



Accessing the VA LMS

Welcome to the VA Learning Management System, or VA LMS. The VA LMS is now the one place to go for all your VA learning needs. It's available twenty-four hours a day, seven days a week, and you can access the VA LMS from any computer that has an Internet connection.

The VA LMS will allow you to perform many learning activities. For example, you can:

- view catalogs of both local and national learning activities
- register for courses
- request that a course be scheduled
- launch online instruction
- add training to your learning plan
- take exams, and
- view your learning history.

In addition, the VA LMS uses email to keep you informed of learning events, to confirm when you register for a course, and to remind you when you have training scheduled.

Objectives

By the end of this tutorial, you should be able to do the following:

- login to the VA LMS for the first time
- change an expired password
- login as a return VA LMS user
- create a security question and its answer, and then save them to the VA LMS, and
- logout of the VA LMS.

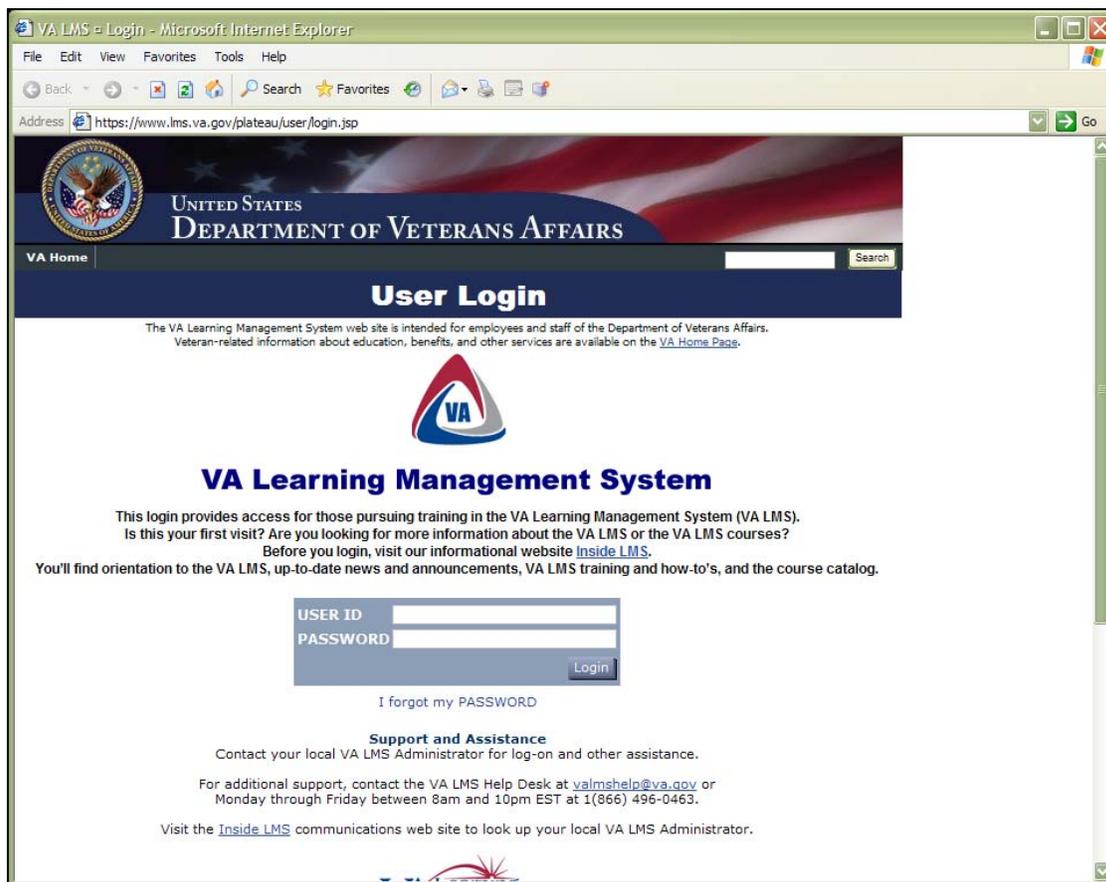
[Click here to view online tutorial](#)

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Place cursor over the task or step and Ctrl + click the task or step to jump directly to it.

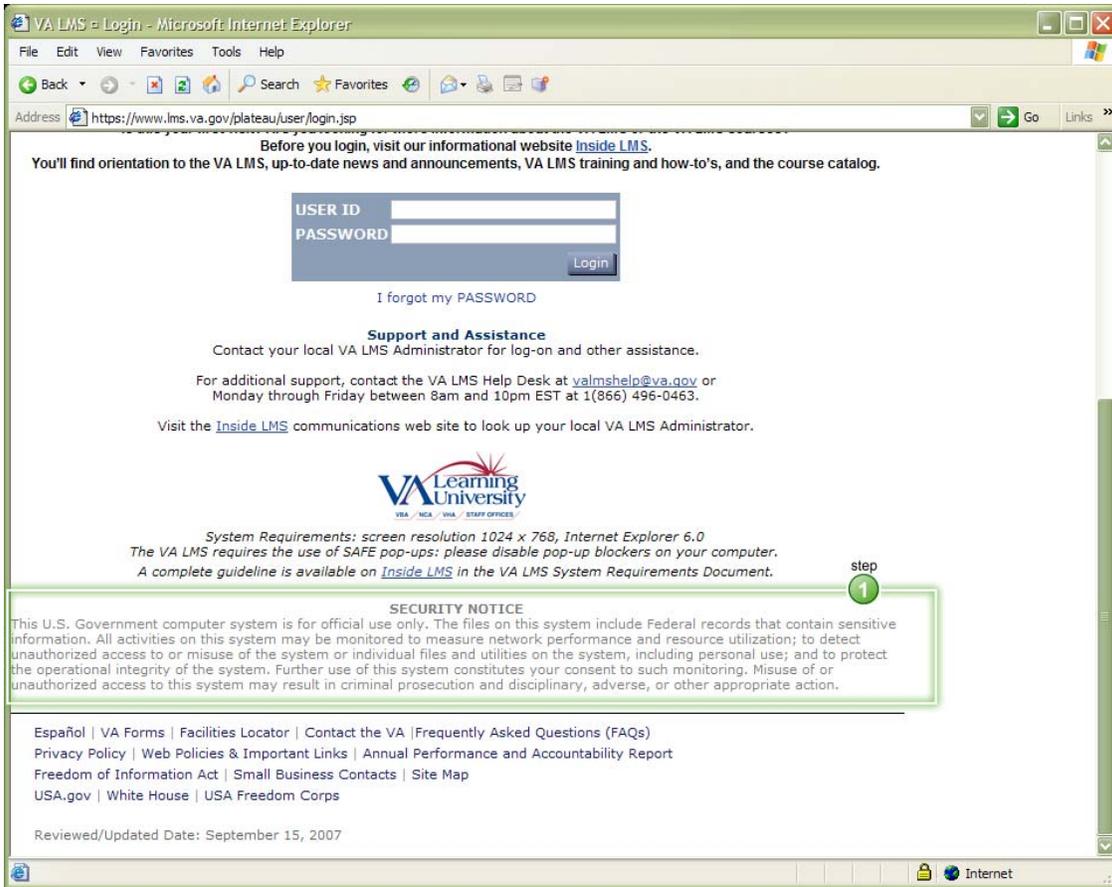
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Task 1 – New User Login



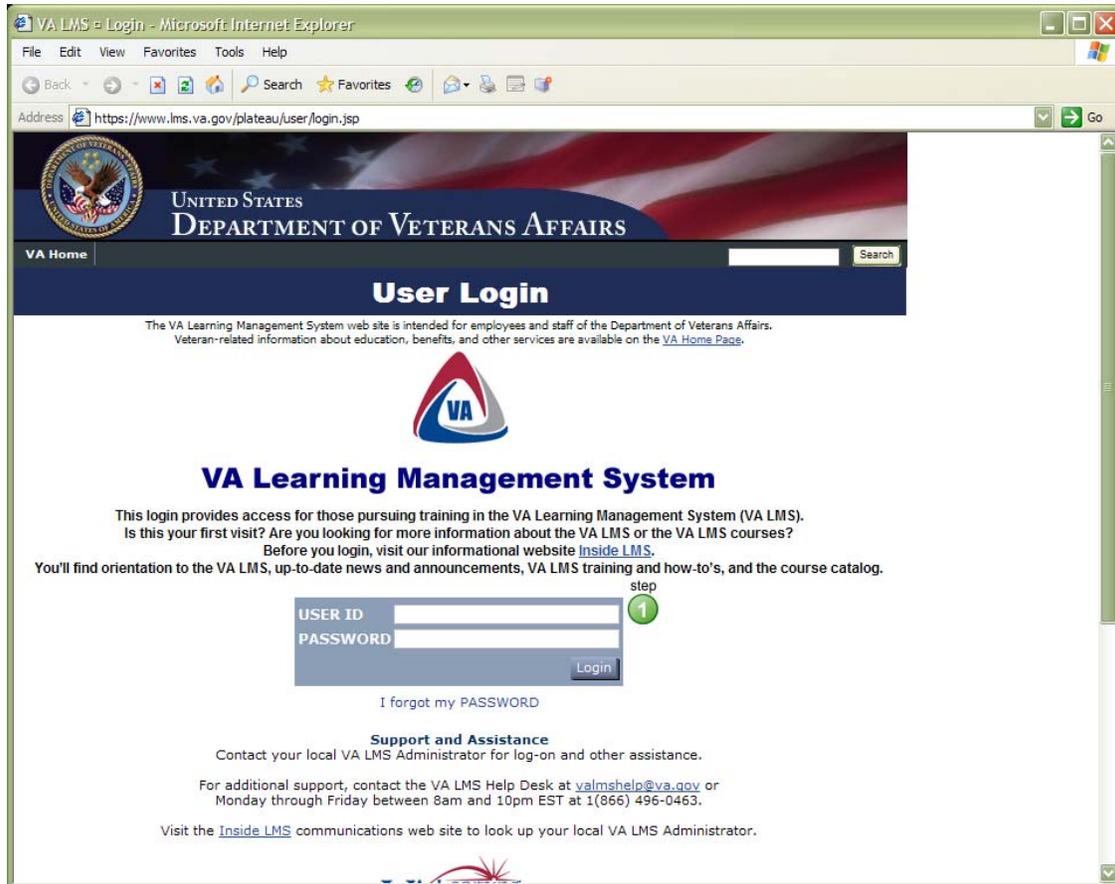
There are several ways to navigate to the LMS Login page. You may have a desktop icon, you might navigate from the InsideLMS website, or your supervisor may give you the location of the login.

However you normally navigate to it, we will begin this tutorial at the VA LMS Login Page.



It is important to remember that the VA LMS is a secured U.S. Government computer system and that it is for official use only.

New User Login

Step 1 – Enter User ID

When you log into the VA LMS for the first time, you will be entering the user id and temporary password that have been assigned to you by your local VA LMS administrator.

Because this is your first login, you need go through several steps in order to change your temporary password to a secure password.

The first step for logging in to the VA LMS is to type in your user id in the text field labeled User ID. All VA LMS user ids must be typed in a very specific way: LASTNAME.FIRSTNAMEmmdd. The mm represents the two digits of your birth month and the dd represents the two digits of your birth date.

Notice that all letters in your user id are upper case-or capital letters. This is a good opportunity to point out that the user id and password text fields are case sensitive. This means the VA LMS pays close attention to which letters are upper case and which are lower case. Also remember that spaces, hyphens, and apostrophes are not permitted in the User ID.

To help demonstrate steps in this tutorial, we'll use the identity of a generic person named User Lmsuser. Mr. Lmsuser's birthday is February 31st, a false date we invented for security reasons. Numerically, his birthday can be written as 0231.

So Mr. User Lmsuser's user id, typed in all upper case letters, is:
his last name, LMSUSER, a dot or period, his first name, USER,
his two digit birth month, zero-2, and his two digit birth date, 3-1.

Step 2 – Enter Password

Remember that users in real life who login to the VA LMS for the first time are given a temporary password by their local VA LMS administrator.



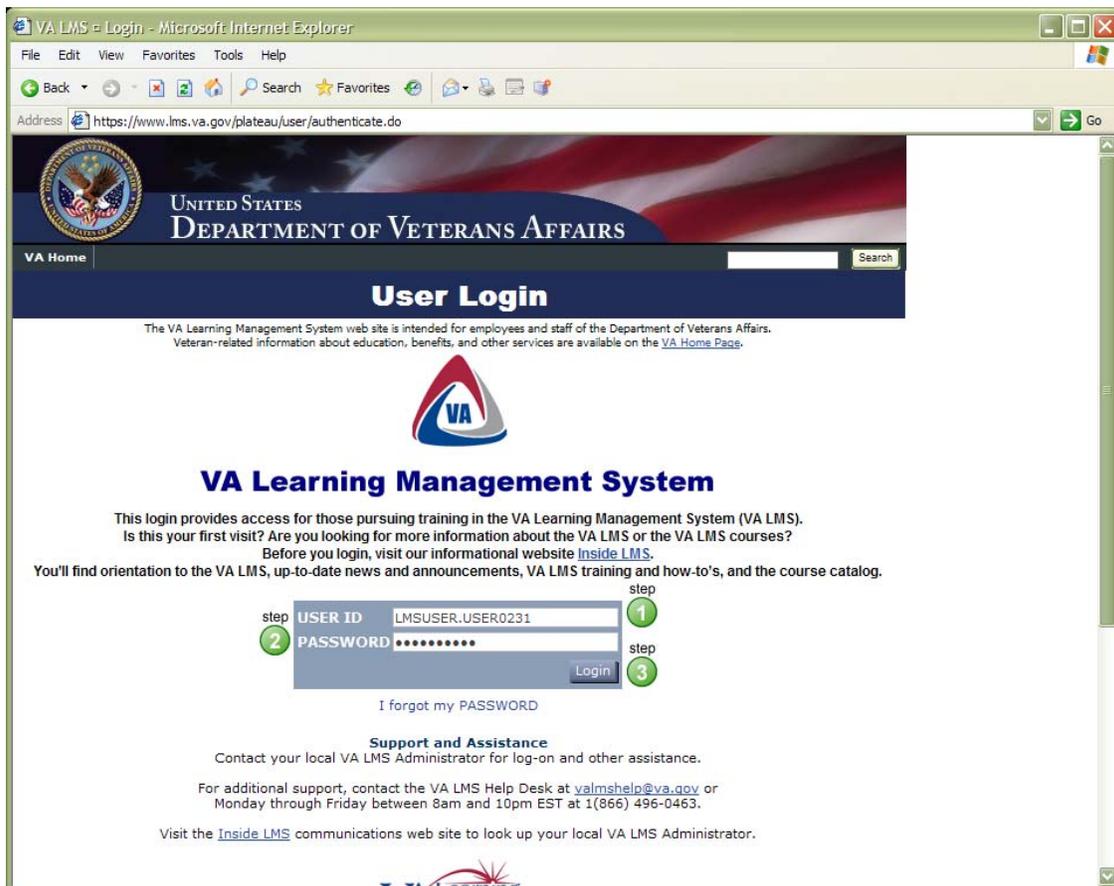
NOTE: This temporary password is the same for everyone. It's Password#1.

Type this in the text field labeled Password.

Just like the user id, the VA LMS password is also case sensitive: P is the only upper case letter in this temporary password. The VA LMS won't recognize incorrectly typed passwords.

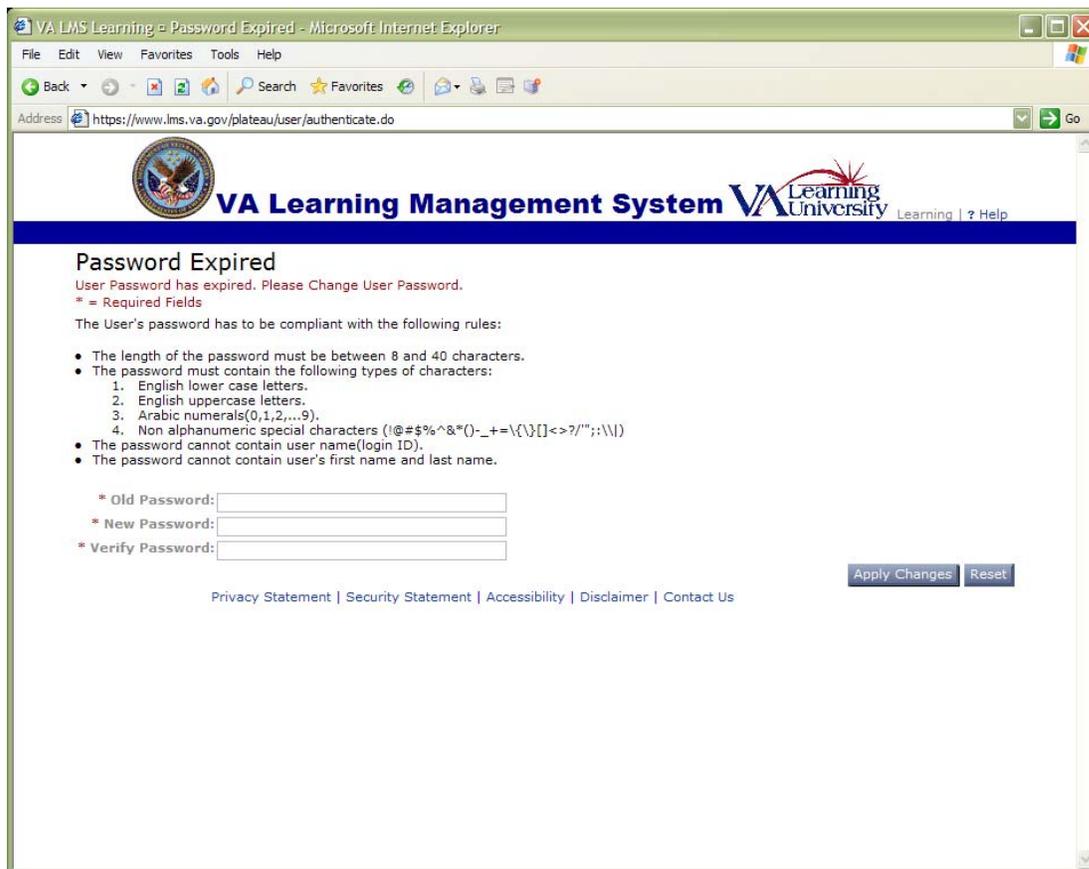
New User Login

Step 3 – Click the Login button



Now that the user id and password have been typed in, click the Login button to continue.

Task 2 – Change Password



The screenshot shows a web browser window titled "VA LMS Learning - Password Expired - Microsoft Internet Explorer". The address bar shows "https://www.lms.va.gov/plateau/user/authenticate.do". The page header includes the VA Learning Management System logo and "VA Learning University Learning | ? Help". The main content area is titled "Password Expired" and contains the following text:

User Password has expired. Please Change User Password.
* = Required Fields

The User's password has to be compliant with the following rules:

- The length of the password must be between 8 and 40 characters.
- The password must contain the following types of characters:
 1. English lower case letters.
 2. English uppercase letters.
 3. Arabic numerals(0,1,2,...9).
 4. Non alphanumeric special characters (!@#\$\$%^&*()-_+=\{\}\[\]<>?/'";:\|)
- The password cannot contain user name(login ID).
- The password cannot contain user's first name and last name.

Below the rules are three input fields:

* Old Password:
* New Password:
* Verify Password:

At the bottom right are two buttons: "Apply Changes" and "Reset". At the bottom left are links: "Privacy Statement | Security Statement | Accessibility | Disclaimer | Contact Us".

The Password Expired screen appears to let you know that it is time for you to create a new password.



Note that the VA LMS retires your user passwords every 90 days. This means that the VA LMS asks you to change your current password to a new one.

Changing your password regularly will provide you with an additional level of security and help keep your activities in the VA LMS private.

Change Password

Step 1 – Enter Old Password

VA LMS Learning - Password Expired - Microsoft Internet Explorer

Address <https://www.lms.va.gov/plateau/user/authenticate.do>

VA Learning Management System VA Learning University

Password Expired

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- The password cannot contain user name(login ID).
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* Old Password: 1

* New Password:

* Verify Password:

[Apply Changes](#) [Reset](#)

[Privacy Statement](#) | [Security Statement](#) | [Accessibility](#) | [Disclaimer](#) | [Contact Us](#)

To change an expired password, place your cursor in the Old Password text field and type your current password.



If you're a first-time user, this will be a temporary password you were given. If you're returning to the VA LMS, type in the password you currently use when you log in.

Change Password

Step 2 – Enter New Password

VA LMS Learning = Password Expired - Microsoft Internet Explorer

Address <https://www.lms.va.gov/plateau/user/authenticate.do>

VA Learning Management System VA Learning University

Password Expired

User Password has expired. Please Change User Password.

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The User's password has to be compliant with the following rules:

- The length of the password must be between 8 and 40 characters.
- The password must contain the following types of characters:
 - English lower case letters.
 - English uppercase letters.
 - Arabic numerals(0,1,2,...9).
 - Non alphanumeric special characters (!@#%&*()-_+=\{\}\[\]<>?/";:|\\)
- The password cannot contain user name(login ID).
- The password cannot contain user's first name and last name.

step

* Old Password: 1 step

* New Password: 2

* Verify Password:

[Apply Changes](#) [Reset](#)

[Privacy Statement](#) | [Security Statement](#) | [Accessibility](#) | [Disclaimer](#) | [Contact Us](#)

The next step is to create your new password.

First, it's important to review the requirements for creating a strong password listed here.

A strong password will:

- be 8 to 40 characters long
- contain both upper and lower case letters, and
- include either a number or a special character.

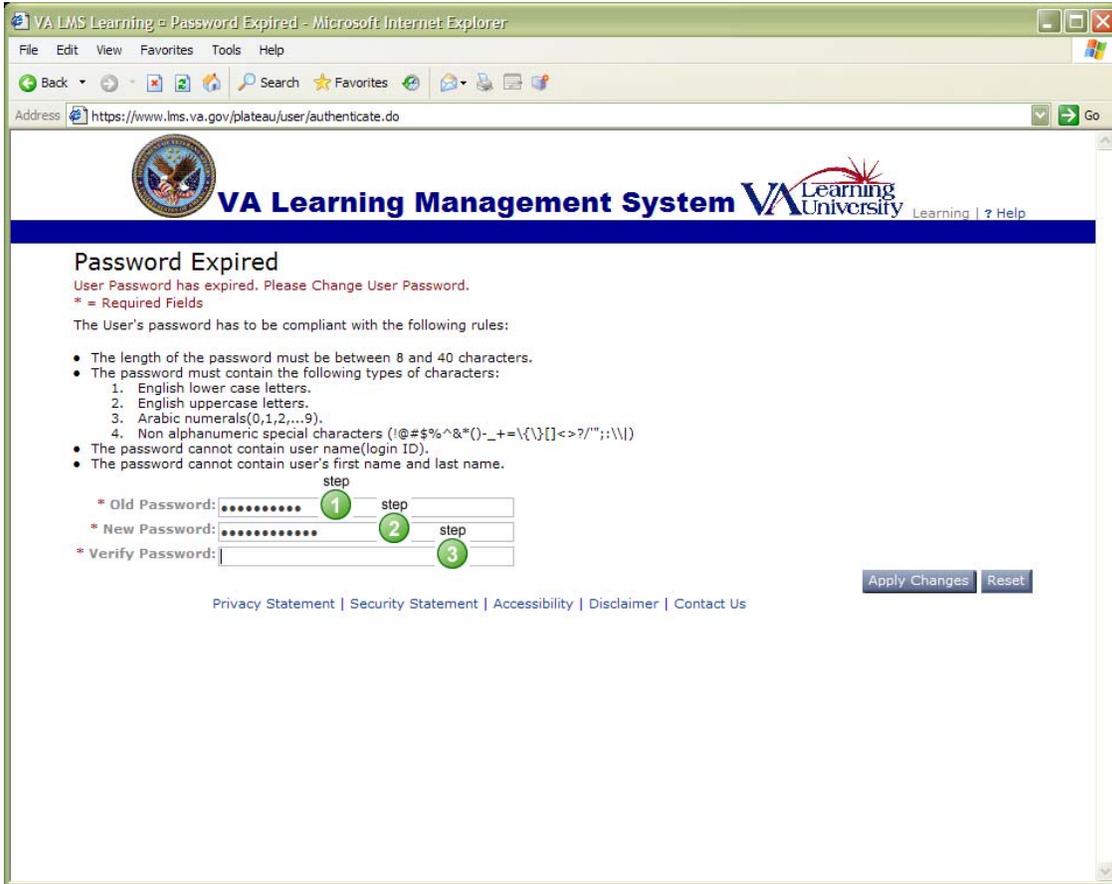
In addition, the password cannot contain your user id, your first name, or your last name.

For this tutorial, we will create the new password: Learning@1va.

Notice that this password meets the strong password requirements because it is between 8-to-40 characters long, it includes both uppercase and lower case letters, and it contains both a special character and a number.

Change Password

Step 3 – Re-enter New Password



In the text field labeled Verify Password, the VA LMS will ask you to re-enter your new password. This ensures that you typed it accurately. A typing error in your password will prevent you from logging in, in the future.

When you are sure the information you have typed in is correct, click the Apply Changes button to continue.



You may get a message labeled Validation Error. Though this is nothing to worry about, it does mean that you made an error when you typed in your information. Perhaps what you typed in the Old Password field does not match the password that the VA LMS has on file. Possibly the text in the New Password and the Verify Password fields did not match. You may get the Validation Error because the new password you created does not meet the requirements listed on this page.

Whatever the error is, the message will tell you what you need to do to correct it.

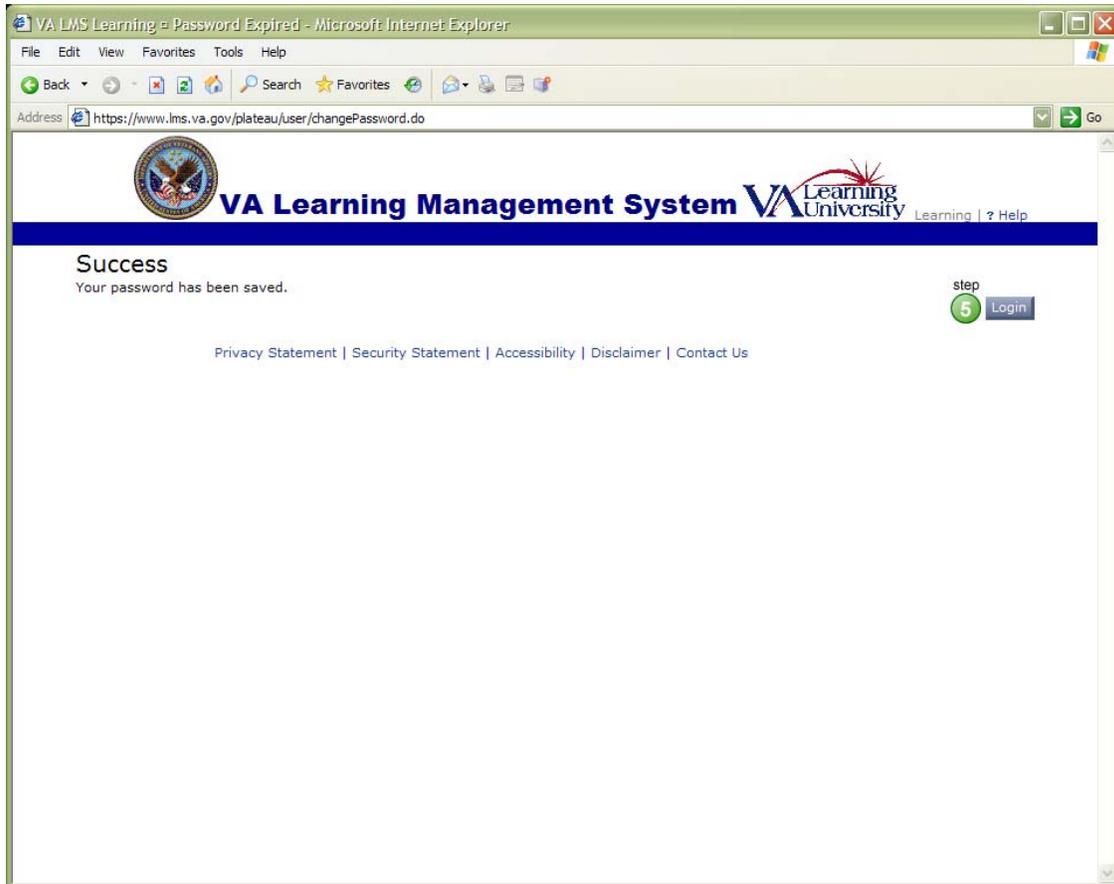
If you wish to clear all the text fields and try again, click the Reset button.

Step 4 – Click the Apply Changes button

Click the Apply Changes button to continue.

Change Password

Step 5 – Click the Login button



The VA LMS will display a success page to let you know that your new password has been changed successfully. This means that you can use the new password you created for the next 90 days.

Click the Login button to continue.

Change Password

Step 6 – Enter User ID

VA LMS - Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.lms.va.gov/plateau/user/login.jsp> Go

UNITED STATES DEPARTMENT OF VETERANS AFFAIRS

VA Home Search

User Login

The VA Learning Management System web site is intended for employees and staff of the Department of Veterans Affairs. Veteran-related information about education, benefits, and other services are available on the [VA Home Page](#).



VA Learning Management System

This login provides access for those pursuing training in the VA Learning Management System (VA LMS).
Is this your first visit? Are you looking for more information about the VA LMS or the VA LMS courses?
Before you login, visit our informational website [Inside LMS](#).
You'll find orientation to the VA LMS, up-to-date news and announcements, VA LMS training and how-to's, and the course catalog.

step 6

USER ID

PASSWORD

Login

[I forgot my PASSWORD](#)

Support and Assistance
Contact your local VA LMS Administrator for log-on and other assistance.
For additional support, contact the VA LMS Help Desk at valmshelp@va.gov or Monday through Friday between 8am and 10pm EST at 1(866) 496-0463.
Visit the [Inside LMS](#) communications web site to look up your local VA LMS Administrator.

Now that you've created a new password, it's time to use it to login to the VA LMS. Back on the login page, type in your user id.



Remember that your user id requires uppercase letters followed by the digits of your birthday: LASTNAME.FIRSTNAMEmmdd.

As a reminder, you can see Mr. Lmsuser's user id is: LMSUSER.USER0231.

Step 7- Enter NEW Password

VA LMS - Login - Microsoft Internet Explorer

Address: <https://www.lms.va.gov/plateau/user/login.jsp>

UNITED STATES DEPARTMENT OF VETERANS AFFAIRS

VA Home

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step 7

USER ID: LMSUSER.USER0231

PASSWORD: []

step 6

Login

[I forgot my PASSWORD](#)

Support and Assistance

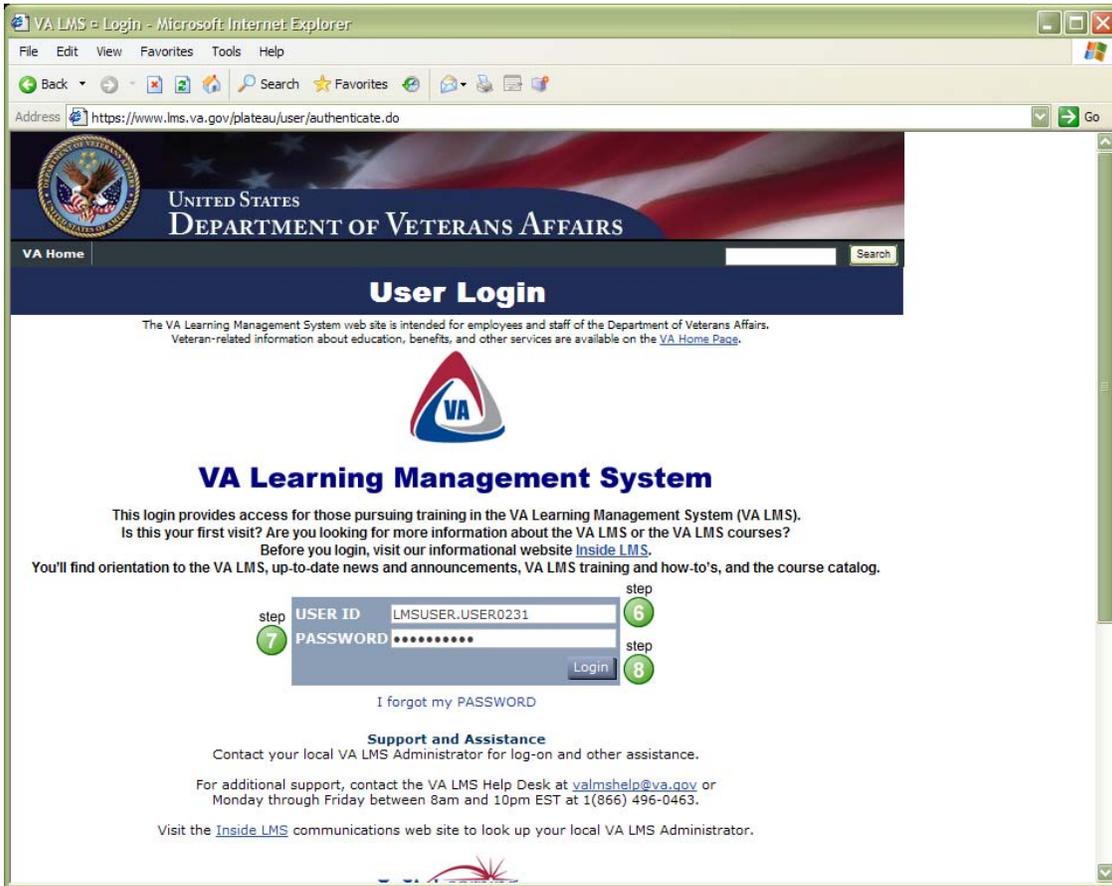
Contact your local VA LMS Administrator for log-on and other assistance.

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Visit the [inside LMS](#) communications web site to look up your local VA LMS Administrator.

Now type in your new password--the one you just created for the next 90 days.

Step 8- Click the Login button



Click the Login button to continue.

Task 3 – Create a Security Question & Answer

VA LMS Learning - Set Security Question - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.lms.va.gov/plateau/user/authenticate.do> Go

 **VA Learning Management System**  Learning | ? Help

Please create a security question and answer that will be used when retrieving your password. A good security question and answer is something that only you will know, and will be hard for someone else to guess the answer. You should avoid questions that contain personal data that is generally available (e.g. SSN, address, etc.). Some examples are:

What is the name of my first pet?
What is my favorite film?

* = Required Fields

*Security Question:

*Security Answer:

*Re-Enter Security Answer:

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The VA LMS has a way to remind you of your password if you forget it. You will create a security question that the VA LMS can use to verify your identity and remind you of your password.

When you login to the VA LMS for the first time, you need to create a security question and the answer to that question. This question and answer help protect your personal information and privacy in the VA LMS.



When this page appears, be sure to read the guidance carefully. It helps you avoid creating questions that have answers that other people can easily guess.

Create a Security Question & Answer

Step 1 – Enter your Security Question

VA LMS Learning - Set Security Question - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.lms.va.gov/plateau/user/authenticate.do> Go

 **VA Learning Management System**  Learning | ? Help

Please create a security question and answer that will be used when retrieving your password. A good security question and answer is something that only you will know, and will be hard for someone else to guess the answer. You should avoid questions that contain personal data that is generally available (e.g. SSN, address, etc.). Some examples are:

What is the name of my first pet?
What is my favorite film?

* = Required Fields

*Security Question: step 1

*Security Answer:

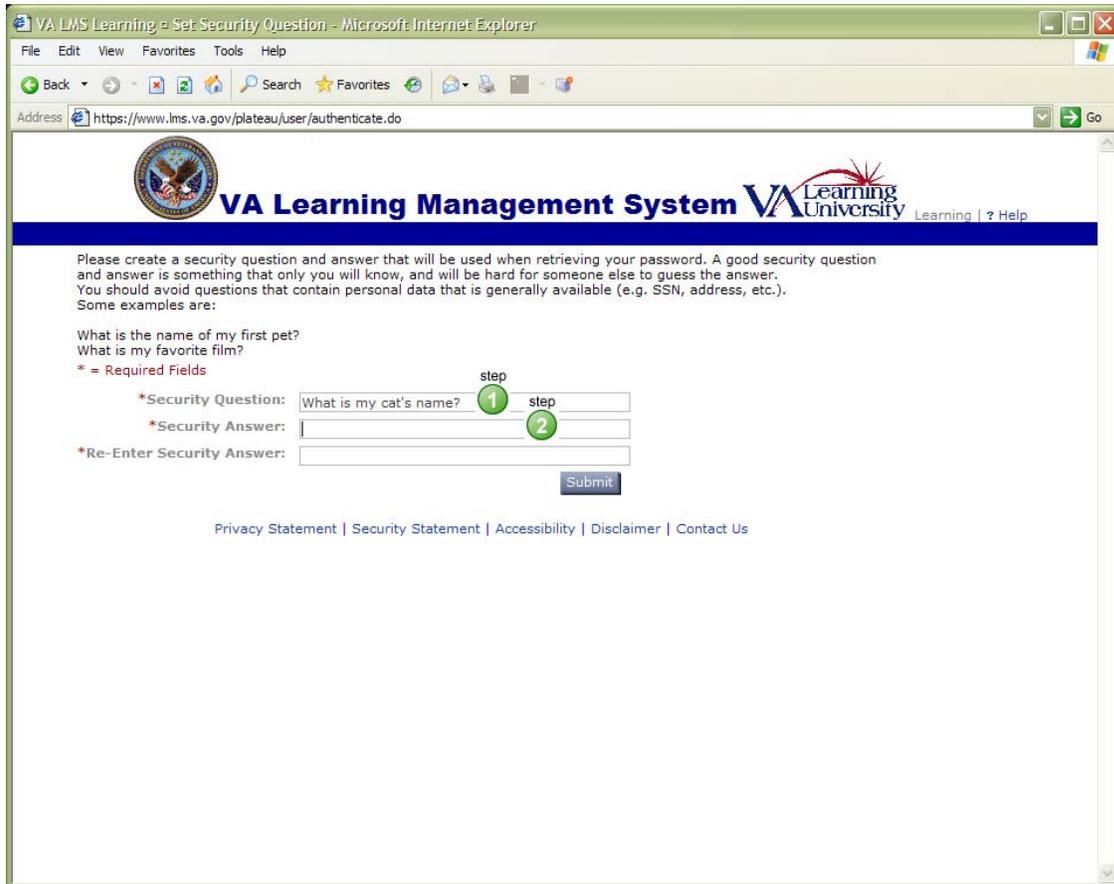
*Re-Enter Security Answer:

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In the Security Question field, type in your chosen security question.

Create a Security Question & Answer

Step 2 – Enter your Security Answer



VA LMS Learning = Set Security Question - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.lms.va.gov/plateau/user/authenticate.do> Go

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Please create a security question and answer that will be used when retrieving your password. A good security question and answer is something that only you will know, and will be hard for someone else to guess the answer. You should avoid questions that contain personal data that is generally available (e.g. SSN, address, etc.). Some examples are:

What is the name of my first pet?
What is my favorite film?

* = Required Fields

*Security Question: step 1

*Security Answer: step 2

*Re-Enter Security Answer:

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In our example, Mr. Lmsuser has created the question, "What is my cat's name?"

Next, type the answer for the question you created.



Note that your answer is case sensitive, so remember which letters you capitalize. Also, your answer must have at least five characters.



Note that even in our example, the name of Mr. Lmsuser's cat will remain a secret. This is to emphasize security: it's important to remember that the security features of the VA LMS won't work if you share confidential information. Remember to keep your confidential information to yourself.

Create a Security Question & Answer

Step 3 – Re-enter your Security Answer

VA LMS Learning = Set Security Question - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.lms.va.gov/plateau/user/authenticate.do> Go

 **VA Learning Management System**  Learning | ? Help

Please create a security question and answer that will be used when retrieving your password. A good security question and answer is something that only you will know, and will be hard for someone else to guess the answer. You should avoid questions that contain personal data that is generally available (e.g. SSN, address, etc.). Some examples are:

What is the name of my first pet?
What is my favorite film?

* = Required Fields

*Security Question: **1** step

*Security Answer: **2** step

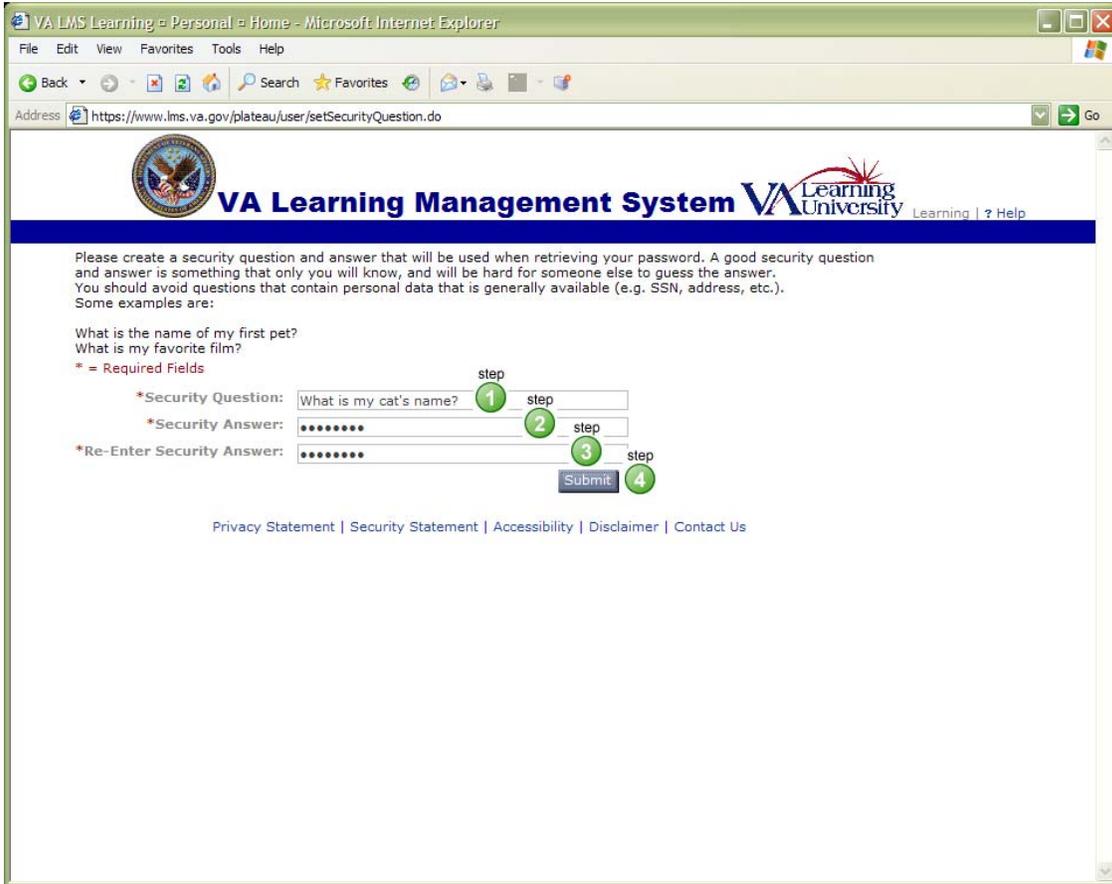
*Re-Enter Security Answer: **3**

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You are asked to re-type your answer in the Re-Enter Security Answer field. Just like creating a new password, retyping your answer helps to catch any typing mistakes you may have made.

Create a Security Question & Answer

Step 4 – Click the Submit button



After re-entering the security answer a second time, click the Submit button to save your security question and answer in the VA LMS.

VA Learning Management System

Welcome USER 02 LMSUSER | Home | Search Catalog | Go | ? Help | Logout

Personal Learning Career Catalog Reports

Home Approvals Profile Regional Settings

Welcome USER 02 LMSUSER
11/1/2007

Please UPDATE YOUR PROFILE!

To ensure automatic notifications are properly processed by the VA-LMS (e.g., learning assignments, registration approvals), click the hyperlink above upon first use of the VA-LMS and enter your work email address and the name of your supervisor. Please review your entire Profile periodically to update the information as changes occur.

Get the Most from Your Learning Management System

Visit the [Inside LMS](#) communications web site, the singular source of information and guidance for the national audience of both the learners and those responsible for VA LMS administration. You can expect to find thorough up-to-date coverage of announcements, policies, training, and initiatives based on your needs.

Alerts

The Alerts section provides important status notifications regarding assigned learning events.

Learning Plan

The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan.

Curriculum Status

The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.

Alerts

You have overdue learning>

Catalog

[View all available instructor-led items>](#)
[View all available online items>](#)
[Browse Catalog>](#)

Learning Plan			Learning Plan
Title	Type	Required By	
Configuring the Open Shortest Path First Protocol - 120082_eng	📄	🔴 8/30/2007	
Testing and Instrumenting C# Applications - 109340_eng	📄	🔴 8/30/2007	
101 Medication Tips for People with Diabetes	📄		
Acquisition Forum	📄		
Empowering Patients through Patient Centered Care (CDN)	📄		

Curriculum Status [Go to Curriculum Status](#)

There are no incomplete curricula for this User.

New Items

[SCORM: The Way We Do Business Satellite Broadcast \(Part 4 of 4\)>](#)
[Privacy Awareness for Project Managers>](#)

Once your security question and answer have been saved to the VA LMS, you are taken to the VA LMS user homepage. You now have full user access to the learning options in the VA LMS.

Task 4 –How to Log Off

Properly exiting the VA LMS is just as important as properly logging in. This allows the VA LMS to keep your information and activities private and secure.

Step 1 – Click the Logout link

VA LMS Learning - Personal - Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.lms.va.gov/plateau/user/authenticate.do>

VA Learning Management System

Welcome USER 02 LMSUSER | Home | Search Catalog | Go | ? Help | Logout

Personal Learning Career Catalog Reports

Home - Approvals - Profile - Regional Settings

Welcome USER 02 LMSUSER
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You have overdue learning>

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View all available instructor-led items>
View all available online items>
Browse Catalog>

Learning Plan		→ Learning Plan
Title	Type	Required By
Configuring the Open Shortest Path First Protocol - 120082_eng	🔗	8/30/2007
Testing and Instrumenting C# Applications - 109340_eng	🔗	8/30/2007
101 Medication Tips for People with Diabetes	📄	
Acquisition Forum	🗣️	
Empowering Patients through Patient Centered Care (CDN)	🔗	

Curriculum Status → Go to Curriculum Status

There are no incomplete curricula for this User.

New Items

SCORM: The Way We Do Business Satellite Broadcast (Part 4 of 4)>
Privacy Awareness for Project Managers>

When you're ready to end your session in the VA LMS, click the Logout link in the upper right-hand corner of the browser window. By clicking on this link, the VA LMS recognizes that you're done with your session-you will be officially logged out.

Task 5 –Return User Login

When you return to the VA LMS for more training or to finish a learning activity you started earlier, you follow the familiar steps for logging in.

Step 1 – Enter User ID

VA LMS - Login - Microsoft Internet Explorer

Address <https://www.lms.va.gov/plateau/user/login.jsp>

UNITED STATES
DEPARTMENT OF VETERANS AFFAIRS

VA Home

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step 1

USER ID

PASSWORD

Login

[I forgot my PASSWORD](#)

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First, type your user id in the User ID text field in the following format:
LASTNAME.FIRSTNAMEmmdd.



Spaces, hyphens, and apostrophes are not permitted in the user id. For those who use a nickname or an abbreviation of your name, the VA LMS only recognizes your legal first name. If you're unsure about how you are named in the VA LMS, check your pay stub or see how you're listed at Employee Express.

Step 2 – Enter Password

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step 1
USER ID LMSUSER.USER0231
step 2
PASSWORD
Login

[I forgot my PASSWORD](#)

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Visit the [Inside LMS](#) communications web site to look up your local VA LMS Administrator.

Next, type your password in the Password text field.

This might be the unique password you created the first time you logged in. If you've been using the VA LMS for a while, it might be your most recent unique password.



As a reminder, the VA LMS password is case sensitive. So type carefully to make sure the password you enter matches the unique password you have stored in the VA LMS.

If you have forgotten your password, click the link that reads "I forgot my Password" located below the login box.

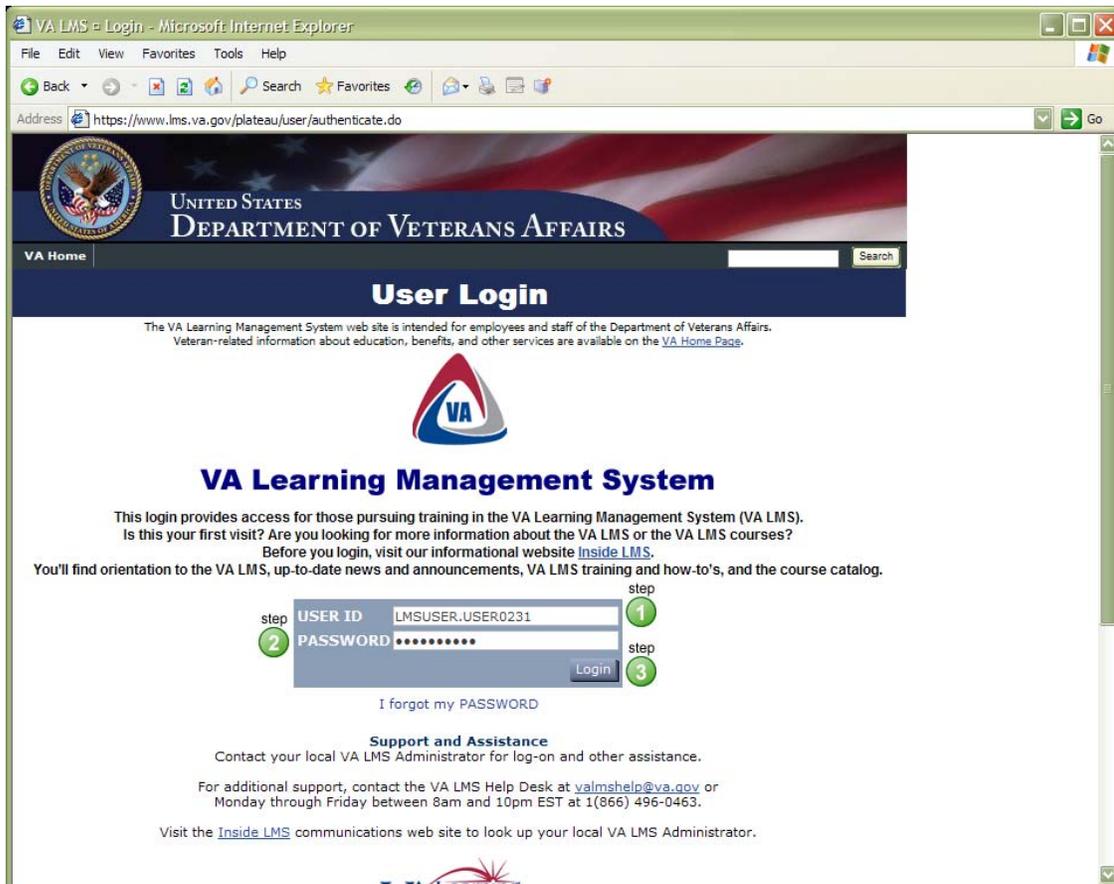
When you click this link, your security question is displayed. Remember that this is the question you created the first time you logged in to the VA LMS. Type in the correct security answer.

Your password will be replaced with a temporary password. That temporary password will be sent to the email account you listed in the personal profile section of the VA LMS.



If you have not provided an email address in your profile or if you cannot remember your security answer, contact your local VA LMS Administrator for assistance.

Step 3 – Click the Login button



Click the Login button to finish logging in.

This completes the process.

Accessing the VA LMS Step by Step Guide

Task 1-New User Login

1. Enter User ID
2. Enter Password
3. Click the Login button

Task 2-Change Password

1. Enter Old Password
2. Enter New Password
3. Re-enter New Password
4. Click the Apply Changes button
5. Click the Login button
6. Enter User ID
7. Enter NEW Password
8. Click the Login button

Task 3-Create a Security Question and Answer

1. Enter your Security Question
2. Enter your Security Answer
3. Re-enter your Security Answer
4. Click the Submit button

Task 4-How to Log Off

1. Click the Logout link

Task 5-Return User Login

1. Enter User ID
2. Enter Password
3. Click the Login button

This completes the task.

Return User Login Step by Step Guide

4. Enter User ID
5. Enter Password
6. Click the Login button

This completes the task.

Resource Information

- The web-based demonstration of the process can be found at the following web address: <http://www.insidelms.va.gov/wbt/001-AccessingTheVALMS/LMS-ACCESS-PROCESS.htm>
- To access additional VA LMS training resources, please visit <http://www.insidelms.va.gov/userRoles/vaLMS-user-notebook/vaLMS-notebook-user.shtm>
- The InsideLMS website provides up-to-date information, resources and tools for all VA LMS users at <http://www.insidelms.va.gov>.

Please send questions, comments, or requests for additional information regarding this training to the VALU_LMSTrainingGroup@va.gov.
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