

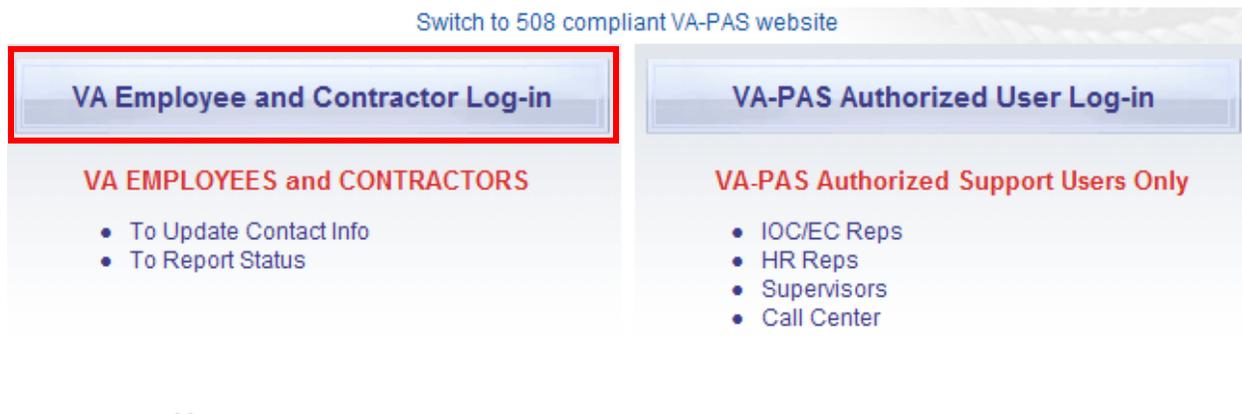
Welcome to VA-PAS!

Background:

The VA-PAS is an innovative system comprised of a database which is utilized as a repository populated with employee contact information such as home telephone, personal cell phone, and government issued blackberry. The system is designed to be used as a vehicle for contacting, informing, and determining the location of VA employees and contractors during an emergency. It provides timely information and alerts to VA personnel, along with the means to self-report status and location during an event.

Instructions:

1. Click here to go to [VA-PAS](#). (or go to <https://vapas.navy.mil>)
2. Select the words “**VA Employee and Contractor Log-in**” as shown on the **left-hand** side of the page below to access the **Veterans Affairs Employees and Contractors** portion of VA-PAS.



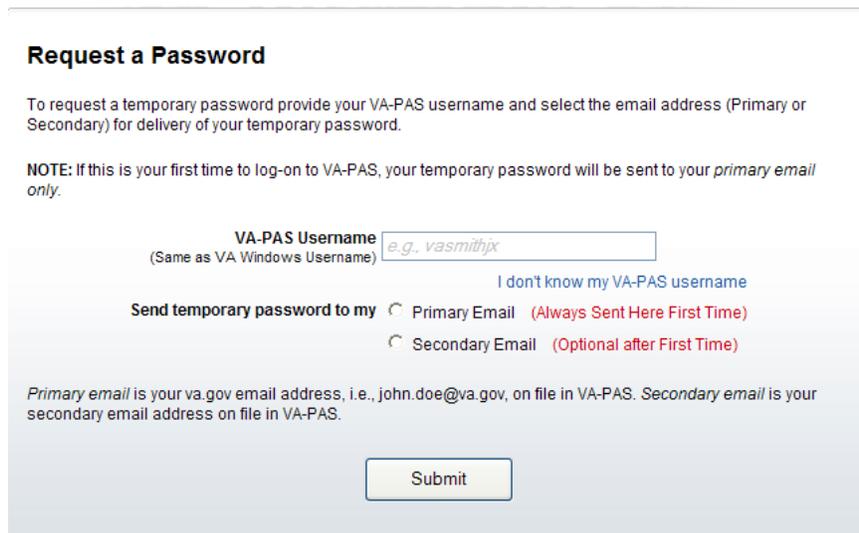
3. If this is your first time logging in, select the link titled, “**If this is your first time logging in then click here for a VA-PAS temporary password**” and proceed to step 4.

If this is not your first time logging in, type in your Windows username (for example: vhajohndoe), then your VA-PAS password and proceed to step 8. If you don't know your password, select the link titled “**I don't know my password**” and proceed to step 4 to obtain a temporary password.



The image shows the VA-PAS Login Page. On the left is the Department of Veterans Affairs seal and the text: "Veterans Affairs Personnel Accountability System Technical Support: VACOVAPASHelpDesk@va.gov (202) 461-0311". The main content area is titled "VA-PAS Login Page" and contains two input fields: "VA-PAS Username" (with a note "(Same as VA Windows Username)" and an example "e.g., vasmithjx") and "VA-PAS Password" (with a note "(Not VA Windows Password)"). Below the username field is a link "I don't know my VA-PAS username". Below the password field is a link "I don't know my VA-PAS password". A note states: "If this is your first time logging in, click here for a VA-PAS temporary password". At the bottom is a "LOGIN" button.

4. To request a temporary password, type in your Windows username and select **“Primary Email”**. Note: If you have logged on to VA-PAS before and you have a secondary email address in VA-PAS, you may select the **“Send temporary password to my: secondary email”** option.



The image shows the "Request a Password" form. It starts with the title "Request a Password" and instructions: "To request a temporary password provide your VA-PAS username and select the email address (Primary or Secondary) for delivery of your temporary password." A note says: "NOTE: If this is your first time to log-on to VA-PAS, your temporary password will be sent to your *primary email* only." There is a "VA-PAS Username" input field (with a note "(Same as VA Windows Username)" and an example "e.g., vasmithjx") and a link "I don't know my VA-PAS username". Below is the "Send temporary password to my" section with two radio button options: "Primary Email (Always Sent Here First Time)" and "Secondary Email (Optional after First Time)". A note at the bottom explains: "Primary email is your va.gov email address, i.e., john.doe@va.gov, on file in VA-PAS. Secondary email is your secondary email address on file in VA-PAS." A "Submit" button is at the bottom.

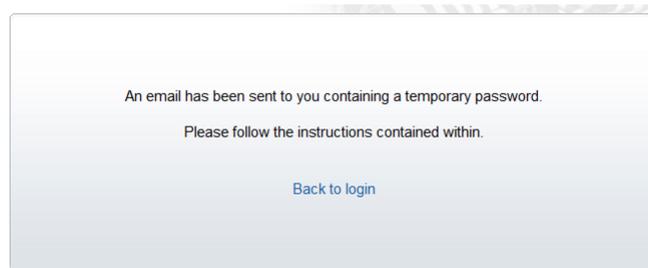
NOTE: You must enter a **valid username**, which is your VA Windows log-on name or VA GAL “alias”, to submit your request for a temporary password. If you do not enter a valid username, you will get the below error screen with instructions on how to proceed.

ERROR: Username is NOT VALID.
Unable to send temporary password.

You should take the following steps, in order to resolve this issue:

1. Check the VA GAL for your username. If you do not know your VA Windows username, search the VA GAL for your "alias".
2. If you are still unable to log-on, e-mail the VA-PAS Help Desk at VACOVAPASHelpDesk@va.gov with your current GAL username and email address with an explanation of your log-on error.
3. Confirm that you are authorized to log-on to the VA-PAS support side. Employees and contractors should log-on through the left side button entitled "VA Employee and Contractor Log-in". Only authorized support users should attempt log-on to the right side button entitled, "VA-PAS Authorized User Log-in".

5. If you enter a valid username, the system will send you a temporary password via email. The time delay between requesting and receiving the temporary password email varies but is normally less than 3 minutes.



NOTE: If VA-PAS does not have a valid email address for you in the system, you will not receive a temporary password.

6. After you retrieve the temporary password from your email, return to VA-PAS and log on with your VA Windows username and the temporary password.



7. You will need to create a new password that complies with the specified rules for accessing VA-PAS. You will use this new password for future VA-PAS log-ons.

Change Password - To change your password, enter you new password into the fields below.

New Password:

Re-enter New Password:

Password Rules:

- Must be between 8 and 50 characters long
- Must contain at least one of EACH of the following:
 - Lower case letter
 - Upper case letter
 - Numeric character
 - Special character

8. After changing your password, you will be logged on to VA-PAS and should proceed to complete the on-line VA-PAS employee training if you have not already done so. The VA-PAS employee training link is located on the Home tab and the Event tab as shown below:

Home Tab:

Home My Info Event Reference Help

Announcements

Veterans Affairs Personnel Accountability System (VA-PAS) standardizes a method for the U.S. Department of Veterans Affairs to account for personnel affected by a wide-spread catastrophic event. VA-PAS provides timely information and alerts to VA personnel along with the means to self-report status and location during an event. It is also a source of valuable reporting information to all levels of the VA management, enabling leadership to make strategic decisions in support of VA employees and to sustain services and benefits to Veterans.

Hurricane Sandy

VA-PAS Hurricane Sandy information. Weather - NOAA

Computer Based Training (CBT) which is Flash Based and Interactive

All first time Users should view the Employee CBT before using VA-PAS.

- ▶ Immediate playback, no downloads or other accounts required
- ▶ Review or replay sections as desired
- ▶ Thumbnails of slides, search for key words
- ▶ Once the final slide is complete, you can jump to other sections
- ▶ Only requires a browser with Adobe Flash support

Hot Topics

FLU.GOV Pandemic Flu Information One-stop access to U.S. Government pandemic flu information.

Event Tab:

The screenshot shows the VA-PAS home page. At the top, there is a navigation bar with 'Event', 'Reference', and 'Help' tabs. Below this is a yellow banner with the text: 'If you need IMMEDIATE help with basic necessities, please call 1-866-946-9183 or (819)553-8167'. The main content area is divided into three sections:

- Verify and Update your home information!**: A section with a sub-header 'Verify and Update Home Information'. It contains a form with fields for 'Display Name' (Last: Saenz, First: Daniel, Middle:), 'Country' (USA), 'Street 1', 'Street 2', 'City', 'State' (VA Virginia), and 'Zip'. Below this is a 'Contact Info' section with a note '(At least two phone numbers or a phone number and an email is required)'. It includes fields for 'Preferred Contact' (Cell), 'Home Telephone', 'Work Telephone', and 'Cell'.
- What's the Process?**: A small box with a link to 'Verify and update your home information'.
- Training**: A sidebar with the title 'Online VA-PAS Employee Training' and subtitle 'Computer Based Training (CBT) which is Flash-Based and Interactive'. It features a red-bordered box with a play button icon and the text 'All first time Users should view this training before using VA-PAS.' Below this is a list of bullet points: 'Immediate playback, no downloads or other accounts required', 'Review or replay sections as desired', 'Thumbnails of slides, search for key words', 'Once the first slide is completed, you can jump to other sections', and 'Does require a browser with Flash support'.

Selecting the CBT video icon link on the VA-PAS home page will take you to:
<https://vapas.navy.mil/CBT/Employees/player.html>

9. To self-update your VA-PAS contact and location information, click the **“My Info”** tab at the top of your screen.



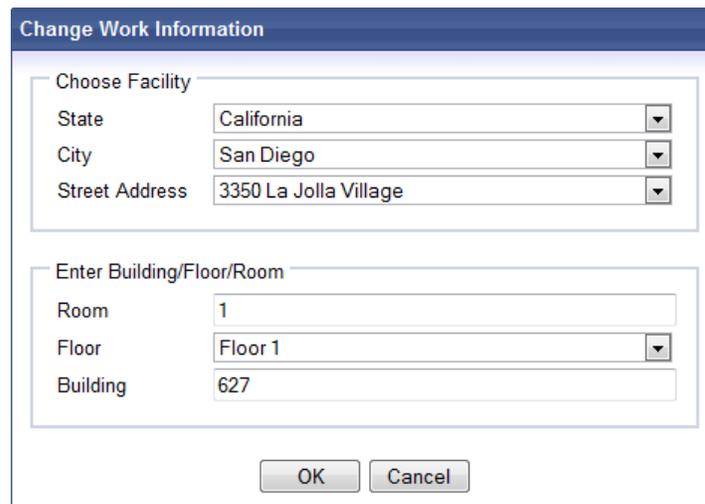
10. On the My Info page, click **“Contact Information”** in the menu on the left side.



11. To change or update your work location, click on the “**Change**” button in the second blue box titled, “**Work Information**”.

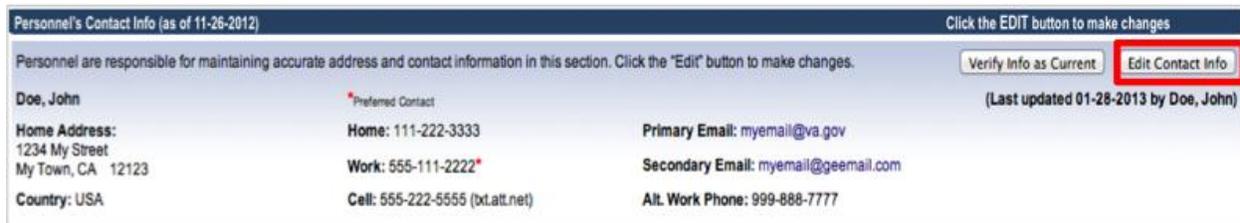


Select your VA work state, city, and street address, then input your room number, floor, and building number (if applicable), and click “**OK**” as shown below.



NOTE: If you select “**Other**” for any work address field, you will be asked to submit a proposed new work location and your work location will remain in a “pending” status until VA management approves or denies it.

12. To edit your contact information and home address, click on the “**Edit Contact Info**” button on the right side of the third blue box titled, “**Personnel's Contact Info**”.



13. Enter your contact information and home address in the fields of the blue box on the left titled, “**VA-PAS Information**”. Please complete all fields as shown below:

The screenshot shows a form titled "VA-PAS Information (Last updated 01-28-2013 by Doe, John)". The form is divided into three sections by dashed lines. The first section contains fields for Country (USA), Street1 (1234 My Street), Street2, City (My Town), State/Province (CA California), and ZIP/Postal Code (12123). The second section contains fields for Home (111-222-3333), Work (555-111-2222), Ait. Work Phone (999-888-7777), Cell (555-222-5555), and Cell Carrier (AT&T). The third section contains fields for Primary Email (myemail@va.gov), Secondary Email (myemail@geemail.com), and Preferred (Work Phone).

14. Click the “**SAVE**” button at the bottom of the page to view your updated information on the Contact Information page.

15. When you have completed the above steps, click the “**Logout**” button at the top-right of the VA-PAS screen.

Assistance with log on or information update:

If you have trouble completing any of these steps please contact the VA-PAS help desk via email at VACOVAPASHelpDesk@va.gov.