

Entering “New Recipients” into AMS

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 (Entering Recipients)

Select “Recipients” from left hand side menu

Select the +New button on the top right

From the Program Group dropdown, select “VA-STEP”, then Save

On the New Recipient data entry screen, make sure all blocks are completed:

Owner: use the dropdown to select your facility

First Name: Student First Name

Last Name: Student Last Name

Email: Student’s email address

Program: VA-STEP

Specialty Type: Nursing or Medical Technician

Facility: Select your facility from the dropdown

SSN: Enter student’s SSN

College/Department/School Name: List the school the student is attending while in the VA-STEP program. i.e. Emory University

Clinical Program: Enter either Nursing or Medical Technology

Scholarship Start Date: This is the date they will start the VA-STEP program at your facility

Date Requirements Complete: This is the date they will graduate from their education program

Save

Note: If you are entering the data correctly from above and you are getting an error saying your positions are not setup correctly, email VHAVA-STEPsupport@va.gov with your station #. We will troubleshoot on our end and then email you a resolution.

Dashboard (Completing the Initial 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 (Fiscal Year) = 20XX

Reporting Quarter = Initial

Funding Type = VACO

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

Hours Worked – Enter 400

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".

Send Email to VHAVA-STEPSupport@va.gov letting us know your report is complete.