceed with choosing an appointment date and time.  
  g. IMPORTANT: E-mail the chiefs at least 24 hours before at dcvamccchiefs@gmail.com with when you are coming to get your badge.  
  - If you are a Walter Reed resident, please copy Timmie.Merriwether@va.gov also  
  h. Bring 2 sets of federal ID, including: US Passport, Driver's license, Federal/State issued ID card, or Social security card  
  i. If you have an old VA ID badge, please bring it to your appointment! | |