

2nd Quarter 2023 VA-STEP Reporting (Due Date: April 14, 2023)

Login to AMS

Go To: [VA AMS \(intelliworx.com\)](https://va-ams.intelliworx.com) (https://va-ams.intelliworx.com/webapp/auth/login.view)

“Sign in with PIV/SSO”

“VA (Internal)” from dropdown menu

Continue

Sign In with VA PIV Card

Select Certificate

Enter PIV Pin

Dashboard (Change Student Details)

Select “Recipients” from left hand side menu

Choose “Details” button next to the student’s name

Review the student details (not all blocks should have data)

If something needs to be changed, select “Edit Recipient” from top right toolbar

*****Only change data in fields that have data filled in. Don’t add data to other available fields.** Authorized

fields to change:

SSN,

College/Department/School Name,

Clinical Program,

Scholarship Start Date (this is the date the student started VALOR),

Date Requirements Complete (this is the date the student is expected to graduate from their program of education).

Save

Dashboard (Completing the 2nd Qtr Report)

From the Dashboard, Select “Recipients” from left hand side menu

Choose “Details” button next to the student’s name

Select “Reports” from the top right tool bar

Select “+New” from the top right tool bar

Reporting Year = 2023

Reporting Quarter = Q2

Funding Type = VACO

Clinical Placement = The section in the hospital they are primarily working

Hours Worked – Total hours worked from January 1, 2023 to March 31, 2023

Name and Location: Select you State

Recipient Changes = Enter any notes about the students’ progress

Hired = Leave as “No”

Hired Type = Leave Blank

Hired Start Date = Leave Blank

Not Hired Type = Leave Blank

Not Hired Reason = Leave Blank

Withdrawal/Not Hired Date = Leave Blank

Paid = Don’t update this information

This is the Final Report for this Student = Leave as “No”.

Save - Repeat as required for all your students selected in 2022.

Send Email to VHAVALORSupport@va.gov letting us know your report is complete.