A New TMS is Here!
Important Information

The Pennsylvania Department of Drug and Alcohol Programs (DDAP) is pleased to announce that the new Training Management System (TMS) is live! You can access the new system using this website address: https://tms.ddap.pa.gov

After years of collecting your feedback regarding the former TMS and TrainPA, we are excited to deliver a new training management system that will provide you a more user friendly and intuitive experience. Some of the benefits of this new system include:

- A one-stop shop for both instructor-led (virtual and in-person) and on-demand training (previously housed in TrainPA).
- An easier method to search and register for training.
- Access to our complete course catalog to create a personalized list of desired training.
- Improved communication from email reminders to SMS text messaging.

LOGIN INFORMATION

The new TMS utilizes the commonwealth's Keystone Login. Keystone Login is an account management system for commonwealth online services. You can use your Keystone Login username and password to log into any online service that participates in Keystone Login. If you do not already have an account with Keystone Login, you can create one by visiting https://keystonelogin.pa.gov or by clicking Register from the new TMS login screen.

While it is highly recommended that you do not use a work email for Keystone Login, you will need to create your Keystone Login account with the email address that was used on your old TMS account. If you do not know the email address that was used for your old TMS account, please send an email to ra-datraining@pa.gov and include the following information:

- Your first and last name;
- Your date of birth;
- The email address you want on your TMS account (which will then be used for your Keystone Login account);
- A phone number where we can reach you if we need additional information.

If you already have a Keystone Login account, but do not remember your username and/or password, you can request that information directly from the Keystone Login site. You can also contact the Keystone Login Helpdesk by calling 877-328-0995 or emailing KeystoneLoginSupport@randstadusa.com. DDAP Training Section staff cannot assist with resetting Keystone Login passwords.

Pennsylvania Department of Drug and Alcohol Programs
2601 N 3rd Street | One Penn Center, 5th Floor | Harrisburg, PA 17110
www.ddap.pa.gov

FILE MIGRATION FROM CURRENT TMS AND TRAINPA

DDAP has migrated all training records from the old TMS and TrainPA, so when you log into the new system, your certificates and any trainings you were registered for should be available. If you log in and do not have your records, please send an email to ra-datraining@pa.gov and include the following information:

- Your first and last name;
- Your date of birth;
- The email address you used for Keystone Login;
- Any email address you may have used for your old TMS account and/or TrainPA account;
- A phone number where we can reach you if we need additional information.

We will respond to your email as soon as possible and ask that you do not send duplicate emails. Response times may take up to 10 business days due to the increase in emails we are anticipating.

ADDITIONAL INFORMATION

Please keep in mind that your TMS account belongs to you, not your employer. It is HIGHLY RECOMMENDED that you do not share your Keystone Login credentials with anyone. As the account owner, you are responsible for maintaining your information, including registering for trainings and cancelling any registrations if you will not be able to attend.

DDAP will not provide any assistance to anyone who contacts us about an employee's TMS account. We will communicate only with the account owner.

Thank you,
DDAP Training Section

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