

VA Student Trainee Experience Program (VA-STEP)

VA-STEP Document Uploading

Office of Workforce Management and Consulting (Scholarships and Clinical Education)



Choose **VA**

June 2024

VA



U.S. Department
of Veterans Affairs

Log In Instructions

VA U.S. Department of Veterans Affairs
Application Management System

PIV/SSO Login

If your agency uses PIV/ICAC and your agency is registered to use SSO with this system select the "PIV/SSO Login" button below.

PIV/SSO Login

Username/Password Login

Please enter your username (government email address (e.g. john.doe@agency.gov)) and password below.

Email *

Password *

Login Forgot Password?

Warning

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system.
- Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose. For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.
- Signing into this application indicates you have read and accepted the [Full Terms and Conditions of Use](#)?, and you consent to secure testing and monitoring.

Full Terms and Conditions of Use? Privacy Policy?

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Login to AMS

Go To: (<https://va-ams.intelliworx.com/webapp/auth/login.view>)

“SSO Login” on the bottom left

“VA (Internal)” from dropdown menu

Continue

Sign In with VA PIV Card

Select Certificate

Enter PIV Pin



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Accessing Recipient Record

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Application Management System

Recipients

Search Filters

Owner: (All Authorized) Include Sub-organizations: Yes

	First Name	Last Name	Email
<input type="checkbox"/> Detail	Brianna	Aalborg-Volper	brianna.aalb org-volper@va.gov
<input type="checkbox"/> Detail	Thomas	Aaron	tomaar97@gmail.com
<input type="checkbox"/> Detail	Hannah	Abad	hannahcristi neabad@gmail.com
<input type="checkbox"/> Detail	Marianne	Abadam	mabad002@gmail.com

Click on the “Recipients” option.

Access the student record by selecting the “Detail” button next to the student's name.

Note: If the student does not have a Recipient record, you will not be able to upload document. There are two ways that Recipient records are created:

- (1) The student applied in AMS and the Coordinator completed all task required for the system to automatically create the record.
- (2) Manually creating a Recipient record after making a selection outside of AMS. See Instructions labeled VA-STEP AMS New Recipient Entry & Initial Hour Request Instructions.



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Uploading Student Documents

va-ams-prod-1b

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Application Management System

The screenshot shows the 'Recipient Detail' page in the Application Management System. The left sidebar contains a navigation menu with items like Dashboard, Manage, Application Packets, Applicant Selection, Recipients (highlighted), Facilities, Events, Candidate Profile, Recruiting Events, Event Candidates, Event Registrations, Event Positions, Process Templates, Email Templates, Letter Templates, and Email Addresses. The main content area displays recipient information for Brianna Aalborg-Volper, including Owner, First Name, Last Name, Email, Program Group, Program, Specialty Type, and School Name. At the top of the main content area, there is a navigation bar with buttons for 'Return to List', 'Edit Recipient', 'Reports', 'Documents', 'Restore From Deferment', 'Suspend', 'Withdraw', and 'Pending Breach'. A red arrow points to the 'Documents' button.

Select the “Documents” Tab across the top of the screen.



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Application Management System

- Dashboard
- Manage
- Application Packets
- Applicant Selection
- Recipients
- Facilities

Change Password Sign Out

Documents

User Guide

Return to Detail

+ New

Delete Selected

Brianna Aalborg-Volper

No records.

Click on the “+New” option.



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Accessing Recipient Record

The screenshot shows the VA Application Management System interface. At the top left is the VA logo and the text "U.S. Department of Veterans Affairs". A blue badge in the top right corner reads "va-ams-prod-1b". Below the header is the "Application Management System" title. A dark sidebar on the left contains a menu with items like "Dashboard", "Manage", "Application Packets", "Applicant Selection", "Recipients" (highlighted in blue), "Facilities", "Events", "Candidate Profile", "Recruiting Events", "Event Candidates", "Event Registrations", "Event Positions", "Process Templates", "Email Templates", "Letter Templates", and "Email Addresses". The main content area is titled "Update Document" and includes a "User Guide" link. The recipient's name "Brianna Aalborg-Volper" is displayed. The "Document Type" dropdown menu is open, showing a list of options: "(Select)", "supplemental/BreachOfAgreement", "supplemental/DD-214", "supplemental/ECFMGCertificate", "supplemental/Fingerprint", "supplemental/Invoice" (highlighted), "supplemental/LoanVerificationForm", "supplemental/MCAT", and "supplemental/MedicalCenterDirectorMemo".

From the Document Type dropdown, select the type of file you are wanting to upload.

Documents to Upload

Application Management System

- Dashboard
- Manage
- Application Packets
- Applicant Selection
- Recipients**
- Facilities
- Events
- Candidate Profile
- Recruiting Events
- Event Candidates
- Event Registrations
- Event Positions
- Process Templates
- Email Templates
- Letter Templates
- Email Addresses

Update Document

Brianna Aalborg-Volper

Document Type *	(Select)
Document *	<input type="text"/>

- supplemental/BreachOfAgreement
- supplemental/DD-214
- supplemental/ECFMGCertificate
- supplemental/Fingerprint
- supplemental/Invoice
- supplemental/LoanVerificationForm
- supplemental/MCAT
- supplemental/MedicalCenterDirectorMemo

*Student Applications Selected Outside of AMS (Once Recipient Record is Created):

- Recommendations
- 2850a/c
- Resume/Transcript
- SF-50 as Required

*Clinical Instructor Profiles

*Commitments to Hire

*Updated STEP Proposal

Documents

*Other Document as Deemed Important by Coordinator

Questions

Direct Questions to:

VHAVA-STEPSupport@va.gov



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