VA Appointment Scheduling for PIV Cards

https://va-piv.com/

VA Appointment Scheduling for PIV Cards

Schedule an appointment online with the VA PIV Appointment Scheduling program for the Sioux Falls VA to have your fingerprints done, photo taken, card issued once you have been enrolled/sponsored into the PIV system.

You will need to go into the scheduling program, create an account, and select the type of appointment you want.

1. **First Appointment** will be for fingerprints. (Fingerprints take about 10 business days to return back to HR)
2. **Second Appointment** will be to take your photo.
3. **Third Appointment** will be to issue your card.

You can only schedule one appointment within the scheduling program at a time. Once your current appointment has been completed you can schedule another appointment.

Registration

VA Appointment Scheduling for PIV Cards :: Applicant Account - Terms and Conditions for Usage Page

You are accessing a web application that exists outside of the Department of Veterans Affairs (DVA) Network.

You will be asked to provide limited personal information in order to schedule an appointment to receive a **Homeland Security Presidential Directive 12** (HSPD-12) **Personal Identity Verification** (PIV) Card.

Authority: In August of 2004 the President of the United States issued HSPD-12 mandating a common personal identification verification standard for federal employees and federal contractors. This directive requires that all federal agencies use a reliable, commonly accepted form of government identification that will enhance security, increase government efficiency, reduce identity fraud, and protect personal privacy. PIV cards will serve as the new VA identity verification badges and serve as the common government identity verification method for all VA administrations and VA offices.

Purpose/ Routine Uses: The federal contractor maintaining operation of this web site, on behalf of DVA, collects information for the purpose of scheduling an appointment for activities related to the DVA HSPD-12 PIV Cards (Issuance, Reissuance, Renewals, and Fingerprinting).

Disclosure: The federal contractor maintaining operation of this web site may not use the information collected for any purpose beyond its intended use. Furnishing this information is voluntary; however failure to provide this information may prevent the individual from receiving the benefit sought.

When accessing the system, the Terms and Conditions screen appears.

Click on the "Accept Terms and Conditions" button to proceed.

Accept the Terms and Conditions

If this is your first time visiting this site then you will have to create an account.

If you have an account then enter you email and password in the blocks.

Click on create account in the toolbar

or

"Click Here to Create a new PIV Card Applicant Account"

Please read and follow the on-screen instructions.

If you do need additional "HELP" please click the HELP function at the top of the page.

UNITED STATES
DEPARTMENT OF VETERANS AFFAIRS

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Home   Create Account   Reset Password   Help   Sign-In

VA Appointment Scheduling for PIV Cards :: Applicant Account - Sign-In Page

Welcome to the **PIV Appointment Scheduling tool.** This is where you will **MAKE**, **MODIFY** and **CANCEL** appointments for nearby VA facilities in support of PIV Card credential issuance activities.

The scheduling process is intuitive and easy to use. **HELP** is available in case you have any questions.

Please **add "do.not.reply@va-piv.com" to your contacts list.** This will ensure that you recieve notification e-mails that might otherwise be filtered into Spam and Trash folders.
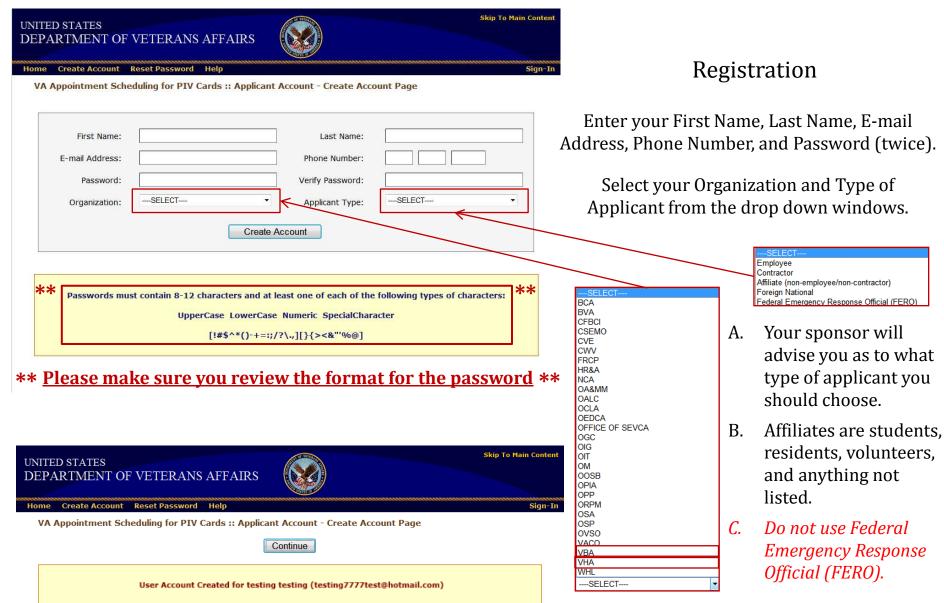
**Click Here to Create a new PIV Card Applicant Account
(If This Is The First Time You Are Accessing This Website)**

E-mail Address:

Password:

Sign-In

Forgot Your Password?

Any questions please call HR at 605-333-6852.

Registration

VA Appointment Scheduling for PIV Cards :: Applicant Account - Create Account Page

First Name: _____   Last Name: _____
E-mail Address: _____   Phone Number: ___ ___ ___
Password: _____   Verify Password: _____
Organization: ----SELECT----   Applicant Type: ----SELECT----

Create Account

Enter your First Name, Last Name, E-mail Address, Phone Number, and Password (twice).

Select your Organization and Type of Applicant from the drop down windows.

** Passwords must contain 8-12 characters and at least one of each of the following types of characters: ******

UpperCase LowerCase Numeric SpecialCharacter

[!#$^*()-+=:;/?\.,][}{><&"'%@]

** <u>Please make sure you review the format for the password</u> **

----SELECT----
Employee
Contractor
Affiliate (non-employee/non-contractor)
Foreign National
Federal Emergency Response Official (FERO)

----SELECT----
BCA
BVA
CFBCI
CSEMO
CVE
CWV
FRCP
HR&A
NCA
OA&MM
OALC
OCLA
OEDCA
OFFICE OF SEVCA
OGC
OIG
OIT
OM
OOSB
OPIA
OPP
ORPM
OSA
OSP
OVSO
VACO
VBA
VHA
WHL
----SELECT----

A. Your sponsor will advise you as to what type of applicant you should choose.

B. Affiliates are students, residents, volunteers, and anything not listed.

C. *Do not use Federal Emergency Response Official (FERO).*

✓ For all employees please select either VHA (for the Hospital) or VBA (for the Regional Office).

VA Appointment Scheduling for PIV Cards :: Applicant Account - Create Account Page

Continue

User Account Created for testing testing (testing7777test@hotmail.com)

This screen appears to confirm the account creation.

VA Appointment Scheduling for PIV Cards :: Applicant Account - Sign-In Page

Welcome to the **PIV Appointment Scheduling tool.** This is where you will **MAKE**, **MODIFY** and **CANCEL** appointments for nearby VA facilities in support of PIV Card credential issuance activities.

The scheduling process is intuitive and easy to use. **HELP** is available in case you have any questions.

Please **add "do.not.reply@va-piv.com" to your contacts list.** This will ensure that you recieve notification e-mails that might otherwise be filtered into Spam and Trash folders.

Sign-In page

Click Here to Create a new PIV Card Applicant Account
(If This Is The First Time You Are Accessing This Website)

E-mail Address: [   ]

Password: [   ]

[Sign-In]

Forgot Your Password?

After completing your account you will be taken back to the log in page. Please enter your E-mail Address, Password and then click the Sign-In button to make your appointment.

Making an Appointment

VA Appointment Scheduling for PIV Cards :: Applicant Account - Home Page

Welcome to the **PIV Appointment Scheduling tool.** This is where you will **MAKE**, **MODIFY** and **CANCEL** appointments for nearby VA facilities in support of PIV Card credential issuance activities.

The scheduling process is intuitive and easy to use. **HELP** is available in case you have any questions.

Please **add "do.not.reply@va-piv.com" to your contacts list.** This will ensure that you recieve notification e-mails that might otherwise be filtered into Spam and Trash folders.

Click "Make Appointment" in the toolbar or the button.

[Make Appointment]

We are adding VA PIV Facilities, and you currently are able to make an appointment at one of 48 facilities.

Click on Make Appointment to find if your facility is available, and check periodically as we add facilities over the next few months.

Full deployment will be completed by July 12, 2013.

Making an Appointment

Zip Code

When using location services to find the nearest facilities enter the Zip Code for the location where the applicant will depart for the appointment then click the Continue button.

Location

When a specific facility is wanted, select the facility from the drop down window then click the Continue button. *It is easier to select this function because it will take you directly to the Sioux Falls site for an appointment.*

UNITED STATES DEPARTMENT OF VETERANS AFFAIRS

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VA Appointment Scheduling for PIV Cards :: Applic...

Please enter a **zip code** to vie...

Zip Code:

SD - 57105 - Sioux Falls VA Health Care System
SD - 57741 - Black Hills HCS Fort Meade VAMC
SD - 57747 - Black Hills HCS Hot Springs VAMC
TN - 37129 - Tennessee Valley Healthcare System Alvin C. York Murfreesboro Campus
TN - 37203 - Nashville Regional Office
TN - 37212 - Tennessee Valley Healthcare System Nashville Campus
TN - 37684 - James H Quillen VAMC
TN - 38104 - Memphis VAMC
TX - 75216 - North Texas Health Care System Dallas VAMC
TX - 75418 - North Texas Health Care System, Sam Rayburn Memorial Veterans Center
TX - 76504 - Central Texas VHCS (Temple)
TX - 76711 - Central Texas VHCS (Waco)
TX - 76799 - Waco Regional Office
TX - 77030 - Houston Regional Office
TX - 77030 - Michael E. DeBakey VA Medical Center
TX - 78028 - Kerrville VAMC
TX - 78229 - South Texas Veterans Health Care System
TX - 78641 - Financial Services Center Austin
TX - 78772 - Austin Information Technology Center
TX - 79106 - Amarillo VA Hospital
TX - 79720 - West Texas VA Health Care System
TX - 79930 - El Paso VA Health Care System
UT - 84113 - Salt Lake City VA Regional Office
UT - 84148 - VA Salt Lake City Health Care System
VA - 23249 - Hunter Holmes McGuire VAMC
VA - 23667 - Hampton VAMC
VA - 24016 - VA Regional Office (314)
VA - 24153 - Salem VAMC
VT - 05009 - White River Junction VA
WA - 98108 - Puget Sound Health Care System

Location: SD - 57105 - Sioux Falls VA Health C...

Continue

Select the Appointment Type ("Activity") from the drop down window then click "Continue".

Be advised, you can only make one appointment at one time. Please read the information in the red box.

Fingerprints – (all employees, students, residents,
                 contractors, volunteer drivers)
PIV Badge – Take Photo   (1st Appt)
PIV Badge – Issue Card   (2nd Appt)

PIN Reset – For employees that have lost their PIN number

Example:

A current employee will schedule 3 separate appointments:

1st appointment for Fingerprints (wait of 10 business days)
2nd appointment for PIV Badge – Take Photo (after 10 days)
3rd appointment for PIV Badge – Issue Card

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VA Appointment Scheduling for PIV Cards :: Applicant Account - Choose an Appointment Activity Page

Please choose an activity for your appointment at **Sioux Falls VA Health Care System** below.

Activity: Fingerprint

Continue   Back to Locations

** Important **

** Important **

Please be advised, you can only make one appointment at one time. If you appempt to make more than one appointment your earliest appointment will be cancelled.

** Notice ** If you miss your scheduled appointment time you will have to re-schedule your appointment.

Reminder - When you are coming to do fingerprints and taking your photo you will need to have 2 forms of ID (Drivers License, SSN card, or Passport) with you at the appointment.

Making an Appointment

VA Appointment Scheduling for PIV Cards :: Applicant Account - Choose an Appointment Time Slot Page

Please choose a date and time for your **Fingerprint** appointment at **Sioux Falls VA Health Care System**.

July 2013

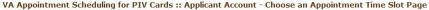| Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Back to Activities

Click on the desired open date (month and day) for the appointment, then click "Back to Activities" to continue the process.

Appointments can be made 24 hours out from the time you accesses the scheduling program.

Click on the desired open time (either AM or PM times) for the appointment, then click "Back to Activities" to continue the process.

VA Appointment Scheduling for PIV Cards :: Applicant Account - Choose an Appointment Time Slot Page

Please choose a date and time for your **Fingerprint** appointment at **Sioux Falls VA Health Care System**.

July 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

○ AM/PM ○ AM ○ PM

AM
8:20am	8:40am	
9:00am	9:20am	9:40am
10:20am	10:40am	
11:00am	11:20am	

PM
12:20pm	12:40pm	
1:00pm	1:20pm	1:40pm
2:20pm	2:40pm	
3:00pm	3:20pm	

SUMMARY OF SELECTIONS

Appointment Date: 7/17/2013

Back to Activities

Making an Appointment

VA Appointment Scheduling for PIV Cards :: Applicant Account - Choose an Appointment Time Slot Page

Please choose a date and time for your **Fingerprint** appointment at **Sioux Falls VA Health Care System**.

July 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

○ AM/PM   ○ AM   ○ PM

AM
8:20am   8:40am
9:00am   9:20am   9:40am
10:20am 10:40am
11:00am 11:20am

PM
12:20pm 12:40pm
1:00pm   1:20pm   1:40pm
2:20pm   2:40pm
3:00pm   3:20pm

SUMMARY OF SELECTIONS
Appointment Date: 7/17/2013
Appointment Time: 8:20 AM

Continue
Back to Activities

Review the "Summary of Selections" section then click Continue.

VA Appointment Scheduling for PIV Cards :: Applicant Account - Appointment Review Page

Please **Review** The **New** Appointment Details Displayed Below.

You may **Cancel this Appointment** or **Confirm this Appointment**.

New Appointment Details to Review

Location: Sioux Falls VA Health Care System
2501 West 22nd Street
Sioux Falls, SD 57105

Activity: Fingerprint

Date: Wednesday, July 17th, 2013

Time: 8:20 AM

Held: GC41WBH4

Cancel Appointment   Confirm Appointment

When the next screen appears, confirm the information entered and the time of the appointment.

If all is correct, click on the Confirm Appointment button at the bottom.

Otherwise, select the Cancel Appointment button to cancel the appointment.

Please Review The New Appointment Details Displayed Above.

The availability is guaranteed for the next 10 minutes.

The appointment is not confirmed until you select "Confirm Appointment"

Making an Appointment

VA Appointment Scheduling for PIV Cards :: Applicant Account - Appointment Review Page

The Following **New Appointment** Has Been **Successfully Confirmed.**

Your Appointment Details are Displayed Below.

You may **Cancel** or **Modify** this Appointment.

New Appointment Details

Location: Sioux Falls VA Health Care
System
2501 West 22nd Street
Sioux Falls, SD 57105

Activity: Fingerprint

Date: Wednesday, July 17th, 2013

Time: 8:20 AM

Confirmation: GC41WBH4

[Cancel Appointment]   [Modify Appointment]

When the Confirm Appointment button is clicked, the following appears to confirm the appointment. You will also receive an email about the appointment to the email address you supplied. You will also receive a reminder email prior to the appointment.

To cancel or modify an appointment

Cancel an appointment

1. Either from the above screen or from the Sign-In page (log in page - as shown earlier).
2. Click the Review Appointments button (on the next screen) to proceed.
3. Click the Cancel Appointment button (on the next screen). Please provide a reason for the cancellation and click the Cancel Appointment button.
4. The next screen confirms the cancellation. You will receive an email that confirms the cancellation.

Modify an appointment

1. Either from the above screen or from the Sign-In page (log in page - as shown earlier).
2. Click the Review Appointments button (on the next screen) to proceed.
3. On the next screen, click the Modify Appointment button.
4. Select the Appointment Type from the drop down window under Explore availability.
5. Find a date and time that work for your schedule and book an appointment for that time. Make sure you review your selection before confirming that time. You will receive an email that confirms the new appointment.