

VA Student Trainee Experience Program (VA-STEP)

Final Hiring Report 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



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U.S. Department of Veterans Affairs

Accessing Recipient Record

VA



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of Veterans Affairs

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 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.



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Edit a Report

- 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	Advisor First Name	
First Name	Brianna	Advisor Last Name	
Last Name	Aalborg-Volper	Advisor Email	
Email	brianna.aalborg-volper@va.gov	Advisor Phone Number	
Program Group	VA-STEP	Academic Lead Office Phone Number	
Program	VA-STEP	Degree Sought	
Specialty Type	Nursing	Degree Sought Other	
School Name		Clinical Program	2019/12/21-BSN-Yes
Source	External - No Onboarding	Specific Specialty Degree	
Facility	VA Palo Alto Health Care System	Enrollment Status	
Status	Deferred	Enrollment Type	

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

Edit a Report

The screenshot shows the VA Application Management System interface. The top left features the VA logo and the text "U.S. Department of Veterans Affairs". Below this is the "Application Management System" header. A dark sidebar on the left contains a navigation menu with items like "Dashboard", "Manage", "Application Packets", "Applicant Selection", "Recipients", "Facilities", "Events", "Candidate Profile", "Recruiting Events", "Event Candidates", "Event Registrations", "Event Positions", "Application Entries", "Process Templates", "Email Templates", "Letter Templates", "Email Addresses", "Triggered Notifications", "Text Block Categories", "Financial Reporting", "Budgets", "Purchase Orders", "Stipend Configuration", "Users & Roles", "Users", "Roles", and "Reports & Export". The main content area is titled "Reports" and includes a "Return to Detail" link, "New" and "Delete Selected" buttons, and a "User Guide" link. A table titled "Grace Ackerman" displays report data with columns: Year, Quarter, Funding Type, Clinical Placement, Specialty, Hours Worked, Location, Recipient Changes, Hired, Hired Type, Hired Start Date, Not Hired, Not Hired Reason, and Withdrawal/Not Hired Date. A red arrow points to the "Edit" button in the first row of the table.

	Year	Quarter	Funding Type	Clinical Placement	Specialty	Hours Worked	Location	Recipient Changes	Hired	Hired Type	Hired Start Date	Not Hired	Not Hired Reason	Withdrawal/Not Hired Date
<input type="checkbox"/>	2024	Initial	VACO	ED	Nursing	400.0	WI		false					

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

Update Report

Brianna Aalborg-Volper

1.	Reporting Year *	(Select)
2.	Reporting Quarter *	(Select)
3.	Funding Type *	(Select)
4.	Clinical Placement *	
5.	Hours Worked *	
6.	Name and Location *	(Select)
7.	Recipient Changes	
8.	Hired *	<input type="radio"/> Yes <input checked="" type="radio"/> No
9.	Hired Type	
10.	Hired Start Date	MM/DD/YYYY Format as MM/DD/YYYY.
11.	Not Hired Type	
12.	Not Hired Reason	
13.	Withdrawal/Not Hired Date	MM/DD/YYYY Format as MM/DD/YYYY.
14.	Paid	<input type="radio"/> Yes <input checked="" type="radio"/> No Program Office Use Only
15.	This is the Final Report for this Student	<input type="radio"/> Yes <input checked="" type="radio"/> No

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



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Questions

Direct Questions to:

VHAVA-STEPSupport@va.gov



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