

# VA On-Boarding Essentials

## Checklist

### Steps to Initiate VA Application Process

- **1.** Complete the APD (Account Provisioning and Deprovisioning) system invite and application completion:
  - Email invite will go to your UT email address
  - Sign in by using ID.ME account
    - If you have an existing account, use it
    - If you create an account, use an email address you will always be able to access
  - Update account information in ID.ME to include your full legal name including any suffixes.
    - Your name should match your government IDs (listed below)
  - Complete documents through APD system
  - Submit Profile
  
- **2.** Complete the VHA Mandatory Training (**You will have 5 days to complete your training once you receive the link**) This training contains all the required computer modules necessary for residents and fellows to train at the VA including information about HIPAA and Information Security.
  - Don't forget to sign the Rules of Behavior to complete your training

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- 3. Get Fingerprinted at the Memphis VA, or (Any VA Medical Center closest to you)

[Facilities by State - Locations \(va.gov\)](#)

### PIV Credential Identity Verification Matrix

All identity source documents shall be bound to the applicant and shall be neither expired or cancelled. **PIV and PIV-I 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. For more information see the [USAccess Acceptable Forms of ID Guide](#). (FIPS 201-3)**

Primary Identity Source Document (All documents must be valid, unexpired)	Secondary Identity Source Document (All documents must be valid, unexpired)
<ul style="list-style-type: none"><li>• A U.S. Passport or U.S. Passport Card</li><li>• A Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li><li>• A foreign passport</li><li>• An Employment Authorization Document that contains a photograph (Form I-766)</li><li>• A Driver's license or ID card issued by a State or possession of the United States provided it contains a photograph</li><li>• A U.S. Military card</li><li>• A U.S. Military dependent's ID card</li></ul>	<ul style="list-style-type: none"><li>• A U.S. Social Security Card issued by the Social Security Administration</li><li>• 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</li><li>• An ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph.</li><li>• A voter's registration card</li><li>• A U.S. Coast Guard Merchant Mariner Card</li><li>• A Certificate of U.S. Citizenship (Form N-560 or N-561)</li><li>• A Certificate of Naturalization (Form N-550 or N-570)</li><li>• A U.S. Citizen ID Card (Form I-197)</li><li>• An Identification Card for Use of Resident Citizen in the United States (Form I-179)</li><li>• A Congressional Identification (ID) that meets FIPS 201-3 requirements</li><li>• A Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350)</li><li>• A Temporary Resident Card (Form I-688)</li><li>• An Employment Authorization Card (Form I-688A)</li><li>• A Reentry Permit (Form I-327)</li><li>• A Refugee Travel Document (Form I-571)</li><li>• An Employment authorization document issued by Department of Homeland Security (DHS)</li><li>• An Employment Authorization Document issued by DHS with photograph (Form I-688B)</li><li>• A Driver's license issued by a Canadian government entity</li><li>• A Native American tribal document</li></ul>

*Updated 2/22/22*

## Next Steps: What can you expect?

Once Steps 1-3 are completed, the VA On-Boarding Team will complete the following steps:

- Oath and signing ceremony.
- Submit requests for your VA computer access
- Coordinate Pick up of PIV ID Badge

Then, once you pick up your PIV card:

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Step 4. Log into the VA Computer system (Handout will be provided)

Please feel free to contact the VA Trainee Onboarding Team  
[VHAMEMTRAINEEONBOARDING@va.gov](mailto:VHAMEMTRAINEEONBOARDING@va.gov) for any further clarification