Introduction: The Veterans Information Portal (VIP) is a gateway to personalized information relevant to VA’s stakeholders, including Veterans, employees, lenders, appraisers, and the Department of Defense (DoD). VIP is accessible from any Internet connection.

The Veterans Tracking Application (VTA) is a joint Veterans Affairs (VA)/DoD application that supports the effective management and tracking of Veterans and Servicemembers enrolled in the Integrated Disability Evaluation System (IDES).

You will have access to VIP and VTA once you complete this registration process.

***These instructions are for personnel that need VIP/VTA access to support IDES. They are NOT for personnel needing VA Loan support or VA documents***

VTA Access Procedure - If you already have an active VIP account, log-in to VIP and skip to Step Five of these instructions. If you have a VIP and/or VTA account and have changed jobs, user name, etc., or have any questions, contact the VBA/DoD Program Office at VAVBAWAS/CO/IDES.

Step One: If you do not have an active VIP account, the VIP sign-in is the first step in obtaining access to VIP. You will use your PIV Card.

Go to https://vip.vba.va.gov and click, “User Registration.”

Step Two: Click Register Now.
Step Three: The main registration page will launch. Select “VA Employee,” click “Next.”

Step Four: On the VA Employee Login Screen, click PIV Registration. Select your Certificate and enter your pin. Fill in data fields on subsequent pages. Check the I Accept box and Submit.
If your Station is not listed, pick closest.
You will then be notified that you have successfully registered as a VIP user.

**Step Five:** Return to the VIP main page and login to request VTA. To login, enter your VA user ID and password, and click on the blue button with the white arrow.

**Step Six:** You should now be logged into your VIP Homepage. Getting to VTA requires the VTA link be added to your VIP Homepage. You will send an email (example below) to your Supervisor (cc VAVBAWAS/CO/IDES) requesting the VTA link be added to your VIP Homepage. Your supervisor will reply all noting request is approved or denied. When the 212DIDES Staff (VAVBAWAS/CO/IDES) receives the approval email from your supervisor, the VTA link will be added, and a reply all will be sent notifying all the VTA link has been added to the requestors VIP Homepage.
Step Seven: When you receive the email from VAVBAWAS/CO/IDES notifying you that the VTA application link has been added to your VIP Homepage, login to VIP at https://vip.vba.va.gov. You will see Veterans Tracking Application located under “Applications” on the left hand side of the screen, click it.

If you are not registered in VTA, the VTA application window will pop-up and show the “Request for Access to the Veterans Tracking Application (VTA)” screen.

Below and on the following pages is a description and screen shots that apply to the VA roles in VTA IDES.

Selected personnel may require roles/data fields that do not meet the criteria. Contact VAVBAWAS/CO/IDES if needed.

All VA users will fill in their name, SSN, grade and email. You will then select the other fields based on the following VHA or VBA roles. **If the field is not listed below or shown on the screen shot, do not fill it in**
VHA will select VHA Facility, VISN and role of IDES VA Analyst. Input Supervisor’s Name, Supervisor’s Phone, Supervisor’s Email Address, Applicant’s Telephone Number (yours) and Reason for Access (Ex: IDES Coordinator for VISN 7).

VBA will select fields based on the following roles.

1. **IDES MSC:** (MSCs and MSC Supervisors/Coaches). Select VA Regional Office, **ALL** IDES MEB MTF(s) that your RO supports (not just the one(s) where you work). Input Supervisor’s Name, Supervisor’s Phone, Supervisor’s Email Address, Applicant’s Telephone Number (yours) and Reason for Access (ex: MSC at Ft. Knox, KY).
2. **IDES D-RAS:** (D-RAS personnel and D-RAS Supervisors/Coaches). Select VA Regional Office and IDES D-RAS. Input Supervisor’s Name, Supervisor’s Phone, Supervisor’s Email Address, Applicant’s Telephone Number (yours) and Reason for Access (ex: RVSR at Seattle D-RAS).
3. **IDES VARO:** (This role is for individuals who specifically work at the RO (Ex: front office or VR&E) and are not an MSC or D-RAS). Select VA Regional Office, and **ALL** IDES MEB MTF(s) that your RO supports (not just the one(s) where you work), Input Supervisor’s Name, Phone and Email Address, Applicant’s Telephone Number (yours) and Reason for Access (ex: Front Office/Management Fargo RO).
4. **IDES VA Analyst:** (This role for all Central Office or Area users). Select VA Regional Office (Central Office). Input Supervisor’s Name, Supervisor’s Phone, Supervisor’s Email Address, Applicant’s Telephone Number (yours) and Reason for Access (ex: Compensation Central Office, DC).
5. **IDES POC:** A second role for MSC and DRAS Supervisors/Coaches (also select IDES MSC or DRAS role above). Will be cc’d on all data emails for cases assigned to any cases at your location(s).
Screen shots of VTA Request for Access

Everyone will fill-in the fields on page 7. Pages 8 and 9 show the roles and the specific fields to fill-in based on that role. Everyone performs step on page 10.

Input job and location.
Example: MSC at Wichita RO
**IDES MSC**

Select all MTFs your RO supports, not just the one(s) where you work.

Please Select Requesting IDES Roles

- ✔ IDES - MSC
- ✔ IDES – VA Analyst
- ✔ IDES – POC

RO MSC Coach/Supervisor can also pick IDES POC role in order to receive all system generated emails that go to their MSCs. Have to have MSC and Analyst or all 3 if a Coach/Supervisor.

**IDES DRAS**

Please Select Requesting IDES Roles

- ✔ IDES - DRAS
- ✔ IDES - POC

DRAS Coach/Supervisor can also pick IDES POC in order to receive all system generated emails IRT data on the RO Tab at assigned DRAS.
Access and Registration Instructions for VA Users of the Veteran’s Information Portal (VIP) & Veterans Tracking Application Integrated Disability Evaluation System (VTA IDES) (June 25, 2018)

### IDES VA Analyst (VBA)

Please Select Requesting IDES Roles

- **IDES – VA Analyst**

### IDES VA Analyst (VHA)

Please Select Requesting Roles

- **IDES VA Analyst**

### IDES VARO

(to include VR&E)

Please Select Requesting Roles

- **IDES - VARO**

Select all MTFs your RO supports, not just the one(s) where you work.

- VA Regional Office
  - **-- SELECT VARO --**

- IDES MEB MTF
  - **-- SELECT IDES MEB MTF --**
  - Andrews JB, MD
  - Beale AFB, CA
  - Buckley AFB, CO

Hold the ctrl key to make multiple selections.
Everyone: After checking for correctness and all required fields are filled in, click Submit Request

Once you click Submit Request, access is not instantaneous. It may take up to 72 hours for approval, longer if request for access is incorrect.

Access Request ID (###) has been created with User ID ...

Click OK. After completion, your request for access will be reviewed by a VTA IDES administrator and you will receive an email response when approved or to notify you that your application was denied and why. After access is granted, login to VIP, click the Veterans Tracking Application link, and the VTA IDES Home Page will launch.

You can now exit the program/screen you are on.

VBA/DoD Collaboration Team (212D)