

Accessing Books 24x7 through the VA Learning Management System

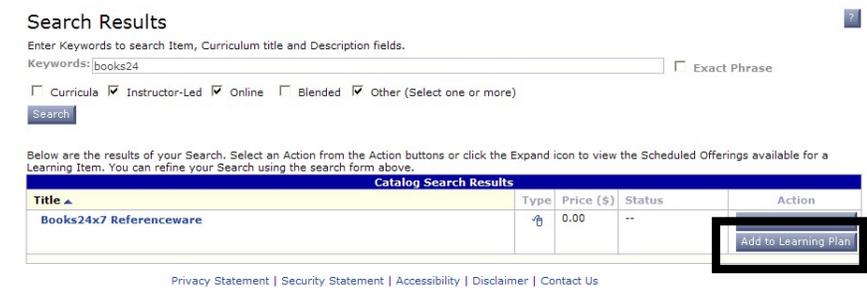
Books 24x7 gives VA employees online access to the full, unabridged content of thousands of business and technology books. These titles are from well-recognized industry publishers such as Microsoft Press, McGraw Hill, John Wiley & Sons, MIT Press, Center for Creative Leadership and countless others.

Books 24x7 is accessible through the VA Learning Management System (VA LMS). Follow the steps below to access this resource!

- 1 After logging in to VA LMS, type “books24” in the **Catalog Search** field. Type it exactly as shown here with no spaces.

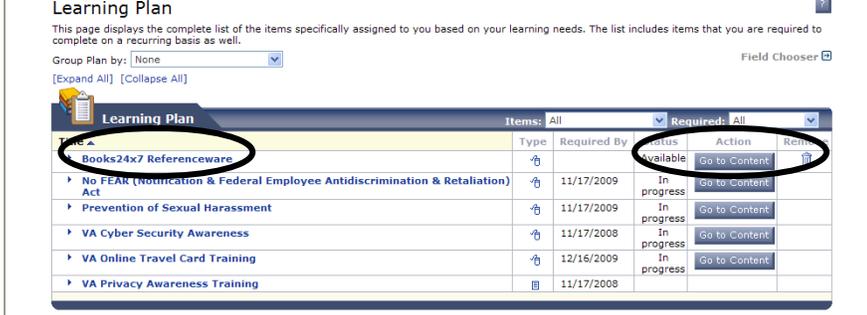


The screenshot shows the top navigation bar of the VA Learning Management System. The search bar contains the text 'books24'. The 'Catalog' button is highlighted with a black box.
- 2 Press “Go” to view the search results page. From there, click on the **Add to Learning Plan** button.



The screenshot shows the search results page. The 'Add to Learning Plan' button is highlighted with a black box.

Title	Type	Price (\$)	Status	Action
Books24x7 Referenceware	☺	0.00	--	Add to Learning Plan
- 3 Books 24x7 will now always be accessible from your VA LMS Learning Plan. To access it, click on the title “Books24x7 Referenceware” or press “Go to Content.”



The screenshot shows the Learning Plan page. The 'Books24x7 Referenceware' item and its 'Go to Content' button are circled in black.

Item	Type	Required By	Status	Action	Req
Books24x7 Referenceware	☺		available	Go to Content	
▶ No FEAR (Notification & Federal Employee Antidiscrimination & Retaliation) Act	☺	11/17/2009	In progress	Go to Content	
▶ Prevention of Sexual Harassment	☺	11/17/2009	In progress	Go to Content	
▶ VA Cyber Security Awareness	☺	11/17/2008	In progress	Go to Content	
▶ VA Online Travel Card Training	☺	12/16/2009	In progress	Go to Content	
▶ VA Privacy Awareness Training	☺	11/17/2008	In progress	Go to Content	

4 Click on the **Books24x7 Referenceware** link.

VA Learning Management System
Welcome BEVERLY FERGUSON

Personal Learning Careers

Learning Plan Learning Calendar Current Registrations Curriculum Status Learning

Online Content Structure

Books24x7 Referenceware
NFED 30086
Revision: 11/1/2004 10:02 AM EST

Online Content Structure	
Content Structure	5
Books24x7 Referenceware	

The site to which you are linking, although part of the VA Learning University's course offerings to VA employees, is not a VA-owned website. The site allows VA employees to complete training from their homes. Clicking on the link indicates that you are ready to go to the Books24x7 content!

[Privacy Statement](#) | [Security Statement](#) | [Accessibility](#)

4 Please read the membership agreement before clicking the **I Agree** button. There is an option to take a virtual tour offered on the **Membership Agreement** page.

books24x7® | Department of Veterans Affairs

My Home Account Info Settings Help

LOG OUT SUPPORT Search: All Content All Collections GO Advanced Search

Help Browse Tools: Plus text Tips

Help Options Consult our FAQ Contact Tech Support **Take the Virtual Tour**

FAQ

Getting Started

Site Features

Browse Tools

Creating Bookmarks

Editing Bookmarks

Finding Information

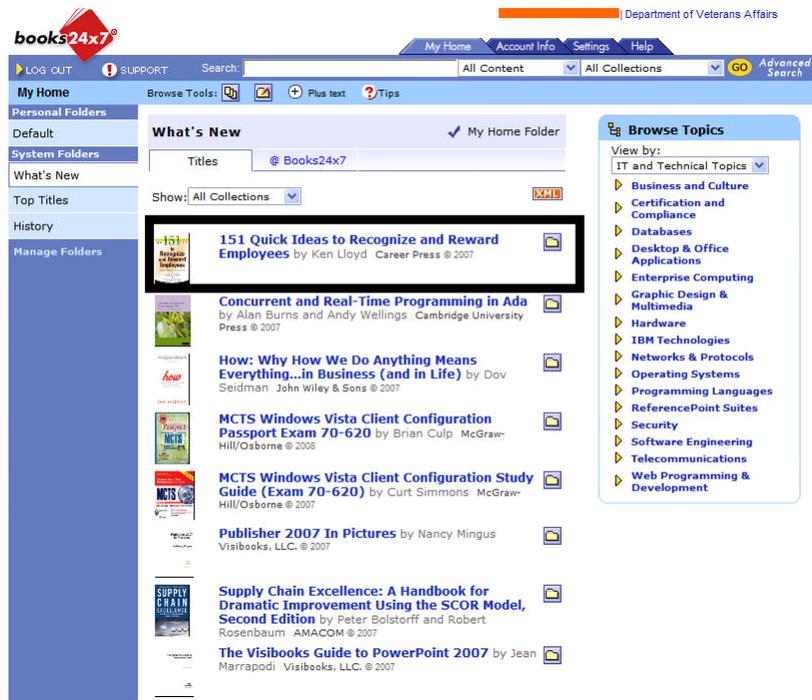
BOOKS24X7.COM MEMBERSHIP AGREEMENT

IMPORTANT NOTICE: TO BECOME AN AUTHORIZED USER OF BOOKS24X7.COM, YOU MUST AGREE TO THE TERMS OF THIS MEMBERSHIP AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS OF THIS MEMBERSHIP AGREEMENT, YOU SHOULD RETURN TO THE PRECEDING SCREEN.

Note: It is a good idea to take the virtual tour as it gives additional information on how to navigate and use the website.

5

Once you agree to the membership conditions, the first page of the book list displays as shown below. Click on the title of the book to see the table of contents.



Note: You have several options for viewing the book titles. You may click on the **Next** link at the bottom of the page or use the **Browse Topics** box to view books in a single topic. The virtual tour also explains how to search for books.

6 Click on an item in the table of contents to begin reading the book.

The screenshot shows the Books24x7 website interface. At the top, there's a navigation bar with 'My Home', 'Account Info', 'Settings', and 'Help'. Below that is a search bar and a 'Browse' section with 'Browse Tools' and 'Plus text'. The main content area features a 'Table of Contents' for the book '151 Quick Ideas to Recognize and Reward Employees' by Ken Lloyd. The table of contents is a list of chapters, with 'Ideas 1-10' highlighted with a red box. To the right, there's a 'My Home Folders' section with a 'Choose Folder' dropdown and a 'Browse Topics' section with a 'View by:' dropdown and a list of topics like 'Business and Culture', 'Certification and Compliance', etc. At the bottom, there's a footer with copyright information and a 'RSS feed' link.

7 You can now begin reading the book. To move to the next page, click on **Next** or the next item in the table of contents.

The screenshot shows the first page of the book '151 Quick Ideas to Recognize and Reward Employees' by Ken Lloyd. The page title is 'Ideas 1-10' and the chapter title is '1 Use Your Words'. The text discusses the importance of recognizing and rewarding employees. There is an 'Assignment' section with a list of words to use for feedback. At the bottom, there is an 'Epilogue' section. The page has 'Previous' and 'Next' navigation buttons. The footer contains copyright information and a 'RSS feed' link.

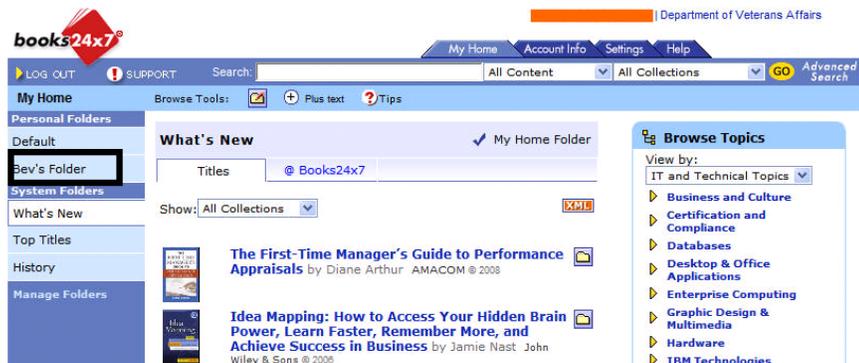
- 8 You can also save the title to your own personal folder by clicking on the folder icon next to the title.



- 9 You can use the Default folder option or name your own.



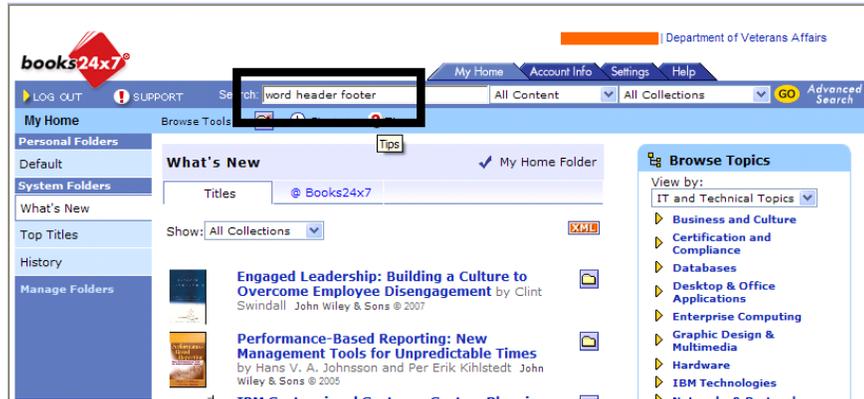
- 10 Once a book is in your personal folder, click on that option to access the book title. As before, click on the title of the book to display the table of contents and begin reading!



Additional Information- Books 24x7 Search Function

One of the biggest advantages of Books 24x7 is the ability to search for information you may need right away. You can enter a search term or phrase and get a list of the books that contain the information, as well as links to the specific pages in the books that include the text.

For example, you want to know about how to add headers or footers to a Word document. Enter 'word header footer' in the search box and press "GO."



The results show all books that contain information regarding your search. The "Top Section Hits" section of each search result gives direct links to specific information you are looking for within the book!

