

PIV Scheduler Tool

PIV Scheduler Homepage

UNITED STATES
DEPARTMENT OF VETERANS AFFAIRS



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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.

[Accept the Terms and Conditions](#)

Please Accept the Terms and Conditions to Continue.

Create a PIV Applicant Account

NOTE: New Users have to click the blue text above the E-mail address field to create a new account



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 receive 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:

[Forgot Your Password?](#)

Account Creation

NOTE: Trainees to select Organization - VHA

The screenshot shows the 'VA Appointment Scheduling for PIV' account creation page. The 'Organization' dropdown menu is open, displaying a list of VA organizations. A red box highlights the dropdown menu, and a red arrow points from the 'Organization' label to the dropdown. A blue arrow points to 'VHA' in the list.

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VA Appointment Scheduling for PIV - Create Account Page

First Name:

E-mail Address:

Password:

Organization:

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

Passwords must contain 8-12 characters and each of the following types of characters:
Upper
Lower
SpecialCharacter
"%@]

Account Creation

Applicant type: Select the option that relates to you



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

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
E-mail Address:	<input type="text"/>	Phone Number:	<input type="text"/> <input type="text"/> <input type="text"/>
Password:	<input type="password"/>	Verify Password:	<input type="password"/>
Organization:	<input type="text" value="---SELECT---"/>	Applicant Type:	<input type="text" value="---SELECT---"/>

The Applicant Type dropdown menu is open, showing the following options: ---SELECT---, ---SELECT---, Employee, Contractor, **Affiliate (non-employee/non-contractor)**, Foreign National, and Federal Emergency Response Official (FERO). A red arrow points to the "Affiliate (non-employee/non-contractor)" option.

Passwords must contain 8-12 characters and at least one of each of the following types of characters:
UpperCase LowerCase Numeric SpecialCharacter
[!#\$%^*()-+=;:/?\.,][!}{><&'"%@]

Account Creation Confirmation

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

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User Account Created for Admin Tester (ed.mckay1@va.gov)

VA PIV Card Appointment Reservation Application v1.3.0.0 (Build: PROD) running on PIV-PROD-02

Registration E-mail

Users who need a fingerprint can use the tool to make an appointment.

Note that the language in the second sentence may confuse trainees into thinking they cannot use the tool.

Dear Ed McKay,

Thank you for registration in the VA scheduling tool. Before you make an appointment you must ensure the following actions are completed in order for you to receive a VA ID Badge.

1. You must have the appropriate background check initiated or completed. For a PIV card, this means you must have at least a NACI initiated with OPM.
2. You must be enrolled into the PIV System by an accredited VA Sponsor* within your organization.
3. **It is now a requirement to complete an updated Special Agreement Check (SAC), which must have been adjudicated favorably, prior to the reissuance or renewal of all Personal Identity Verification (PIV) cards. *This is usually your supervisor, manager, program coordinator, HR representative, or contracting officer (COR).**

When you visit a PIV Card Issuance Facility you must bring two (2) forms of valid ID.

The link below will take you to a federally-approved list of acceptable forms of ID. If you do not bring the proper identification, you cannot receive a badge and you will have to re-schedule your appointment for a later date. Additionally, the name of the applicant in the card request must match the name **exactly** as printed on at least one of the identity documents.

Link: [How To Get Your VA Badge](#)

If you have any questions related to this email please see the contact information at the bottom of the page referenced here:

[Tier-1 Help Desk Contact Information \(at bottom of page\)](#)

Account Details for Review:

First Name: Ed

Last Name: McKay

E-Mail Address: ed.mckay@va.gov

Phone Number: (314) 894-5760

Organization: VHA

Applicant Type: Affiliate (non-employee/non-contractor)

Login Screen

Enter E-mail Address and Password



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

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[Click Here to Create a new PIV Card Applicant Account
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E-mail Address:

Password:

[Forgot Your Password?](#)

Make an Appointment

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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.

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[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.

Select Zip Code to See Nearby Sites, or Select Specific Facility from Drop-menu

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

Please enter a **zip code** to view nearby locations or select a **known site**.


Zip Code:

[Continue](#)

Location:

[Continue](#)

Select Activity to Schedule from Drop-menu

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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 **Newington VAMC** below.

Activity:

[Continue](#) [Back to Locations](#)

VA PIV Card Appointment Reservation Application v1.3.0.0 (Build: PROD) running on PIV-PROD-02

Note that all Levels of PIV Badges are Called PIV Badge in Drop-menu.

Before PIV & Non-PIV Badge Appointment

- SACs must be adjudicated
- MTT completed/ROB signed
- Active Directory account established
- NACI initiated (if required)
- Trainee Sponsored in PIV Portal
- Show up with valid IDs for badge issuance

For Remote Fingerprints

You must provide your Facility SOI and SON numbers to the Trainee.

During fingerprinting they will be asked for those numbers.

For Non-PIV Badges
select appropriate action:

- New
- Re-issue
- Renewal
- Lost, Stolen or Damaged

Activity:

- Fingerprint
- PACS Enrollment
- PIV Badge - Flash Badge
- PIV Badge - Lost, Stolen or Damaged
- PIV Badge - New
- PIV Badge - Re-issue
- PIV Badge - Renewal

Select Month and Day for Appointment

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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 **Newington VAMC**.

May 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](#)

Select Time of Day for Appointment then Click CONTINUE Button

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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 **Newington VAMC**.

May 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	8:00am	8:20am	8:40am
	9:00am	9:20am	9:40am
	10:00am	10:20am	10:40am
	11:00am	11:20am	11:40am
PM	1:00pm	1:20pm	1:40pm
	2:00pm	2:20pm	2:40pm
	3:00pm	3:20pm	3:40pm

[SUMMARY OF SELECTIONS](#)

Appointment Date: 5/22/2013
Appointment Time: 9:00 AM

On-Screen Confirmation of Appointment.

Click either CANCEL or CONFIRM

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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: Newington VAMC
555 Willard Ave.
Newington, CT 06111

Activity: Fingerprint

Date: Wednesday, May 22nd, 2013

Time: 9:00 AM

Held: VK331662

**You will receive an email
Confirming your
appointment or
Confirming your
cancellation**

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"

Notice that an Appointment has been Successfully Confirmed

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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: Newington VAMC
555 Willard Ave.
Newington, CT 06111

Activity: Fingerprint

Date: Wednesday, May 22nd, 2013

Time: 9:00 AM

Confirmation: VK331662

[Cancel Appointment](#) [Modify Appointment](#)

**You may now either
Cancel the Appointment or
Modify the Appointment.**

Appointment VK331662 successfully created for Ed McKay (ed.mckay@va.gov).

Appointment Confirmation E-mail

Dear Ed McKay,

Your appointment is confirmed, please ensure any modifications to this appointment are made within 24 hours of scheduled date.

Facility: Newington VAMC
Appointment Type: Fingerprint
Date and Time: Wednesday, May 22, 2013 - 9:00
Confirmation Number:: VK331662

Facility Address:
555 Willard Ave, Room 2C-1131
Newington, CT 06111

For directions, [click here](#)

Make sure that you have completed all "Applicant" requirements listed on the HSPD-12 Internet page prior to showing up for your scheduled appointment. See link below:

Link: http://www.va.gov/PIVPROJECT/Copy_of_How_to_Get_a_VA_ID_Badge.asp

If all requirements are not met, we will not be able to assist you.

NOTE FOR APPLICANTS AND SPONSORS IN THE REISSUANCE/RENEWAL PHASE:
Once the reissuance process begins in the PIV System, the Applicants current card will not be usable for access to VA computer systems as the PKI certificates will be revoked until placed on the newly issued card. You do not have to be Sponsored when making your reissuance appointment but, you must be sponsored within at least one day of your scheduled appointment.

SURVEY NOTE:Once you have access to the VA network, and to assist us in providing you a better service, please take a minute to complete a survey by clicking on "PIV Schedule Tool Survey" link Tab on left at the link below:

<https://vaww.portal2.va.gov/sites/HSPD12PMO/PIVProject/Lists/PIV%20Scheduling%20Tool%20Survey/overview.aspx>