

2018

**NEW INFORMATION**

# TMS 2.0 Upgrade Information

## Talent Management System (TMS) 2.0 Upgrade Moved to August 2018

### Important Dates for the TMS 2.0 Upgrade

1. The TMS 2.0 upgrade will be launched on August 13, 2018.
2. **System Downtime** starting 12 AM EST on August 3-13, 2018.
3. Training and demonstrations for users will be available post TMS 2.0 release.

### How to Prepare Before the TMS 2.0 Release Date (**CRITICAL**)

- 1. Update TMS User Profiles by August 2018.** All TMS users must ensure their email address and phone number are up-to-date within their profile to successfully log into TMS 2.0 for the first-time following release. This includes ensuring you have a direct phone number and/or email address not a central office number shared by others. (**Recommend a cellular # and or personal email address for pin recovery outside VA network. The user can now have 2 email addresses within TMS, allowing for more option for pin recovery.**) **Update your profile now:** [TMS 2.0 Upgrade Information](#)
- 2. Plan for System Downtime.** Here are some immediate steps that supervisors, employees and administrators can do to plan:
  - a. Complete all training that will expire during the downtime period.
  - b. Run class rosters for face-to-face classes occurring during downtime.
  - c. Run reports for mandatory training due during the downtime.
  - d. Ensure new employees (i.e., TMS self-enrollees) are enrolled before August 3, 2018.
  - e. There will be limited access to TMS starting on Aug. 6 for specific mandatory training. (See Attachment)

[Courses Available on TMS During TMS 2.0 Upgrade](#)



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## **NEW INFORMATION CONT.**

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- 3. TMS Users Must Update Information Before August 3-** TMS 2.0 will support multiple ways to log into the system, including single sign-on and a new method for manual login. Starting after the upgrade goes live, TMS 2.0 manual login will require two pieces of information for each user. First, each user will enter their TMS email address as their initial "Username" in TMS 2.0. Second, TMS 2.0 will send each user a one-time-use Personal Identification Number (PIN) that will be delivered to the user either via email, text message, or direct-dial phone call. Due to this new login method, prior to the upgrade, every TMS user must ensure they have an active email account within TMS and should also have a unique phone number that could not be listed for multiple users (i.e., use a direct line rather than a shared office switchboard number). TMS 2.0 will prepopulate a username for those who do not provide a valid email address in the system prior to the upgrade. These users must contact the Enterprise Service Desk at 1 (855) 673-4357 to retrieve this information

#### RESOURCES & TRAINING

[TMS 2.0 Upgrade Information](#)

[PowerPoint presentation](#)

[VA Pulse Group for TMS 2.0 questions](#)

For questions contact VAMHCS TMS team at [VAMHCSTMSQuestions@va.gov](mailto:VAMHCSTMSQuestions@va.gov)

**VA Enterprise Service Desk – For additional assistance, call 1 (855) 673-4357**

