

# VA Student Trainee Experience Program (VA-STEP)

## Editing Recipient Record Instructions

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



Choose **VA**

September 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?

Version 1.26.2 (20220803-212358)  
Based on Intelliworx version 4.71 (20220727-190002)

## 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



Choose VA

VA



U.S. Department of Veterans Affairs

# Accessing Recipient Record

VA



U.S. Department  
of Veterans Affairs

Application Management System

Recipients

Search Filters

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

<input type="checkbox"/>	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 create a report. 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 selecting outside of AMS. See Instructions labeled VA-STEP AMS New Recipient Entry & Initial Hour Request Instructions.



Choose VA

VA



U.S. Department  
of Veterans Affairs

# Edit a Recipient Record

- Dashboard
- Manage
- Application Packets
- Applicant Selection
- Recipients**
- Facilities
- Events
- Candidate Profile
- Recruiting Events
- Event Candidates
- Event Registrations
- Event Positions
- Application Entries

## Recipient Detail

[User Guide](#)

[← Return to List](#)

[Edit Recipient](#)

[Reports](#)

[Documents](#)

[Restore From Deferment](#)

[Suspend](#)

[Withdraw](#)

[Pending Breach](#)

**Owner** VA – Facilities – 640 - VA Palo Alto Health Care System

**First Name** Brianna

**Last Name** Aalborg-Volper

**Email** brianna.aalborg-volper@va.gov

**Program Group** VA-STEP

**Program** VA-STEP

**Specialty Type** Nursing

**School Name**

**Source** External - No Onboarding

**Facility** VA Palo Alto Health Care System

**Status** Deferred

**Advisor First Name**

**Advisor Last Name**

**Advisor Email**

**Advisor Phone Number**

**Academic Lead Office Phone Number**

**Degree Sought**

**Degree Sought Other** 2019/12/21-BSN-Yes

**Clinical Program**

**Specific Specialty Degree**

**Enrollment Status**

**Enrollment Type**

Select the “Edit Recipient” Tab across the top of the screen.

# Edit a Recipient Record

**Edit Recipient** Change Password Sign Out User Guide

Facility *	William S. Middleton Memorial Veterans Hospital
SSN	XXX-XX-XXXX
Student ID	
Veteran	<input type="radio"/> Yes <input type="radio"/> No
College/Department/School Name	University of Wisconsin- Madison
Advisor First Name	
Advisor Last Name	
Advisor Email	
Advisor Phone Number	
Academic Lead Office Phone Number	
Clinical Program	Nursing
Program/Scholarship Start Date *	05/20/2024
<small>For the VA-STEP program, use this date field for the students anticipated date for beginning their participation in the VA-STEP program.</small>	
Date Requirements Complete	05/10/2025
<small>Format as MM/DD/YYYY.</small>	
Date Degree Conferred	MM/DD/YYYY
<small>Format as MM/DD/YYYY.</small>	
Placement Availability Date	MM/DD/YYYY
<small>Format as MM/DD/YYYY.</small>	
Service Obligation Start Date	MM/DD/YYYY
<small>Format as MM/DD/YYYY.</small>	

There are several fields where data can be entered but you are restricted to the field listed on the subsequent screen.

# Edit a Recipient Record

- SSN = This field can be updated but make sure that the information you change it to is 100% accurate.
- College/Department/School Name = You can adjust this field as required.
- Clinical Program = This should be the educational program then are in.
- Program/Scholarship Start Date = This should be the first day of the PP in which the student was hired into VA-STEP.
- Date Requirements Complete = This should be the student's graduation date.



# Questions

Direct Questions to:

[VHAVA-STEPSupport@va.gov](mailto:VHAVA-STEPSupport@va.gov)



Choose **VA**

**VA**



U.S. Department  
of Veterans Affairs