HOW-TO GUIDE FOR SUPERVISORS

<table>
<tr><th>HOW DO I...?</th><th>FOLLOW THESE STEPS!</th><th>HELPFUL HINTS</th></tr>
<tr><td>Access the LMS?</td><td>1. Go to www.lms.va.gov
2. Enter your User ID—your User ID is your last name.first name + the month and day of your birth
(EXAMPLE #1: User One, DOB 12/25/55 = ONE.USER1225)
(EXAMPLE #2: User Two, DOB 4/1/71 = TWO.USER0401)
3. Enter your Password—the first time you log into the LMS, all passwords will be set as Password#1
4. Click LOGIN</td><td>Remember: your User ID should be entered in ALL CAPS, otherwise you will get an error message and be asked to re-enter this information correctly.

Be sure to use your given first name (NOT your nickname)

For those with hyphenated last names (e.g. User-User), drop the hyphen (USERUSER.ONE0101)

After you log into the LMS for the first time, you will be prompted to create a new password using the following rules:
• The length of the password must be between 8 and 40 characters.
• The password must contain the following types of characters:
o English lower case letters.
o English uppercase letters.
and at least one of the following:
o Arabic numerals(0,1,2,...9).
o Non alphanumeric special characters (!@#$%^&*()-_+=\{\}[]<>?/'";:\\|)
• The password cannot contain User ID (login ID)
• The password cannot contain user's first name and last name</td></tr>
</table>

HOW DO I…?	FOLLOW THESE STEPS!	HELPFUL HINTS
Update My LMS Profile?	1. After logging into the LMS (see instructions above), click UPDATE YOUR PROFILE 2. Fill in your correct work email address 3. Select your direct supervisor using the name search feature (by first and last name), then click SUBMIT	YOU MUST ENTER YOUR CORRECT VA EMAIL ADDRESS IN THE UPDATE YOUR PROFILE section of the LMS so that related training notifications can be routed to you appropriately YOU MUST ENTER YOUR DIRECT SUPERVISOR'S NAME ACCURATELY IN THE LMS so that training approvals and notifications can be processed in a timely manner
View My Learning Plan?	1. After logging into the LMS (see instructions above), click LEARNING. Your learning plan will appear on the screen	
Search the LMS Catalog?	1. After logging into the LMS (see instructions above), click CATALOG. 2. Click on ADVANCED CATALOG SEARCH, then enter the information you have related to that course	In order to maximize your catalog search, make sure that you have as much accurate information about the item you are searching as possible. Whenever possible, search by the numeric item number for the specific training item you're looking for so that you can find it quickly and easily!
Add a course to my learning plan?	1. Click CATALOG at the top of the screen. This will take you to a place where you can browse for learning items organized by subject. 2. Alternatively you can click on "ADVANCED CATALOG SEARCH" or "SIMPLE SEARCH" and search for an item by title or keyword. Once you have found an item you wish to add to your plan, click "ADD TO LEARNING PLAN".	Not all items can be automatically added to your learning plan depending on how that particular item or course is managed in the LMS You can usually self-register for an online course and add it to your own learning plan, and some classroom-based training may also allow self-registration. For LMS items that do not allow self-registration, you will need to follow the LMS prompts to request registration pending appropriate approval from your supervisor or an LMS administrator.

HOW DO I...?	FOLLOW THESE STEPS!	HELPFUL HINTS
Remove items from my learning plan?	1. If you have elected to add learning items to your plan and you would like to remove some or all, go to your learning plan under the "LEARNING" link. 2. If you have a trash can under the "REMOVE" column next to an item on your plan, you can remove the item by clicking on the trash can. 3. Confirm that you want to delete the item and it will be removed.	You can only remove items from your Learning Plan that you have added yourself. All items that have been assigned to you by someone else can only be removed by an approved administrator. Supervisors can remove assigned learning from their direct reports' learning plans only if they added the item.
View My Learning History?	1. After logging into the LMS (see instructions above), click LEARNING at the top of the screen. 2. Click on LEARNING HISTORY	This feature allows you to see all completed courses in one location. You may also print copies of training certificates (when applicable) and review online content for any refresher training needs you may have.
Print My Learning History	1. After logging into the LMS (see instructions above), click REPORTS at the top of the screen. 2. Click on LEARNING HISTORY 3. Set report parameters (date range, etc.) as appropriate 4. Click RUN REPORT	The learning history report is best viewed as a PDF file but you can select other formats based on your needs and how you intend to use the data
View My Direct Report's Learning Plan	1. After logging into the LMS (see instructions above), click MY EMPLOYEES at the top of the screen. 2. You will see a graphical representation of your employees with the status of the Items on their Learning Plan, their status relative to all assigned Curricula, and the status of all approvals. 3. Click on the text for Learning, Curricula, or Approvals to view detailed information. 4. Click on the SNAPSHOT link to see a detailed view of all appropriate information on the Employee.	

HOW DO I...?	FOLLOW THESE STEPS!	HELPFUL HINTS
Assign Training to One or More Users?	1. After logging into the LMS (see instructions above), click MY EMPLOYEES, then LEARNING PLANS. 2. Click the ADD ITEMS button, and then click NEXT. The Select Users page appears. 3. Find the users who need new items in their learning plans, and click their SELECT USER checkboxes. Click ADD CHECKED. The Edit Selected Users page appears. 4. To remove a user from the list, select the corresponding checkbox, and then click the REMOVE CHECKED button. Click NEXT. The Select Items for Adding page appears. 5. Search for the items to add to the users' learning plans. See Simple Search Page. Click SEARCH. The search results appear. 6. Select the Items you want to add to the users' learning plans. Click the ADD CHECKED button. The Select Items for Adding page reappears with a list of the items you selected. 7. To search for more items, use the text boxes and checkboxes and click the SEARCH button. To remove items, select their REMOVED checkboxes and then click the REMOVE CHECKED button. 8. Once the list contains the items you want to add to the users' learning plans, for each item, type the ASSIGNMENT TYPE or use the select link to find one and then type the ASSIGN DATE or use the CALENDAR icon to select one. Click NEXT. The Edit Required Dates Information page appears. 9. For each item, add an appropriate REQUIRED DATE. Click FINISH. 10. The status of the update appears. 11. Click the START OVER button to start the wizard over again.	Make sure that all of your direct reports are showing in your MY EMPLOYEE section of the LMS. If you are missing any direct reports from that list, please contact Education and Training so that this information can be appropriately updated in the LMS. Before assigning training to one or more of your direct reports, add the item to your own learning plan and preview the content. You may find that it is not appropriate for your employees or does not address the intended training need.

HOW DO I…?	FOLLOW THESE STEPS!	HELPFUL HINTS
Remove Training I've Assigned to One or More Users?	1. After logging into the LMS (see instructions above), click MY EMPLOYEES, then LEARNING PLANS. 2. Click the REMOVE ITEMS radio button. Click NEXT. The Select Users page appears. 3. Find the users for whom you want to remove items and click the SELECT USER checkboxes for the Users. Click ADD CHECKED and click NEXT. The Edit Selected Users page appears. 4. Search for the items to remove from the users' learning plans. See Simple Search Page. Click SEARCH. The search results appear. 5. Select the items you want to include in the list of items to remove from the user's learning plan. Click ADD CHECKED. The Select Items for Removal page reappears with a list of the items you selected for removal. 6. To search for more items, use the text boxes and checkboxes and click the SEARCH button. To remove Items, select their checkboxes and then click the REMOVE CHECKED button. When the list is contains the items you want to remove from the users' learning plans, click NEXT. The Remove Item Confirmation page appears. 7. Confirm that you want to remove the items listed from the learning plans of the users and then click FINISH. The status of the change appears. 8. Click the START OVER button to start the wizard over again.	You should only remove items that you have assigned to one or more of your direct reports.

HOW DO I…?	FOLLOW THESE STEPS!	HELPFUL HINTS
Review Approval Requests for Training?	1. After logging into the LMS (see instructions above), click the YOU HAVE USER TRAINING APPROVALS alert link to view the requests. You may also click PERSONAL then APPROVALS. 2. In the Internal Training or External Training table, Select Approve to approve the request or Deny to deny the request. You can select multiple rows at one time. To skip the request, select Skip. 3. To approve all requests, click the Approve All link. To deny all requests, click the Deny All link. Click Next to launch the Request Approval wizard. 4. If the Enter Reasons for Approvals or Denials checkbox is selected, and you <u>approved</u> training requests, the Approval Reasons page appears. Type the reasons that you approved the requests, and then click Next. 5. If the Enter Reasons for Approvals or Denials checkbox is selected, and you <u>denied</u> training requests, the Denial Reasons page appears. Type the reasons that you denied the requests and then click Next. The Confirm page appears. <u>IMPORTANT</u>: If you deny an employee training request, be sure to include a reason or talk with your employee one-on-one regarding why the request could not be approved. 6. In the Confirm page, review the approval and then click the Confirm button. The Success page appears. Click the Start Over button to start the wizard over.	You can be called on to approve requests that users make to take training. Depending on how the approval process is set up, you might see approval requests from subordinates or people outside your organization. The approval process is created by a training administrator. To view only the training requests of your direct reports, select DIRECT REPORTS ONLY in either the INTERNAL TRAINING table or EXTERNAL TRAINING table. To view all training requests, select the ALL option in either the INTERNAL TRAINING table or EXTERNAL TRAINING table. To sort the rows in a column, click the column heading. To view the External Training Request form, click the TITLE of the request. To view the details of the request, click the ▸ next to the user. When you see approval requests in your Training Approvals page, the user who requested the training sees a status of Submitted. Once you approve or deny the request, the user is notified.