



Return User Login

Objectives

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

- login as a return VA LMS user.

[Click here to view online tutorial](#)

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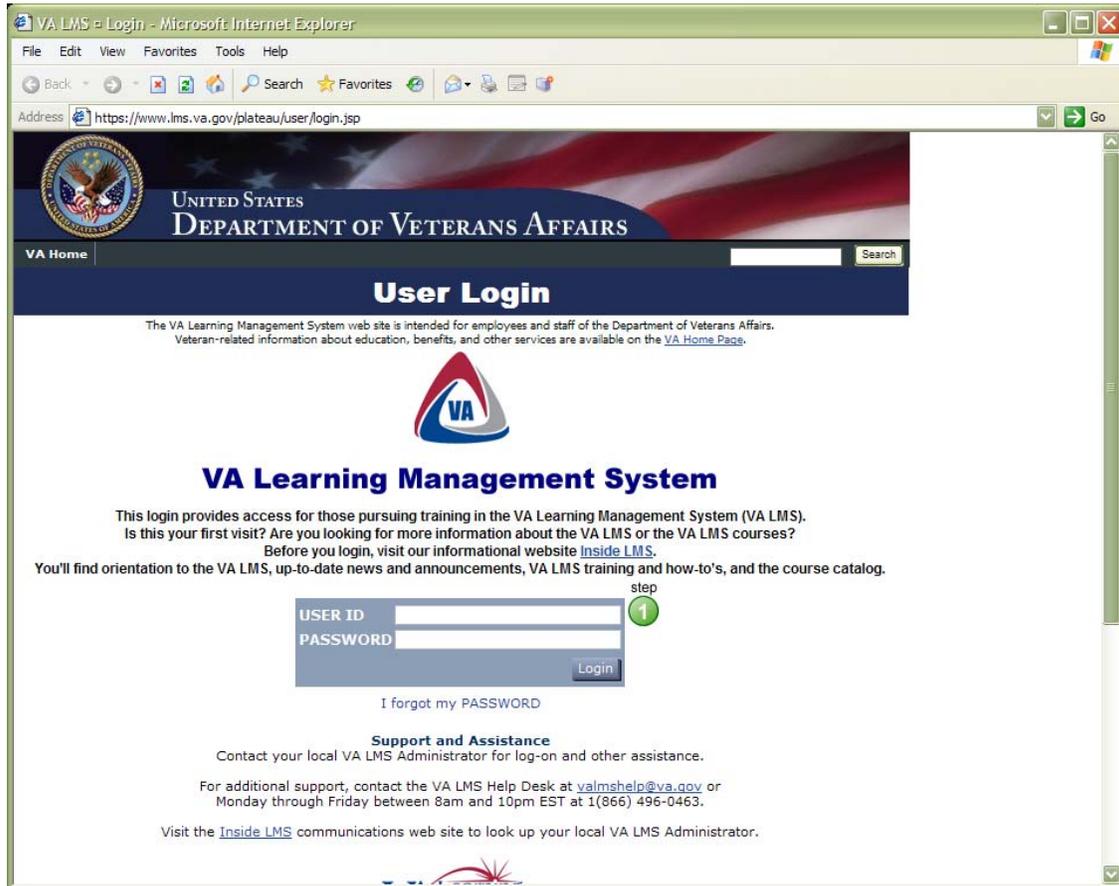
Place cursor over the task or step and Ctrl + click the task or step to jump directly to it.

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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



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

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 2
 USER ID LMSUSER.USER0231
 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.

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.

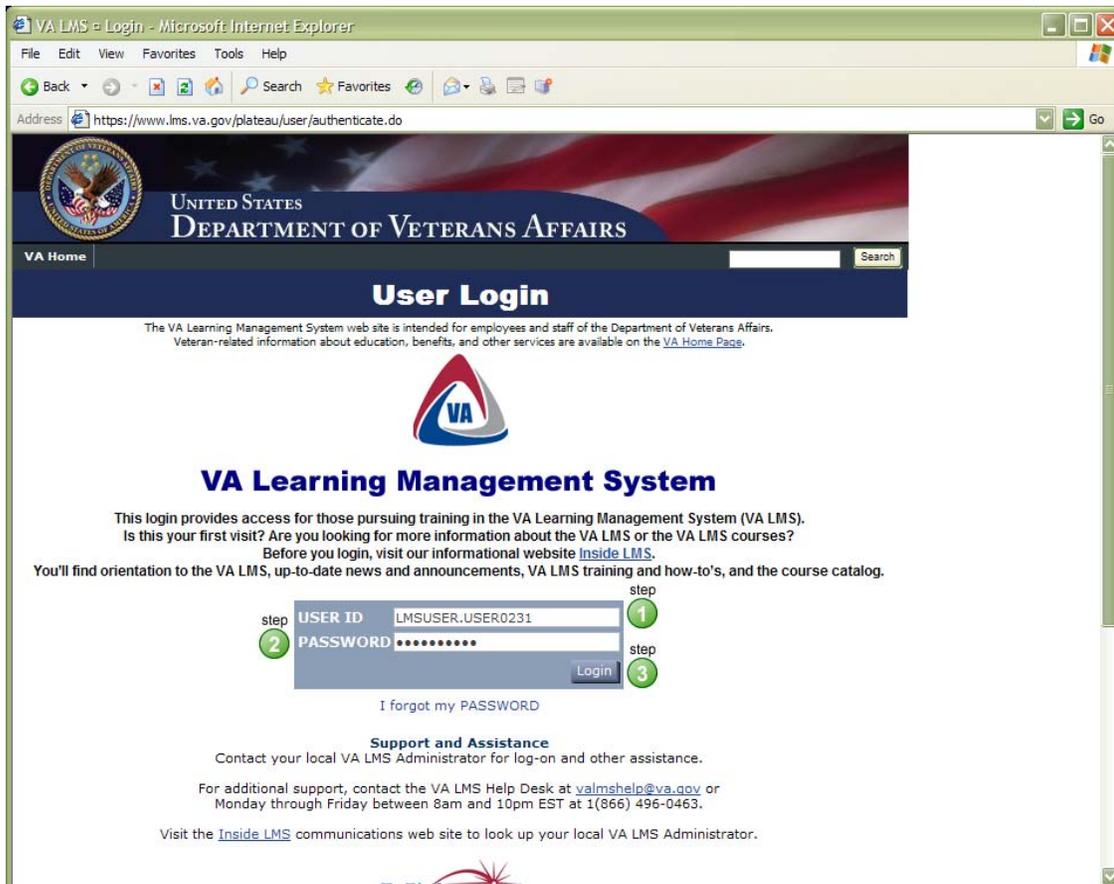
When you click this link, your security question is displayed. Remember that this is the question you created the first time you logged in to the VA LMS. Type in the correct security answer.

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 task.

Return User Login Step by Step Guide

1. Enter User ID
2. Enter Password
3. 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/ReturnUserLogin.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. (VALU_LMSTrainingGroup@va.gov)