TMS Training Getting Started
Job aid for TMS VILT Sessions
To access the classroom and view the presentation, use the link in the email to connect to the Microsoft Lync or Skype for Business presentation.

The link in the email to the Lync/Skype will look similar to this: https://meet.RTC.VA.GOV/donna.justice-bean/123456
To hear and speak during the presentation, you will need to dial in.

Please use the VANTS Line for AUDIO-1-800-767-1750
Access Code: 48596#
PARTICIPANT GUIDE

- Copies of all PowerPoint slides
- Space for taking notes
- Directions for completing individual and group activities

http://www.valu.va.gov/Home/TMSResources

First, select Participant Guides for TMS Training. Then select the appropriate guide from the list.
TMS TRAIN ENVIRONMENT

To complete the activities, login to the Train Environment. You must use the URL below to access the train environment:

https://va-train2.plateau.com/plateau/admin/login.jsp

Please review the attached spreadsheet to find your assigned train admin ID and default password (note password is case sensitive).

When you enter the train environment for the first time with this default password, you will see a message telling you the password is expired and asking you to create a new password. Please follow the on-screen instructions to create a new password for the train environment.
Login using your assigned train admin ID and default password. **Note:** Password is case sensitive.

https://va-train2.plateau.com/learning/admin/logindo

![Image of login page with admin ID and password fields filled in](image)
Train Environment Login

Please follow the on-screen instructions to create a new password for the train environment.

Password Expired

User Password has expired. Please Change User Password.

* = Required Fields

In order to comply with Federal Risk and Authorization Management Program (FedRAMP) requirements, TRS has to adjust our password requirements as of May 30, 2015. Passwords must now be a minimum of 12 characters in length, changed every 60 days, and not the same as any of your last 24 passwords. Please create your new password with these requirements in mind, along with the others listed below:

- The length of the password must be between 12 and 26 characters.
- The password must contain the following types of characters:
  a. English lowercase letters.
  b. English uppercase letters.
  c. Arabic numerals (0, 1, 2, 3)
  d. Non alphanumeric special characters (!@#$%^&*(),.?/)
- Characters cannot be repeated more than 2 times in a row.
- The password cannot contain user name (login ID).
- The password cannot contain user’s first name and last name.
- The new password cannot be the same as any of the previous 24 passwords.

The change password process may take up to 30 seconds to process. Please do not click on the Apply Changes button more than once.

Password cannot contain any words or phrases within the VA Prohibition list.

* Old Password: 

* New Password: 

* Verify Password: 

Apply Changes  Reset

Set Security Questions

In order to simplify resetting your password in the future, you must select 2 security questions and provide answers for them below. Make sure your answers are something you will remember, are at least 5 characters long, and that you type them the way you always type them so they will be case sensitive.

* = Required Fields

- Question 1: Select a question:
  - Response: 
- Confirm Response: 

- Question 2: Select a question:
  - Response: 
- Confirm Response: 

Save