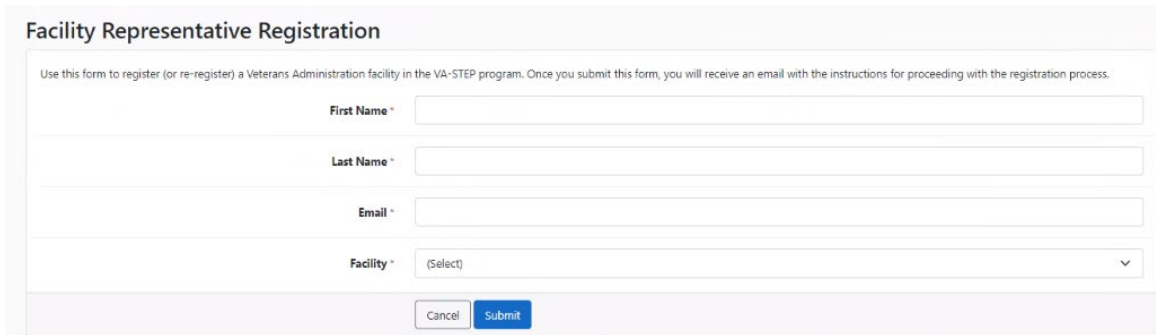


# VA-Student Trainee Experience Program (VA-STEP) Facility Usage Request

**STEP 1:** Access Point (Microsoft Edge): <https://va-ams.intelliworx.com/webapp/register/va-step/facility-representative.view>

Facility Coordinator's First Names, Last Name, Email Address, and Select the Facility from the Dropdown. Start typing facility name for a quicker find. Once you submit, it will take you to the PIV Login point. Follow next steps to login.



**Facility Representative Registration**

Use this form to register (or re-register) a Veterans Administration facility in the VA-STEP program. Once you submit this form, you will receive an email with the instructions for proceeding with the registration process.

First Name \*

Last Name \*

Email \*

Facility \* (Select)

Cancel Submit

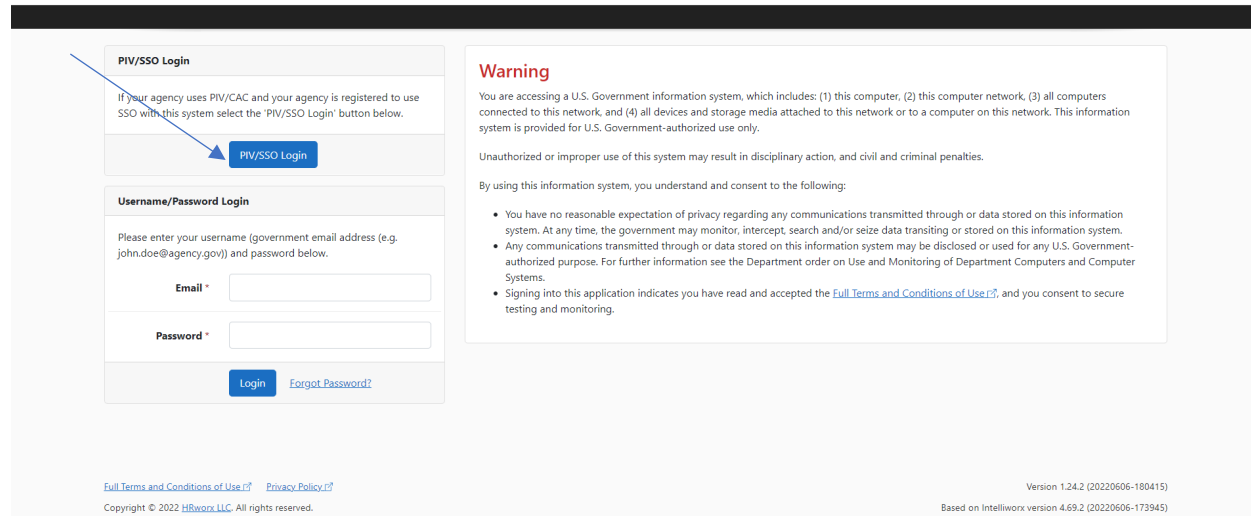
**STEP 2:** Login with the PIV

- “PIV/SSO Login” on the bottom left
- “VA (Internal)” from dropdown menu
- Continue
- Sign In with VA PIV Card
- Select Certificate
- Enter PIV Pin



va-ams-prod-1a

Application Management System



**PIV/SSO Login**

If your agency uses PIV/CAC 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:

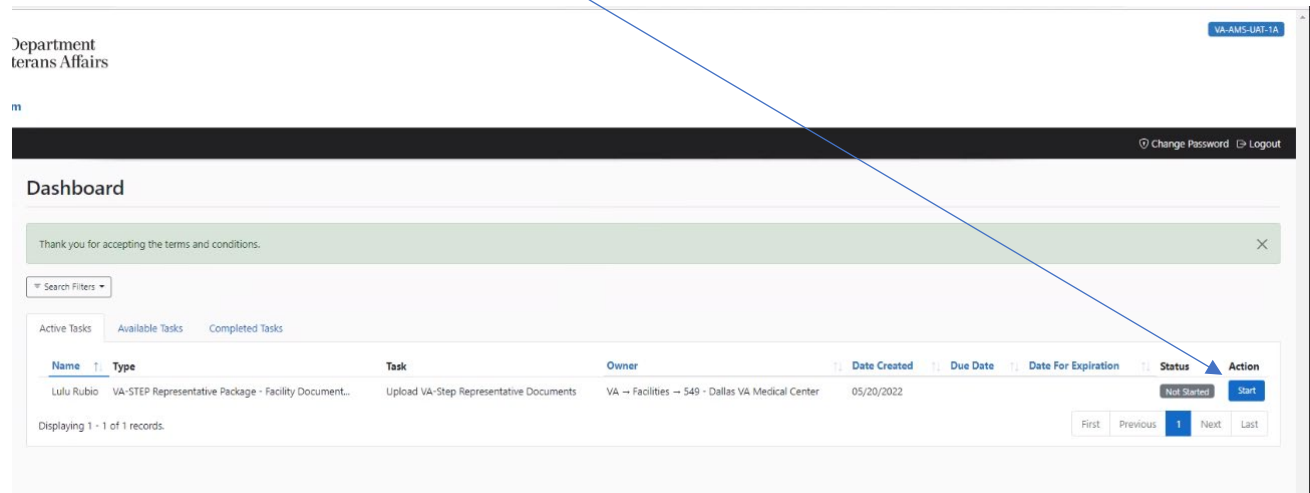
- You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system.
- Any communications transmitted through 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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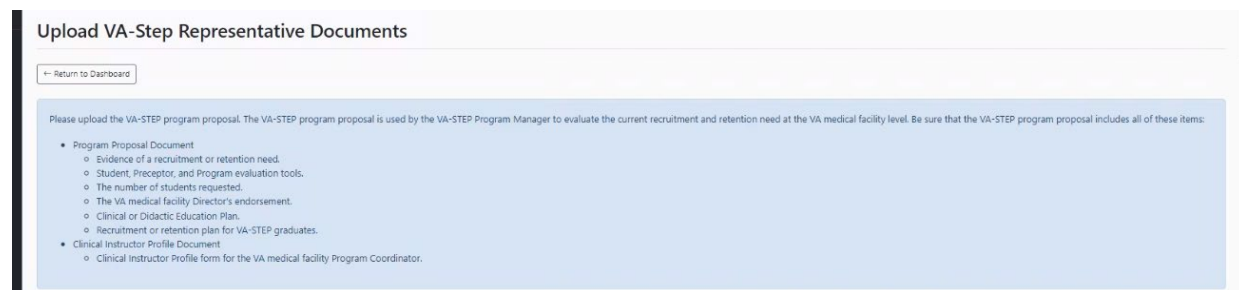
Version 1.24.2 (20220606-180415)  
Based on Intelliworx version 4.69.2 (20220606-173945)

**STEP 3:** Dashboard has new task. Select “Start” under the Action column.



**STEP 4:**

Read Instructions



Add Documents (.pdfs)

**Memo (Required):** Refer to the VA-STEP Standard Operating Procedure (SOP) for detailed requirements for the Memo.

Proposals to renew as an approved VA-STEP site must be submitted by VA facility VA-STEP Program Coordinators by July 31st and every five (5) years thereafter.

Proposals must contain:

- Evidence of a recruitment or retention need;
- Student, Preceptor, and Program evaluation tools;
- Number of students requested by occupation;
- Clinical or Didactic Education Plan;
- Recruitment or retention plan for VA-STEP graduates; and
- The VA medical facility Director's endorsement.

The VA medical facility VA-STEP Program Coordinator is notified by the VA-STEP Program Manager of approval or disapproval, and an expiration date will be provided, if approved.

**Clinical Instructor Profile (Required)** ([CLINICAL INSTRUCTOR PROFILE \(intelliworxit.com\)](http://intelliworxit.com)) for **all** facility coordinators.

Supplemental Documents

There are no supplemental documents to display.

[Add Document](#)

**STEP 5:** Once you have attached all required documents, Submit the request.

Upload VA-Step Representative Documents

[← Return to Dashboard](#)

Please upload the VA-STEP program proposal. The VA-STEP program proposal is used by the VA-STEP Program Manager to evaluate the current recruitment and retention need at the VA medical facility level. Be sure that the VA-STEP program proposal includes all of these items:

- Program Proposal Document
  - Evidence of a recruitment or retention need.
  - Student, Preceptor, and Program evaluation tools.
  - The number of students requested.
  - The VA medical facility Director's endorsement.
  - Clinical or Didactic Education Plan.
  - Recruitment or retention plan for VA-STEP graduates.
- Clinical Instructor Profile Document
  - Clinical Instructor Profile form for the VA medical facility Program Coordinator.

Supplemental Documents

There are no supplemental documents to display.

[Add Document](#)

Dallas VA Medical Center

Facility Station ID	549
Fund Site Number	X000X
Street	4500 S. Lancaster Rd.
Street 2	
City	Dallas
State	TX
Zip Code	75216

[Submit](#)

**STEP 6:** In the eventuality the proposal is returned for corrections, you will receive an email with the details of what needs to be corrected. You will log back in and the task will show up in your Active tasks again.

**STEP 7:** Acknowledge the Approval Notification Email in the AMS System.