

VA LMS End User Basic Training

IMPORTANT ACTION ITEM -- Due to the recent VA Migration to Live Meeting 2007:

To prevent a delay at the start of your next Live Meeting session, please ensure that you or your IT Staff installs the Live Meeting 2007 Client onto the workstation used to connect to Live Meeting. The LM 2007 Client can be obtained at <http://webmeeting.va.gov>

VA LMS End User Basic Training is being offered to all VA staff members (including residents, contractors, volunteers, etc.) nationally once per week via VANTS and Live Meeting. This 65-minute training session will be offered on the following days:

Tuesdays at 2:00 p.m. ET through December 16.

The purpose of this training is to provide greater access for all staff members to the fundamentals of using the VA LMS, and to inform them of additional training opportunities. Please review the program agenda listed below for a list of topics covered during this session.

VA LMS End User Basic Training Schedule

Dates	Time Eastern	Click for Live Meeting Access	VANTS Access
Tuesday October 7, 14, 21, 28 November 4, 18, 25 December 2, 9, 16	2:00pm	Click Here to Join Live Meeting	1-800-767-1750 Access Code 87044#

Agenda

InsideLMS Highlights

- Locate the InsideLMS web site
- Locate your local VA LMS Administrator
- Launch and log on to the VA LMS
- Locate and view VA LMS End User training and LMS instructions
- Contact the VA LMS Help Desk

Accessing the VA LMS

- New user log-in
- Changing your password
- Creating a security question and answer
- Return user log-in

Logging out of the VA LMS

Navigating the VA LMS

Upper menu overview

Main menu and sub-menu overview

Managing your personal account

Updating personal profile information

Viewing your learning history

Revisiting course content after completion

Printing your completion certificate

Personal training report

Additional Topics

Viewing your Learning Plan

Viewing Item Details

VA Privacy Awareness training

Once you've completed this training session, click on the link below to record your training in the VA LMS:

[VA LMS End User Basic Training VA 6430](#)

If you have any questions or concerns regarding this training, please call John Wolke, Education Project Manager, at 985-674-5422, or Alice Brown, Education Technician at 440-526-3030 x5126, or Carrie Hirko, Multimedia Project Manager at 440-526-3030 x7778.