VA Student Trainee Experience Program (VA-STEP)

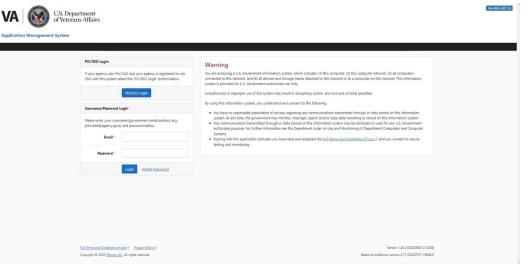# Final Hiring Report Instructions

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

Log In Instructions

Login to AMS

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

 "**SSO Login**" on the bottom left

 "**VA (Internal)**" from dropdown menu

Continue

Sign In with VA PIV Card
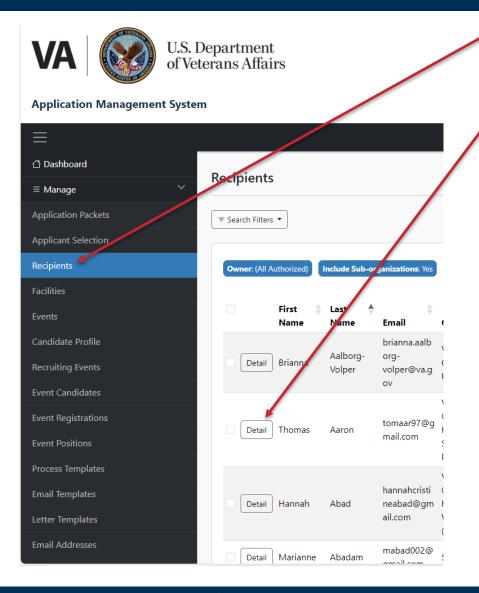
Select Certificate

Enter PIV Pin

Accessing Recipient Record
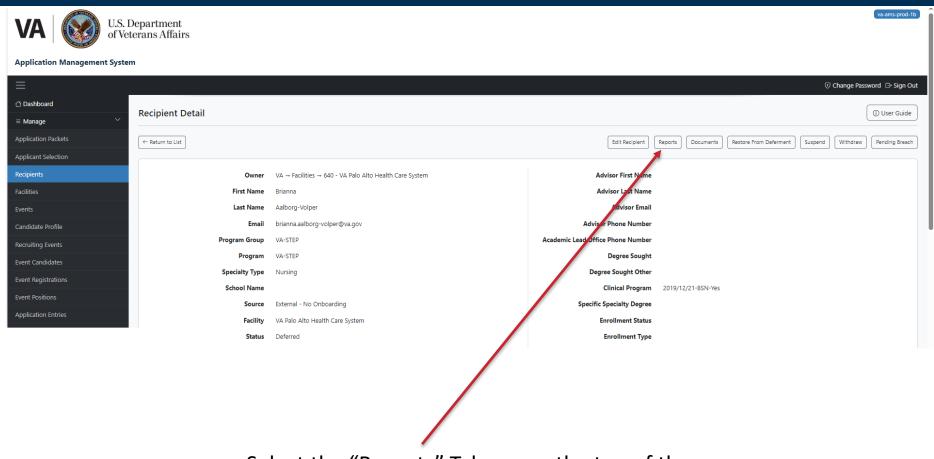

Click on the "Recipients" option.

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 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.
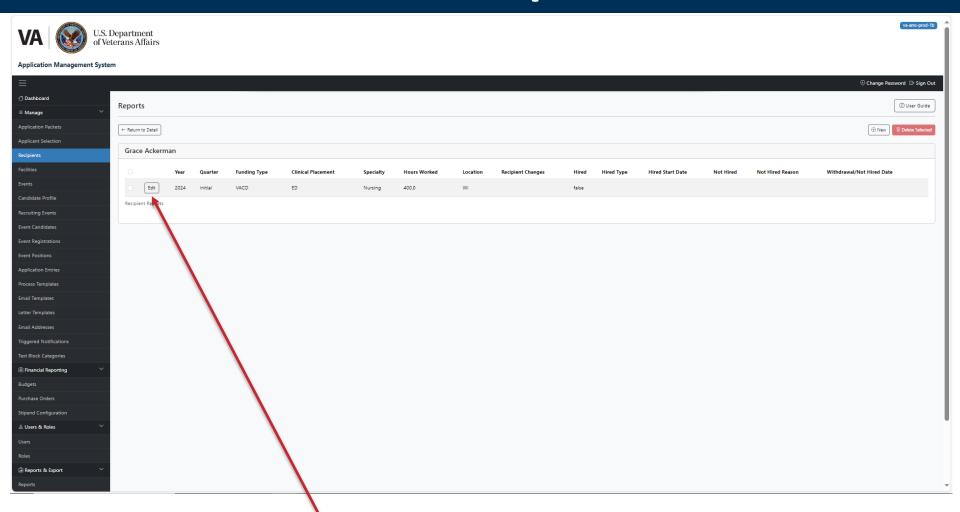
Edit a Report

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

Edit a Report
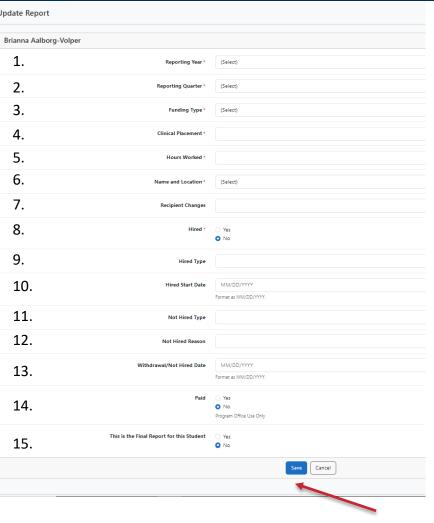

Click on the "Edit" of a previously created report. If there is more than one report, update the one on the bottom of the list.

Update Hiring Details

Once Report is complete, select "Save"

1. *Do not Edit fields 1-7.
8. *Hired = If the student was hired into any position at the VA post graduation, select "Yes", otherwise leave "No".
9. Hired Type = Only answer is the student was Hired.
10. Hired Start Date = Enter the official start date.
11. Not Hired Type = Only make entry if the student was not hired. **Note**: The student only qualifies as a Withdrawal if they are removed from STEP 6-months prior to graduation or longer.
12. Not Hired Reason = Enter text comment on reason not hired.
13. Withdrawal/Not Hired Date = Enter the official separation date from the VA.
14. Paid = Don't change entry
15. This is the Final Report for this Student = Yes
* = Mandatory Entry

Direct Questions to:
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