VA Student Trainee Experience Program (VA-STEP)

VA-STEP Document Uploading

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

U.S. Department of Veterans Affairs

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 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

Click on the "+New" option.

Accessing Recipient Record

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

Documents to Upload

Application Management System

Update Document

Brianna Aalborg-Volper

Document Type * (Select)

Document *

- supplemental/BreachOfAgreement
- supplemental/DD-214
- supplemental/ECFMGCertificate
- supplemental/Fingerprint
- supplemental/Invoice
- supplemental/LoanVerificationForm
- supplemental/MCAT
- supplemental/MedicalCenterDirectorMemo

Dashboard

Manage

Application Packets

Applicant Selection

Recipients

Facilities

Events

Candidate Profile

Recruiting Events

Event Candidates

Event Registrations

Event Positions

Process Templates

Email Templates

Letter Templates

Email Addresses

*Student Applications Selected Outside of AMS (Once Recipient Record is Created):
- Recommendations
- 2850a/c
- Resume/Transcript
- SF-50 as Required
- Commitments to Hire
- Other Document as Deemed Important by Coordinator

Direct Questions to:
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