VA Student Trainee Experience Program (VA-STEP)

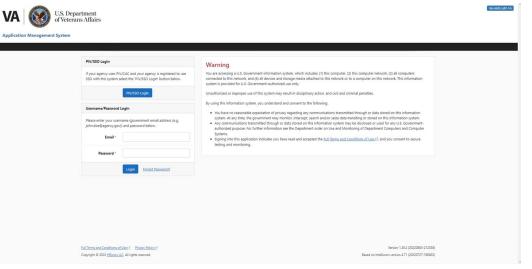
VA-STEP Document Uploading

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





Log In Instructions



Login to AMS

Go To: (https://vaams.intelliworxit.com/webapp/auth/l ogin.view)

"SSO Login" on the bottom left "<mark>VA (Internal)</mark>" from dropdown menu

Continue

Sign In with VA PIV Card

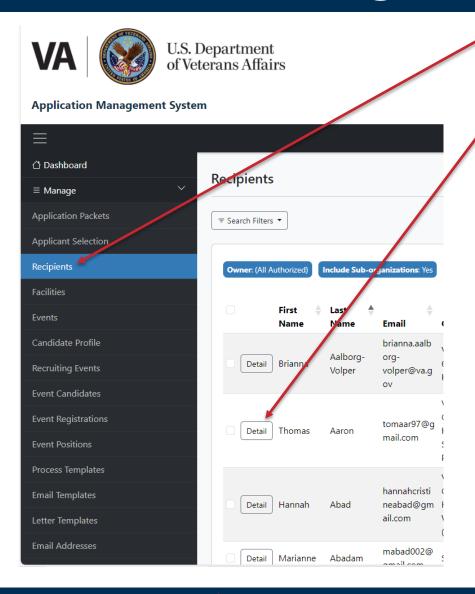
Select Certificate

Enter PIV Pin





Accessing Recipient Record



Click on the "Recipients" option.

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

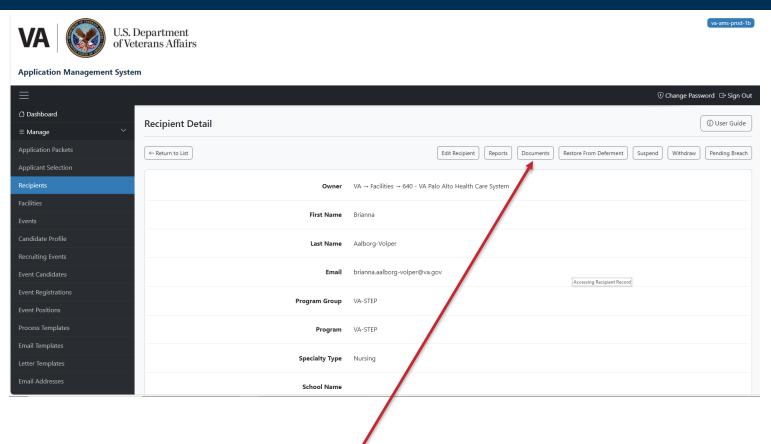
Note: If the student does not have a Recipient record, you will not be able to upload document. There are two ways that Recipient records are created:

- (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.





Uploading Student Documents

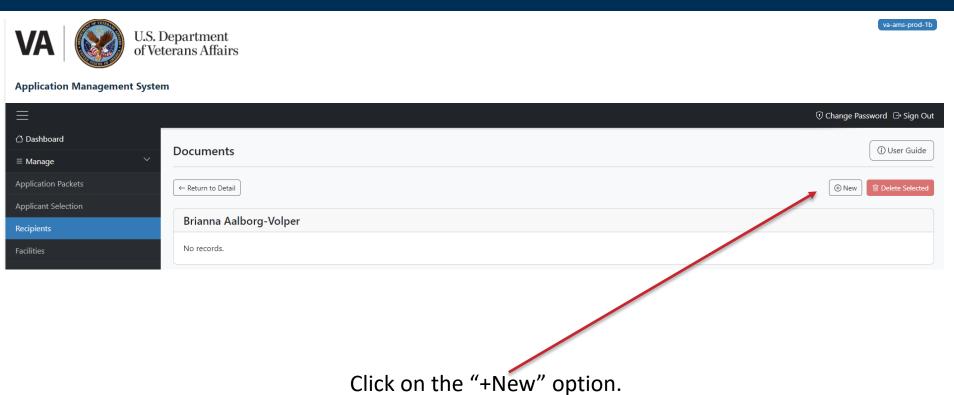


Select the "Documents" Tab across the top of the screen.





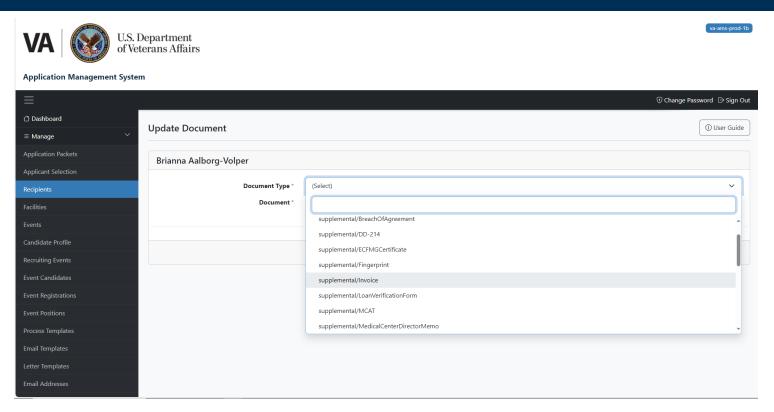
Uploading Student Documents







Accessing Recipient Record



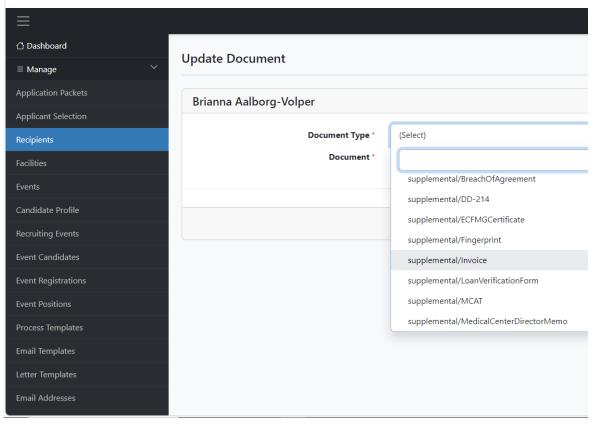
From the Document Type dropdown, select the type of file you are wanting to upload.



Documents to Upload



Application Management System



- *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



