



## Managing My Personal Account

Welcome to the VA Learning Management System, or VA LMS. This web-based tutorial, titled “Managing Your Personal Account,” is for VA LMS users and supervisors.

### Objectives

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

- Access your VA LMS user profile
- Add your email address and direct supervisor to your VA LMS user profile
- Access and view your learning history in the VA LMS
- Print certificates of completion from your VA LMS learning history
- Access and review content from completed courses, and
- Access and use the Reports tool provided by the VA LMS.

[Click here to view online tutorial](#)

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## Task 1 – Updating Personal Profile Information

### Step 1 – Click the Update Your Profile! link

https://fed-staging.plateau.com - VA LMS Learning - Personal - Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Links

**VA Learning Management System**

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

Personal Learning Career Catalog Reports My Employees

Home Approvals Profile Regional Settings

Welcome USER 02 LMSUSER step 1  
2/7/2008

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

**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	
Acute Management of Autonomic Dysreflexia	🔗	12/27/2007	
"Give 'em the Pickle" Video Training Kit	🔗	2/29/2008	
VA Online Travel Card Training	🔗	3/24/2008	

**Curriculum Status** → Go to Curriculum Status

Title
VA Online Travel Card Training

New Items

Knowing how to manage your personal profile is essential for all VA LMS users.

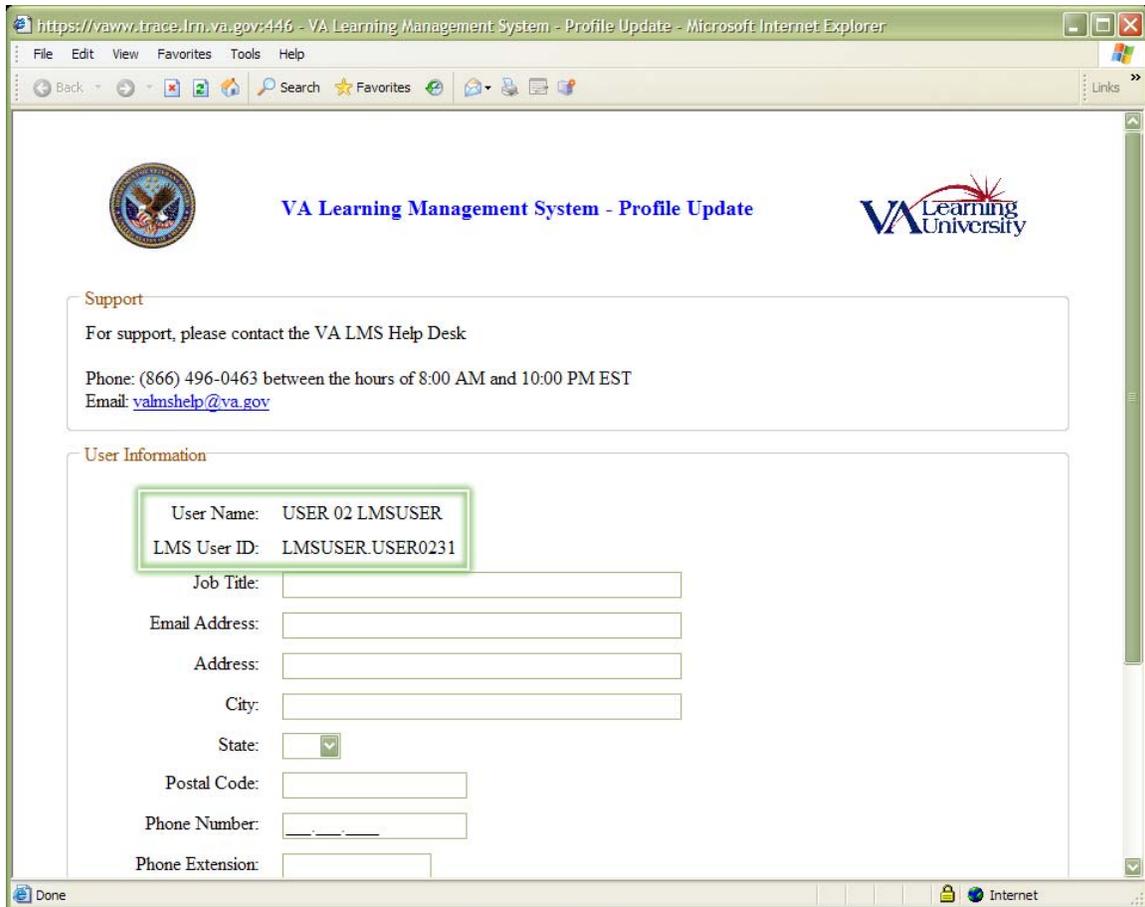
As a user, you are responsible for ensuring your profile information is accurate and complete. Specific fields, such as Supervisor information and your email address, must be manually entered and maintained.

Accurate and up-to-date information in your profile ensures that you will receive important system-generated notices.

Each time you login to the VA LMS, you begin at the VA LMS homepage. The homepage provides a snapshot of your learning plan and a variety of helpful resources, such as Alerts and the Curriculum Status Snapshot.

The homepage also provides an important link for managing your personal profile information: Update Your Profile!

To proceed, click the Update Your Profile! link.



The Profile Update page opens. First, notice your User Name and User ID both appear in the User Information table.

At the bottom of the Profile Update form...

## Step 2 – Click the Change... link to update your supervisor information

https://vawww.trace.lm.va.gov:446 - VA Learning Management System - Profile Update - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Email: [valmshelp@va.gov](mailto:valmshelp@va.gov)

User Information

User Name: USER 02 LMSUSER  
LMS User ID: LMSUSER.USER0231  
Job Title:   
Email Address:   
Address:   
City:   
State:   
Postal Code:   
Phone Number:   
Phone Extension:   
Cell Phone Number:   
Supervisor: LMSUSER, USER 03 [Change...](#)

Submit Cancel

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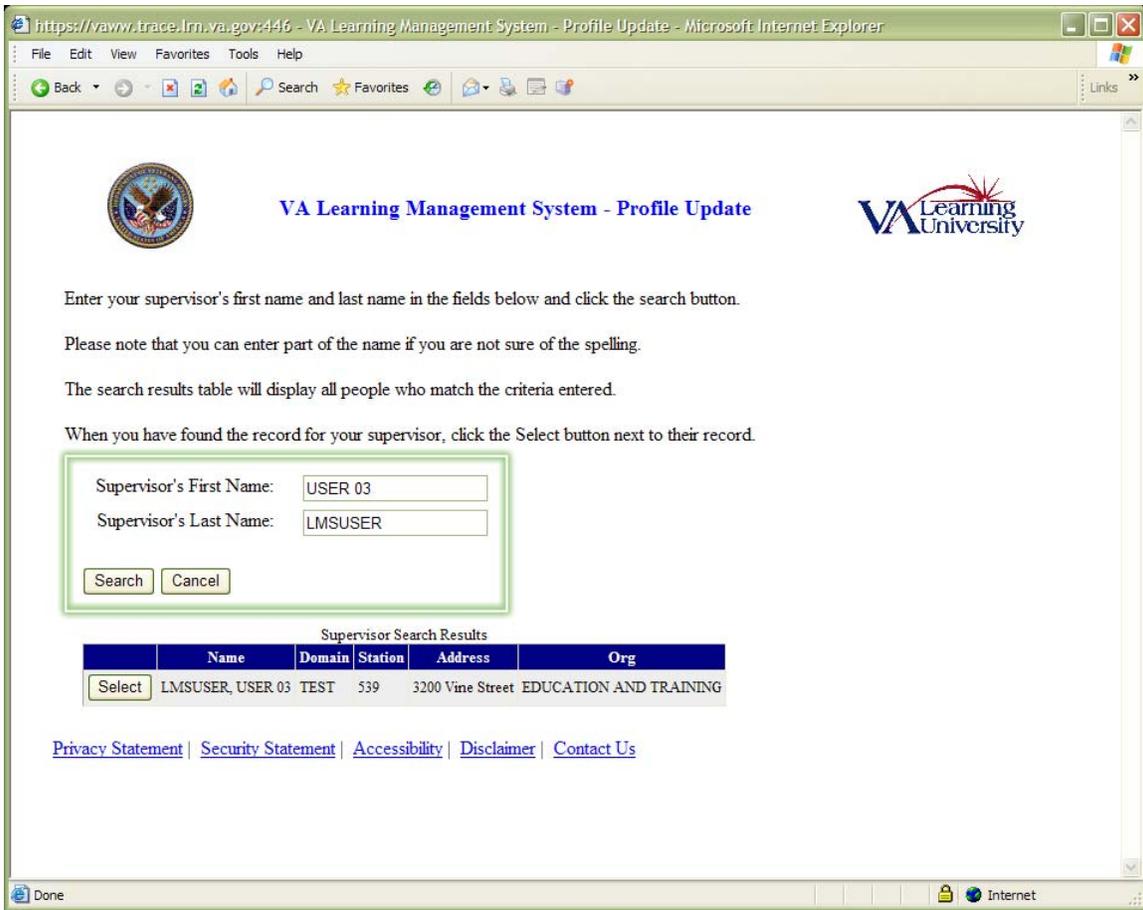
Done Internet

... is the Supervisor field.

It is critically important that you enter your direct supervisor's name into this field.

If a supervisor has already been designated, their name appears in the Supervisor field. If not, the Supervisor field is empty. In both cases, an active Change... link appears on the right of the field.

In this tutorial, our fictitious training user, Mr. USER LMSUSER, needs to identify his direct supervisor. Therefore, he clicks the Change... link.



The Select Your Supervisor screen appears.

From here, you can search for and choose your direct supervisor.



Note: The VA LMS prevents any updates to your profile until a supervisor is designated.

### Step 3 – Enter Supervisor’s Name and click the Search button

https://www.trace.lm.va.gov:446 - VA Learning Management System - Profile Update - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Links

VA Learning Management System - Profile Update

Enter your supervisor's first name and last name in the fields below and click the search button.

Please note that you can enter part of the name if you are not sure of the spelling.

The search results table will display all people who match the criteria entered.

When you have found the record for your supervisor, click the Select button next to their record.

Supervisor's First Name:

Supervisor's Last Name:

step **3** Search Cancel

Supervisor Search Results

	Name	Domain	Station	Address	Org
Select	LMSUSER, SUPERVISOR 02	TEST	539	3200 Vine Street	EDUCATION AND TRAINING

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Done Internet

In the Supervisor Search fields, enter the first and last name of your direct supervisor and then click Search.

For this tutorial, begin by searching for a fictional training supervisor named SUPERVISOR 02 LMSUSER.

Enter the supervisor’s first name... their last name ...and then click Search.

## Step 4 – Click the Select button

Enter your supervisor's first name and last name in the fields below and click the search button.

Please note that you can enter part of the name if you are not sure of the spelling.

The search results table will display all people who match the criteria entered.

When you have found the record for your supervisor, click the Select button next to their record.

Supervisor's First Name:

Supervisor's Last Name:

Supervisor Search Results						
	Name	Domain	Station	Address	Org	
step 4	Select	LMSUSER, SUPERVISOR 02	TEST	539	3200 Vine Street	EDUCATION AND TRAINING

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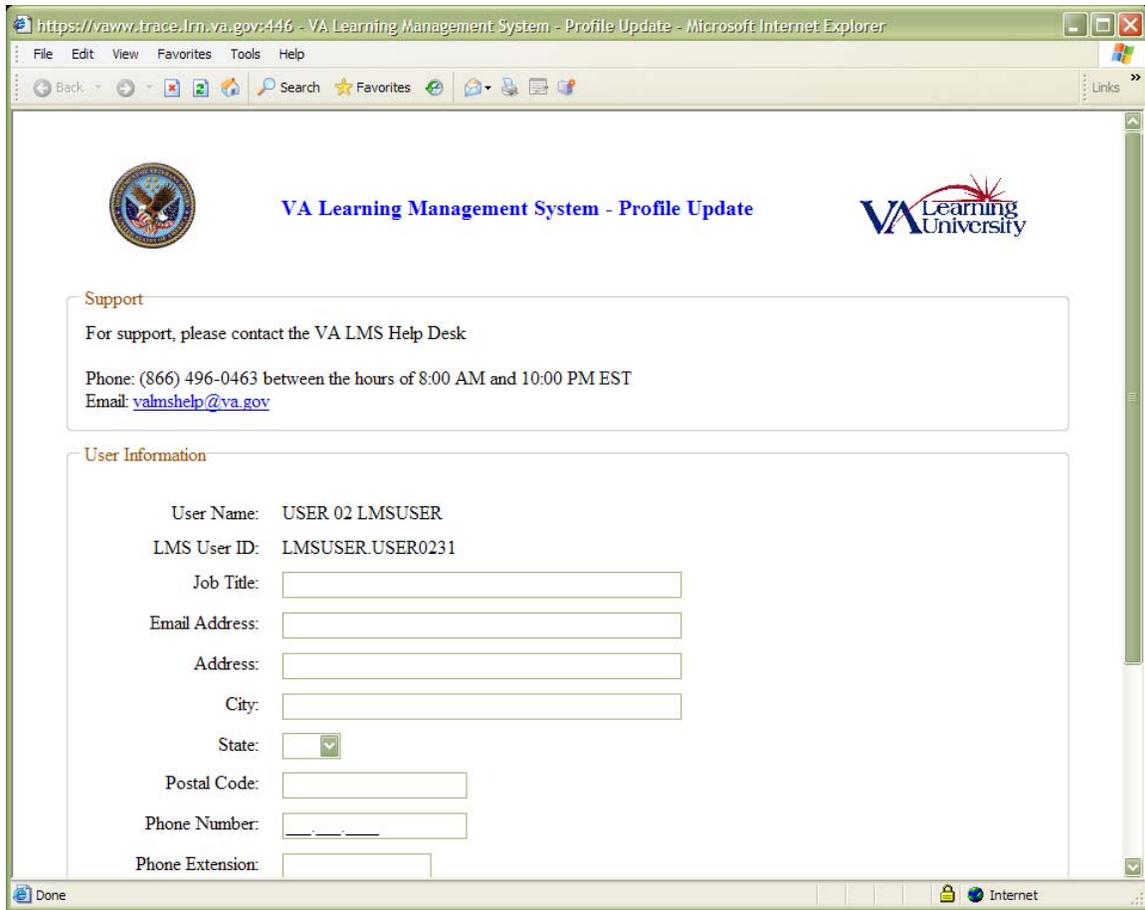


Note: If you don't know the exact spelling or full name of your supervisor, at least enter a partial name and click Search.

The Search Results field will appear, listing all the names that best match what you entered.

Be aware that the VA LMS will likely return more than one result, so make sure you select the correct supervisor.

To add your direct supervisor to your user profile, click the Select button at the left of the supervisor's user id.



The VA LMS Profile Update screen returns ...

https://vawww.trace.lm.va.gov:446 - VA Learning Management System - Profile Update - Microsoft Internet Explorer

Email: [valmshelp@va.gov](mailto:valmshelp@va.gov)

**User Information**

User Name: USER 02 LMSUSER  
LMS User ID: LMSUSER.USER0231  
Job Title:   
Email Address:   
Address:   
City:   
State:   
Postal Code:   
Phone Number:   
Phone Extension:   
Cell Phone Number:   
Supervisor: LMSUSER, SUPERVISOR 02 [Change...](#)

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...and the selected supervisor's name is listed to the right of the Supervisor field.

## Step 5 – Enter Email Address

https://vawww.trace.lm.va.gov:446 - VA Learning Management System - Profile Update - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Links >>

Email: [valmshelp@va.gov](mailto:valmshelp@va.gov)

User Information

User Name: USER 02 LMSUSER  
 LMS User ID: LMSUSER.USER0231  
 Job Title:   
 step 5 Email Address:   
 Address:   
 City:   
 State:   
 Postal Code:   
 Phone Number:   
 Phone Extension:   
 Cell Phone Number:   
 Supervisor: LMSUSER, SUPERVISOR 02 [Change...](#)

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Done Internet

Now, you may continue adding more information to your VA LMS User Profile.

The Email Address field is very important. Email is used for system notifications and retrieving your password if you should forget it.



**Note:** A valid email address must be entered. If the email address is entered incorrectly, you will receive an Invalid e-mail format warning.

Additional fields include entries for your job title, work address, and phone numbers.



**Please Note:** When you record training taken outside of the VA LMS, a SF-182 Form is generated. Enter your work address and phone number here and the form will automatically complete similar entries, saving time.

For this tutorial, enter a fictitious email address for our fictional training user, Mr. LMSUSER.

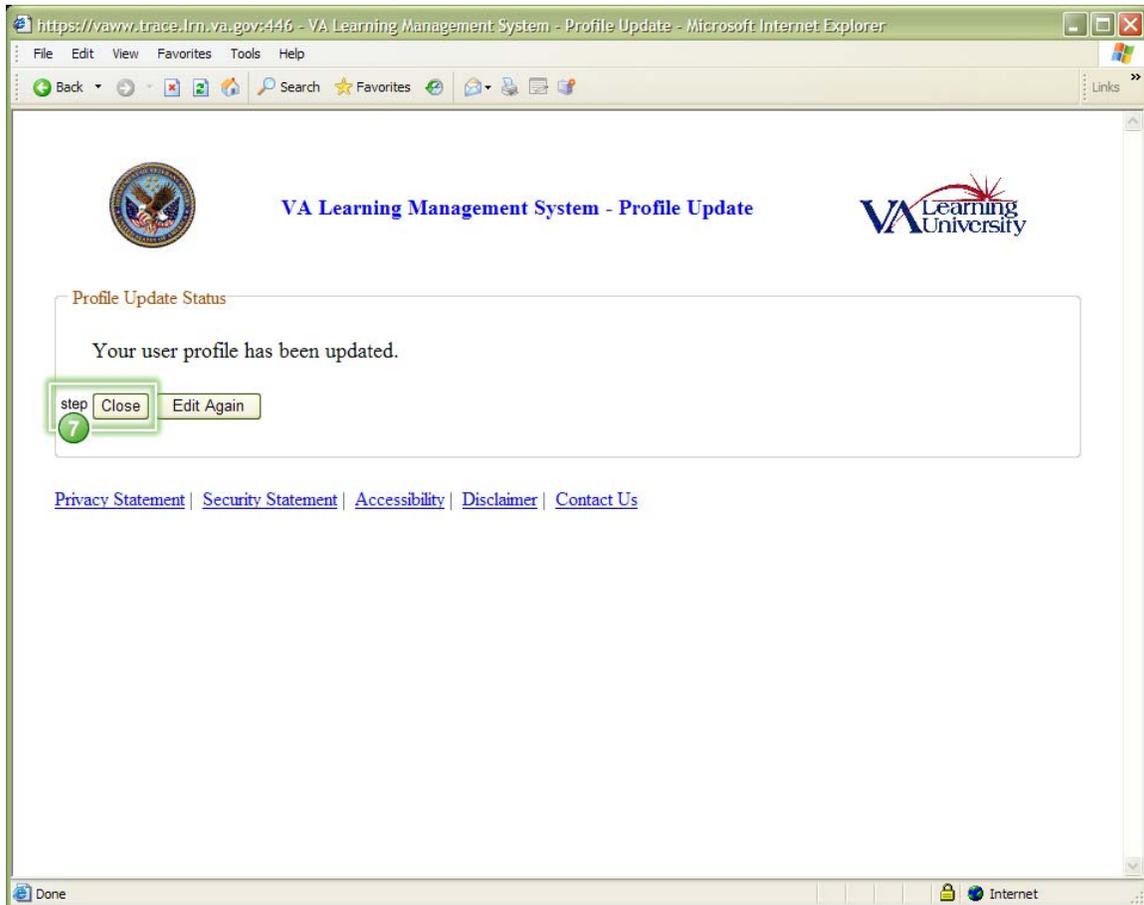
## Step 6 – Click the Submit button to save updates

step 6

Submit Cancel

When you have updated your profile's information, click the Submit button.

## Step 7 – Click the Close button



The Profile Update screen appears and states: “Your user profile has been updated.”  
Click the Close button.

The screenshot shows the VA Learning Management System homepage. The browser address bar displays "https://fed-staging.plateau.com - VA LMS Learning - Personal - Home - Microsoft Internet Explorer". The page header includes the VA logo and the title "VA Learning Management System". Below the header is a navigation menu with options: Personal, Learning, Career, Catalog, Reports, and My Employees. The "Personal" menu is expanded, showing "Home", Approvals, Profile, and Regional Settings. The main content area features a "Welcome USER 02 LMSUSER" message dated 2/7/2008, followed by a "Please UPDATE YOUR PROFILE!" alert. Below this are sections for "Get the Most from Your Learning Management System", "Alerts", "Learning Plan", and "Curriculum Status". The "Learning Plan" section contains a table with the following data:

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
Acute Management of Autonomic Dysreflexia	🔗	🔴 12/27/2007
"Give 'em the Pickle" Video Training Kit	🔗	2/29/2008
VA Online Travel Card Training	🔗	3/24/2008

The "Curriculum Status" section includes a "Go to Curriculum Status" link and a table with the following data:

Curriculum Status		→ Go to Curriculum Status
Title		
VA Online Travel Card Training		

At the bottom of the page, there is a "New Items" section.

The Profile Update window closes, returning your attention to the VA LMS homepage.

## Task 2- Viewing the Learning History

### Step 1 – Click the Learning link

The screenshot shows the VA Learning Management System interface. The 'Learning' link in the top navigation bar is highlighted with a green box and a red circle containing the number 1. The main content area shows a welcome message for USER 02 LMSUSER, a 'Please UPDATE YOUR PROFILE!' alert, and a 'Learning Plan' table with columns for Title, Type, and Required By. The table lists several training items with their respective required dates.

Title	Type	Required By
Configuring the Open Shortest Path First Protocol - 120082_eng	-f	8/30/2007
Testing and Instrumenting C# Applications - 109340_eng	-f	8/30/2007
Acute Management of Autonomic Dysreflexia	-f	12/27/2007
"Give 'em the Pickle" Video Training Kit	-f	2/29/2008
VA Online Travel Card Training	-f	3/24/2008

Another key part of managing your account in the VA LMS is learning how to access and view your learning history and how to print completion certificates.

The Learning History page shows a summary list of educational items and their completion dates. This list may be sorted by Title or Completion Date.

To proceed, click the Learning link.

## Step 2 – Click the Learning History Sub-Menu link

The screenshot shows the VA Learning Management System interface. The main menu bar includes Personal, Learning, Career, Catalog, and Reports. Below this, a sub-menu is visible with options: Learning Plan, Learning Calendar, Current Registrations, Curriculum Status, Learning History (highlighted with a green box and a '2' in a circle), Record Learning, and SF-182 Requests. The Learning Plan section is active, displaying a list of items with columns for Title, Type, Required By, Status, Action, and Remove.

Title	Type	Required By	Status	Action	Remove
▶ "Give 'em the Pickle" Video Training Kit	🔗	2/29/2008	Available	Go to Content	🗑️
▶ 101 Medication Tips for People with Diabetes	📄				🗑️
▶ Accounting for Corporations - FIN0222	🔗		In progress	Go to Content	🗑️
▶ Acquisition Forum	👤		Must be registered	Request Schedule	🗑️
▶ Acute Management of Autonomic Dysreflexia	🔗	12/27/2007	Available	Go to Content	
▶ Configuring the Open Shortest Path First Protocol - 120082_eng	🔗	8/30/2007	In progress	Go to Content	
▶ Empowering Patients through Patient Centered Care (CDN)	🔗		Not available		🗑️
▶ TEST Approval Pro	🔗		Available	Go to Content	🗑️
▶ TEST-Supervisor Approval Required Item	👤		Must be registered	Request Schedule	
▶ Testing and Instrumenting C# Applications - 109340_eng	🔗	8/30/2007	In progress	Go to Content	

The Learning sub-menu options appear below the Main Menu bar. Click the Learning History Sub-Menu link.

The screenshot shows the VA Learning Management System interface. The page title is "VA Learning Management System" and the user is logged in as "USER 02 LMSUSER". The navigation menu includes "Personal", "Learning", "Career", "Catalog", and "Reports". The "Learning History" section is active, displaying a summary of completed items.

The Learning History page shows you a summary list of the items that you have completed and the dates the items were completed. To view the details of a specific item in your learning history, simply click the corresponding title of the item. You can sort the list by the Title of the items or the Completion Date of the items on the list.

Title	Completion Date	Status	Action
Training Basics	2/1/2008 08:53 AM CST	Complete	Review Content Print Completion Certificate
Revised Title for Testing	12/12/2007 09:20 AM CST	Complete	Print Completion Certificate
Cyber Security Awareness 2008	8/8/2007 10:58 AM CST	Complete	Print Completion Certificate

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This opens the Learning History screen, displaying the Title, Completion Date, Status, and Action for your completed training items.

The screenshot shows the VA Learning Management System interface. The user is logged in as USER 02 LMSUSER. The page title is "VA Learning Management System" and the current page is "Learning History". The navigation menu includes Personal, Learning, Career, Catalog, and Reports. The Learning History page displays a table of completed items:

Title	Completion Date	Status	Action
Cyber Security Awareness 2008	8/8/2007 10:58 AM CST	Complete	Print Completion Certificate
Revised Title for Testing	12/12/2007 09:20 AM CST	Complete	Print Completion Certificate
Training Basics	2/1/2008 08:53 AM CST	Complete	Review Content Print Completion Certificate



You may sort your Learning History by Title or Completion Date.

To view your completed training items alphabetically, click the column heading of Title. The selected column is shaded and bolded. Click on the heading again to view titles in ascending or descending order.

The screenshot shows the VA Learning Management System interface. The main heading is "VA Learning Management System" with a navigation bar containing "Personal", "Learning", "Career", "Catalog", and "Reports". The "Learning" tab is active, and the "Learning History" sub-tab is selected. Below the navigation bar, there is a breadcrumb trail: "Learning Plan" > "Learning Calendar" > "Current Registrations" > "Curriculum Status" > "Learning History" > "Record Learning" > "SF-182 Requests".

The "Learning History" section includes a brief description: "The Learning History page shows you a summary list of the items that you have completed and the dates the items were completed. To view the details of a specific item in your learning history, simply click the corresponding title of the item. You can sort the list by the Title of the items or the Completion Date of the items on the list." Below this is a table with the following data:

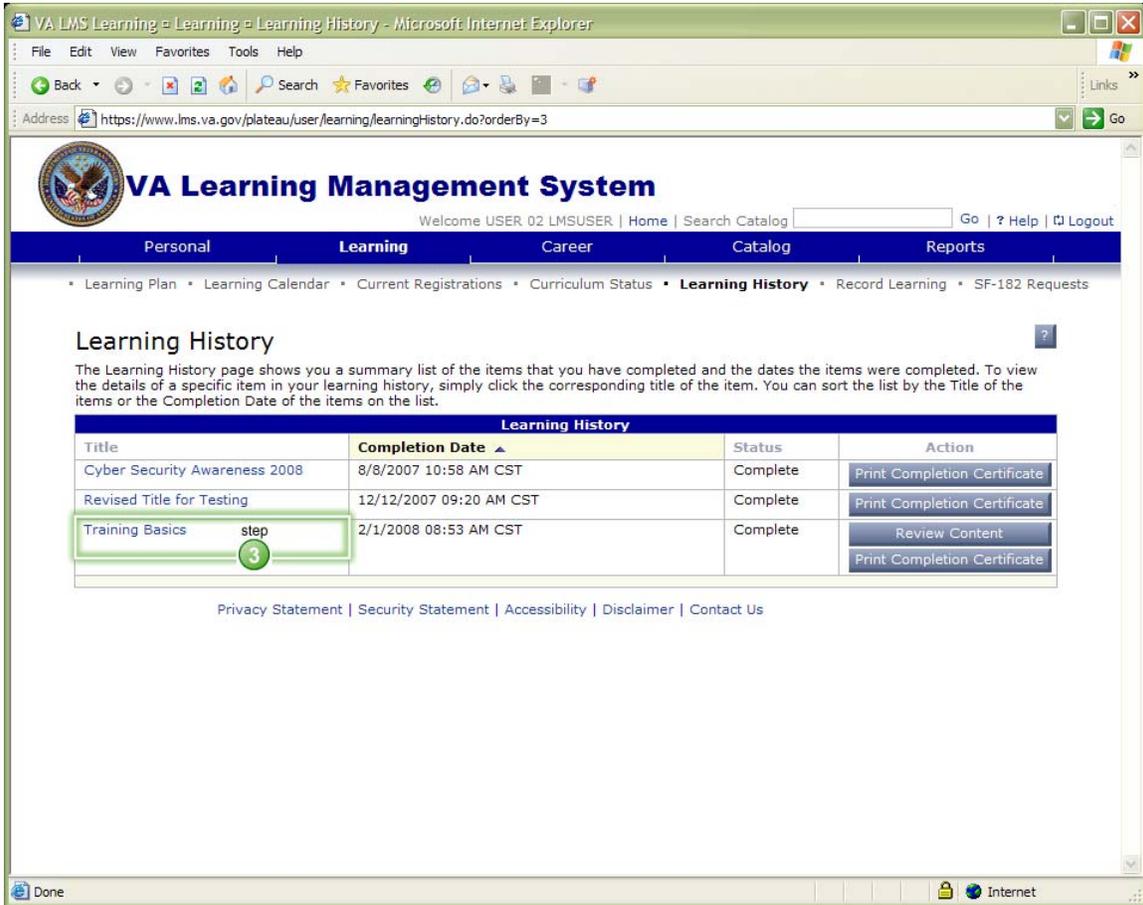
Title	Completion Date	Status	Action
Training Basics	2/1/2008 08:53 AM CST	Complete	Review Content Print Completion Certificate
Revised Title for Testing	12/12/2007 09:20 AM CST	Complete	Print Completion Certificate
Cyber Security Awareness 2008	8/8/2007 10:58 AM CST	Complete	Print Completion Certificate

At the bottom of the page, there are links for "Privacy Statement", "Security Statement", "Accessibility", "Disclaimer", and "Contact Us".

To sort your Learning History view by completion date, click the heading Completion Date in the second column.

Then click the heading again to view by the earliest or most recent completion date.

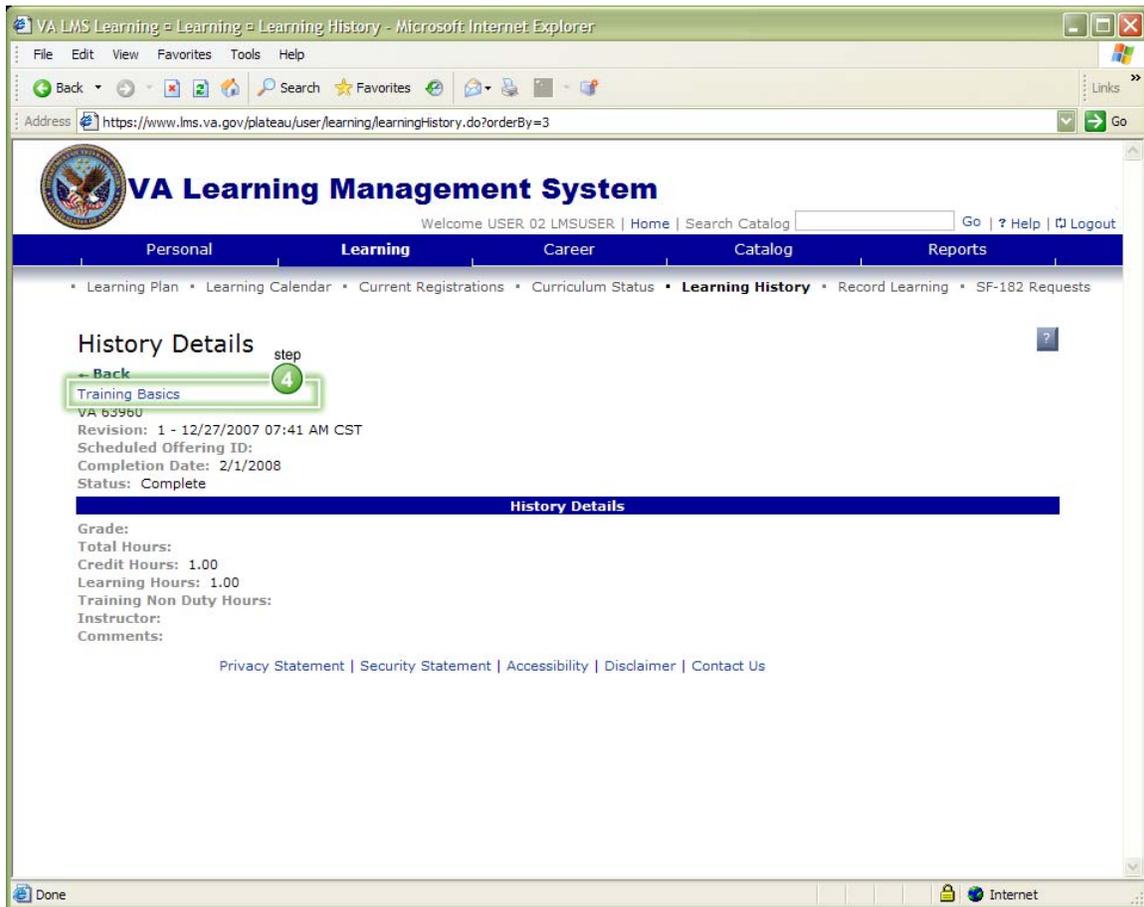
### Step 3 – Click the item title to view History Details



To view the History Details of a completed training item, click the title of the selected training item.

For example, click the course named “Training Basics” from Mr. LMSUSER’s training history.

## Step 4 – Click the item title on History Details screen to view Item Details



To view the Item Details, click the title of the training item again.



Note: If you used the external event recorder options to report a course completion, additional details cannot be viewed.

## Step 5 – Click Back link to go back to History Details screen

The screenshot shows the VA Learning Management System interface. At the top, there is a navigation bar with tabs for Personal, Learning, Career, Catalog, and Reports. Below this is a breadcrumb trail: Learning Plan > Learning Calendar > Current Registrations > Curriculum Status > **Learning History** > Record Learning > SF-182 Requests. The main content area is titled 'step 5 Item Details' with a green box around the 'step 5' and a '-- Back' link. Below this is a section for 'Training Basics' with a collapsed 'Item Summary' showing details for VA 63960, including a description, length, audience, and learning hours. There are also sections for Subject Areas, Prerequisites, Substitutes, Competencies, and Related Documents, all showing '0 Found'. At the bottom of the page, there are links for Privacy Statement, Security Statement, Accessibility, Disclaimer, and Contact Us.

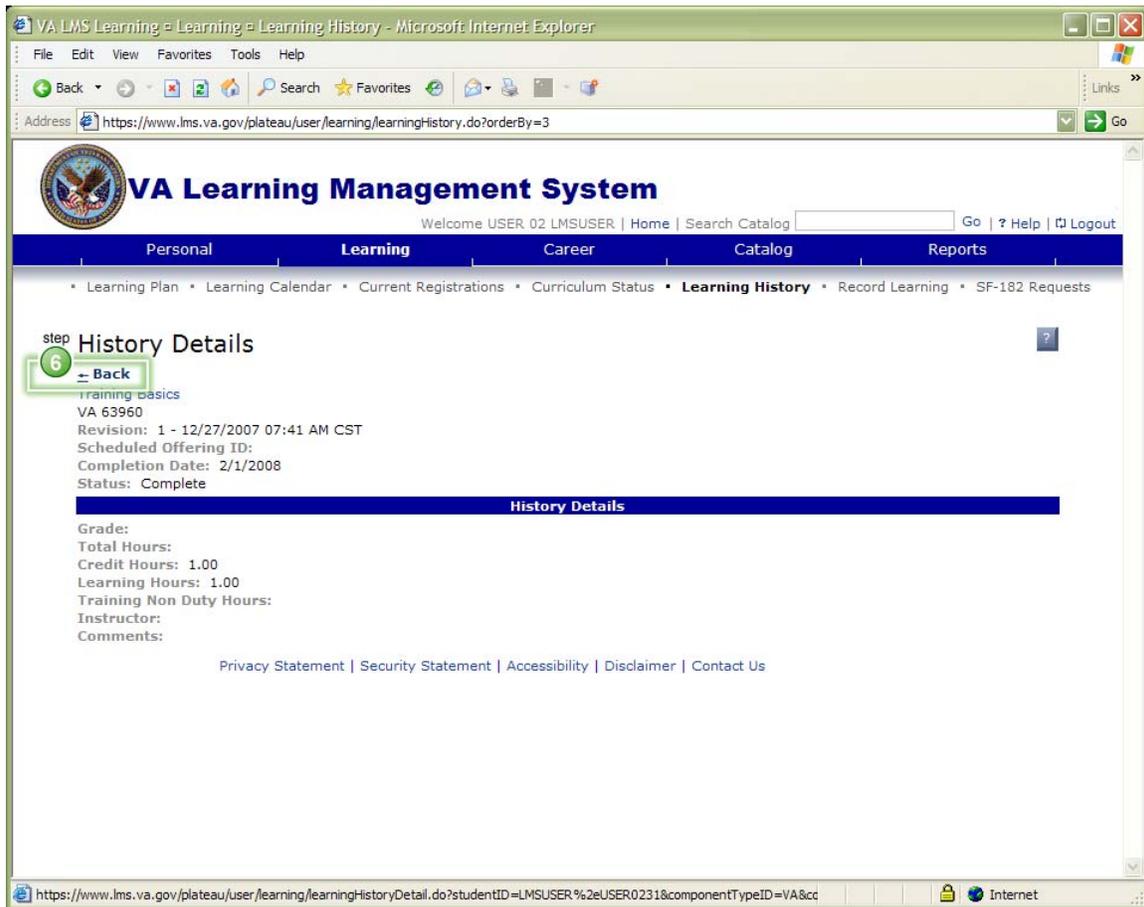
To return to the History Details screen, click the Back link.\



Remember: DO NOT use the browser's Back and Forward navigation buttons. All navigation in the VA LMS must use the controls within the VA LMS window.

Using the browser's navigation controls will generate errors and may force you to end your active session.

## Step 6 – Click the Back link to go back to Learning History screen

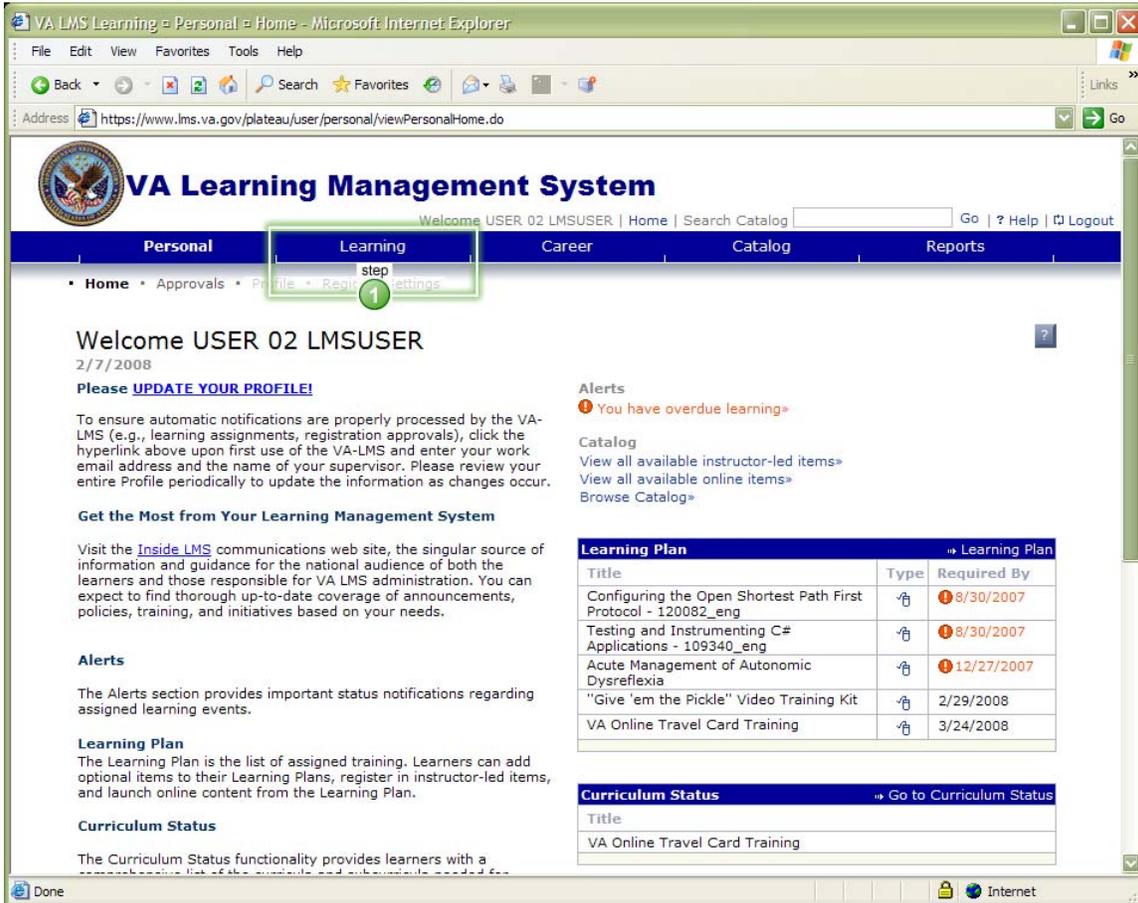


To return to the Learning History screen, click the Back link.

You can also use the Main Menu navigation bar to go elsewhere in the VA LMS, such as the VA LMS homepage.

## Task 3- Revisiting Course Content(s) after Completion

### Step 1 – Click the Learning link in the Main Menu



Some completed training items in the VA LMS may be revisited later through the user's Learning History page.

To review a completed training item, click the Learning link in the blue Main Menu.

## Step 2 – Click the Learning History Sub-Menu link

The screenshot shows the VA Learning Management System interface in a Microsoft Internet Explorer browser window. The address bar displays the URL: <https://www.lms.va.gov/plateau/user/learning/getLearningPlanAction.do>. The page title is "VA Learning Management System". The navigation menu includes "Personal", "Learning", "Career", "Catalog", and "Reports". The "Learning" sub-menu is expanded, showing "Learning Plan", "Learning Calendar", "Current Registrations", "Curriculum Status", "Learning History", "Record Learning", and "SF-182 Requests". The "Learning History" link is highlighted with a green box and a green circle containing the number "2".

Below the navigation menu, the "Learning Plan" section is displayed. It includes a "Group Plan by:" dropdown menu set to "None" and a "Field Chooser" button. The "Learning Plan" table is shown with the following data:

Title	Type	Required By	Status	Action	Remove
"Give 'em the Pickle" Video Training Kit		2/29/2008	Available	Go to Content	
101 Medication Tips for People with Diabetes					
Accounting for Corporations - FIN0222			In progress	Go to Content	
Acquisition Forum			Must be registered	Request Schedule	
Acute Management of Autonomic Dysreflexia		12/27/2007	Available	Go to Content	
Configuring the Open Shortest Path First Protocol - 120082_eng		8/30/2007	In progress	Go to Content	
Empowering Patients through Patient Centered Care (CDN)			Not available		
TEST Approval Pro			Available	Go to Content	
TEST-Supervisor Approval Required Item			Must be registered	Request Schedule	
Testing and Instrumenting C# Applications - 109340_eng		8/30/2007	In progress	Go to Content	

From the Learning Sub-Menu, click the Learning History link.

### Step 3 – Click the Review Content button (if available)

The screenshot shows the VA Learning Management System interface. The user is logged in as USER 02 LMSUSER. The page title is "VA Learning Management System" and the user is in the "Learning History" section. The page displays a table of completed items:

Title	Completion Date	Status	Action
Training Basics	2/1/2008 08:53 AM CST	Complete	Review Content Print Completion Certificate
Revised Title for Testing	12/12/2007 09:20 AM CST	Complete	Print Completion Certificate
Cyber Security Awareness 2008	8/8/2007 10:58 AM CST	Complete	Print Completion Certificate

The "Review Content" button for the "Training Basics" item is highlighted with a green box and a "step 3" callout. The page also includes a navigation menu with options like "Personal", "Learning", "Career", "Catalog", and "Reports".

On the fictional Mr. LMSUSER’s Learning History page, in the Action column, only one training item has a Review Content button visible.

To review the training item, click the Review Content button.

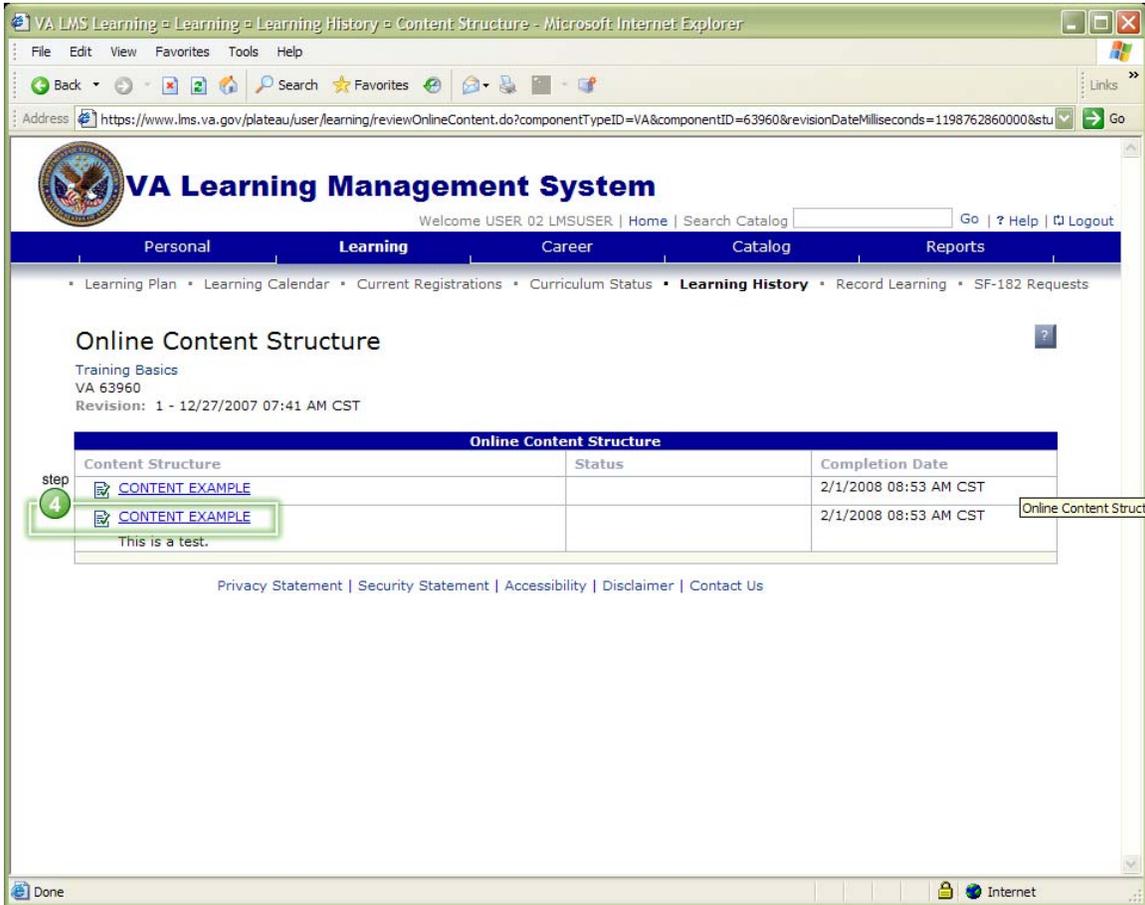


**Note:** Clicking Review Content opens the original course or item for review. This DOES NOT place the course back on your Learning Plan. The content must still be available online or else error messages are generated. Content may be removed from the VA LMS when it becomes obsolete.

Also, if an external event has been recorded, there will be nothing under the Action section for content or certificates.

For this tutorial, in the Action column for “Training Basics,” click the Review Content button.

## Step 4 – Click on the link for the content you wish to review



The screenshot displays the 'VA Learning Management System' interface. The main heading is 'Online Content Structure'. Below the heading, it lists 'Training Basics', 'VA 63960', and 'Revision: 1 - 12/27/2007 07:41 AM CST'. A table titled 'Online Content Structure' is shown with the following data:

Content Structure	Status	Completion Date
step 4 <a href="#">CONTENT EXAMPLE</a>		2/1/2008 08:53 AM CST
<a href="#">CONTENT EXAMPLE</a> This is a test.		2/1/2008 08:53 AM CST

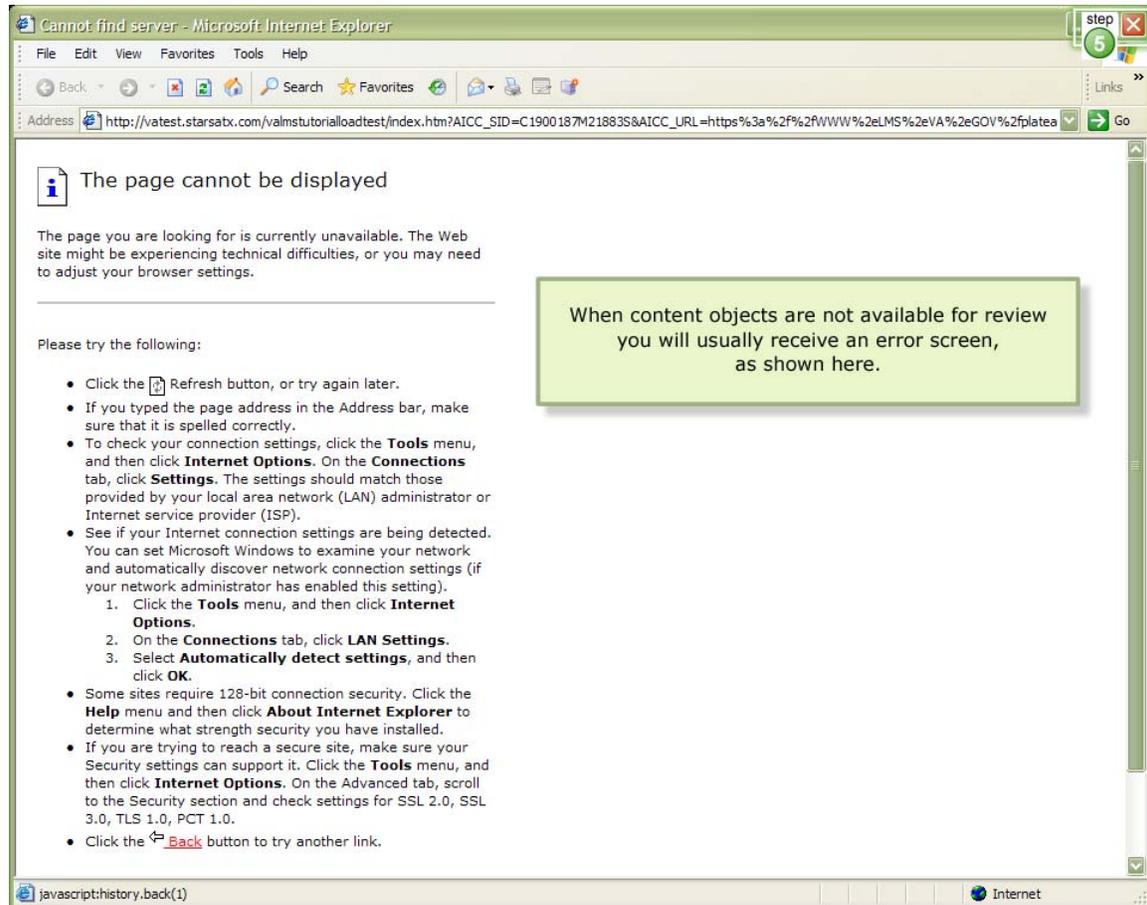
At the bottom of the page, there are links for 'Privacy Statement', 'Security Statement', 'Accessibility', 'Disclaimer', and 'Contact Us'.

The Online Content Structure screen appears.

If the course is still available, links to the course are displayed on this page.

To review a completed course item, click its corresponding link.

## Step 5 – Click Close [X] button to close content window



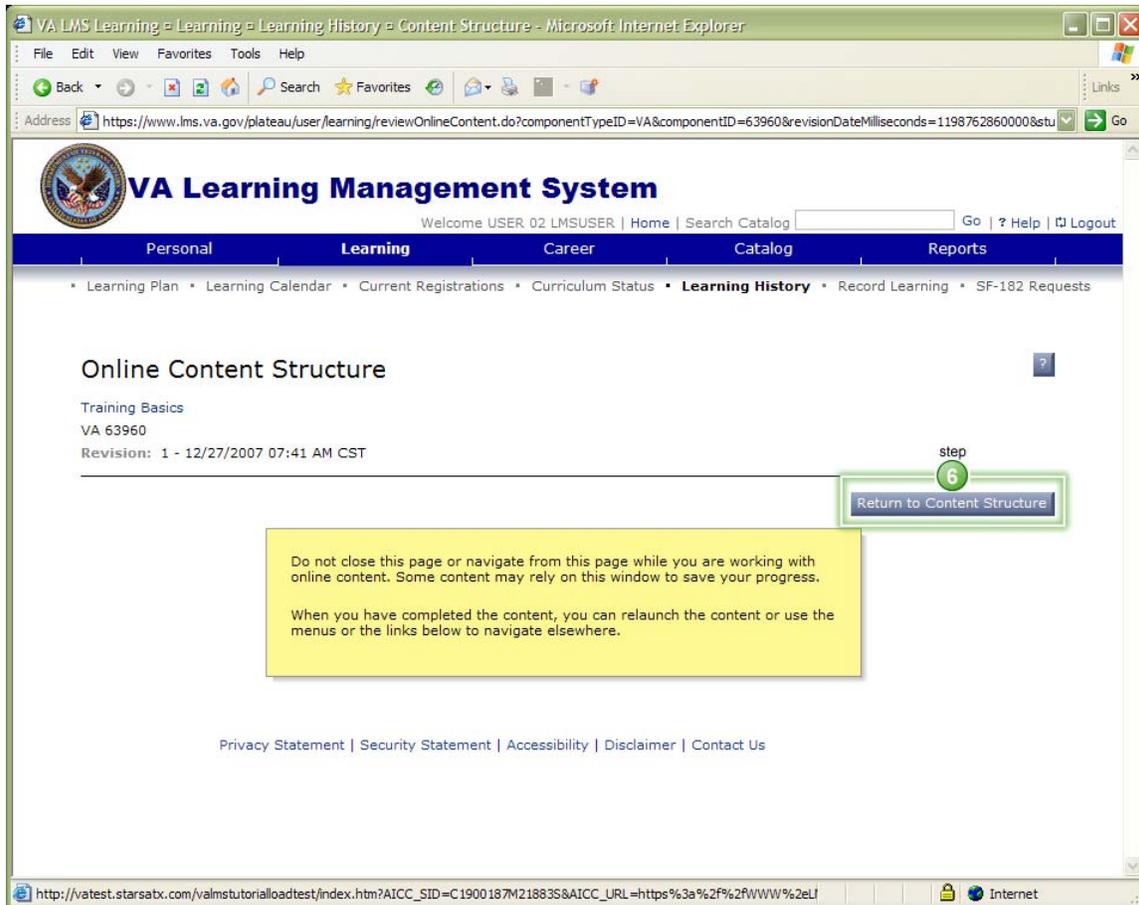
The selected content is presented in a separate window.



**Note:** Content objects like exams-as in this example-will NOT be available for review.

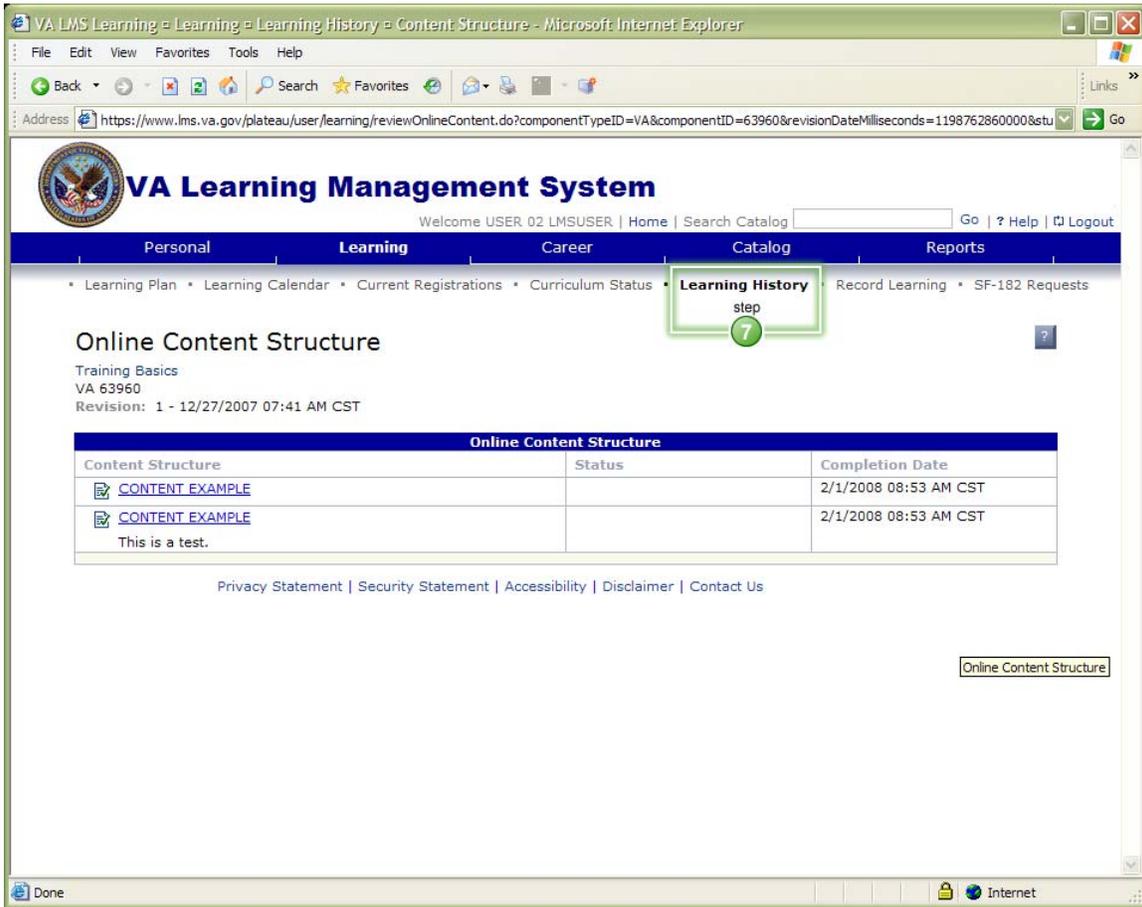
After viewing the online content, close the content window...

## Step 6 – Click Return to Content Structure button



...and then, on the VA LMS Online Content Structure screen, click the Return to Content Structure button.

## Step 7 – Click the Learning History Sub-Menu link to return to the Learning History screen



The Online Content Structure screen reappears.

To return to your VA LMS Learning History, click the Learning History Sub-Menu link.

The screenshot shows the VA Learning Management System interface. The main navigation bar includes links for Personal, Learning, Career, Catalog, and Reports. The 'Learning History' page displays a table of completed items:

Title	Completion Date	Status	Action
Training Basics	2/1/2008 08:53 AM CST	Complete	Review Content Print Completion Certificate
Revised Title for Testing	12/12/2007 09:20 AM CST	Complete	Print Completion Certificate
Cyber Security Awareness 2008	8/8/2007 10:58 AM CST	Complete	Print Completion Certificate

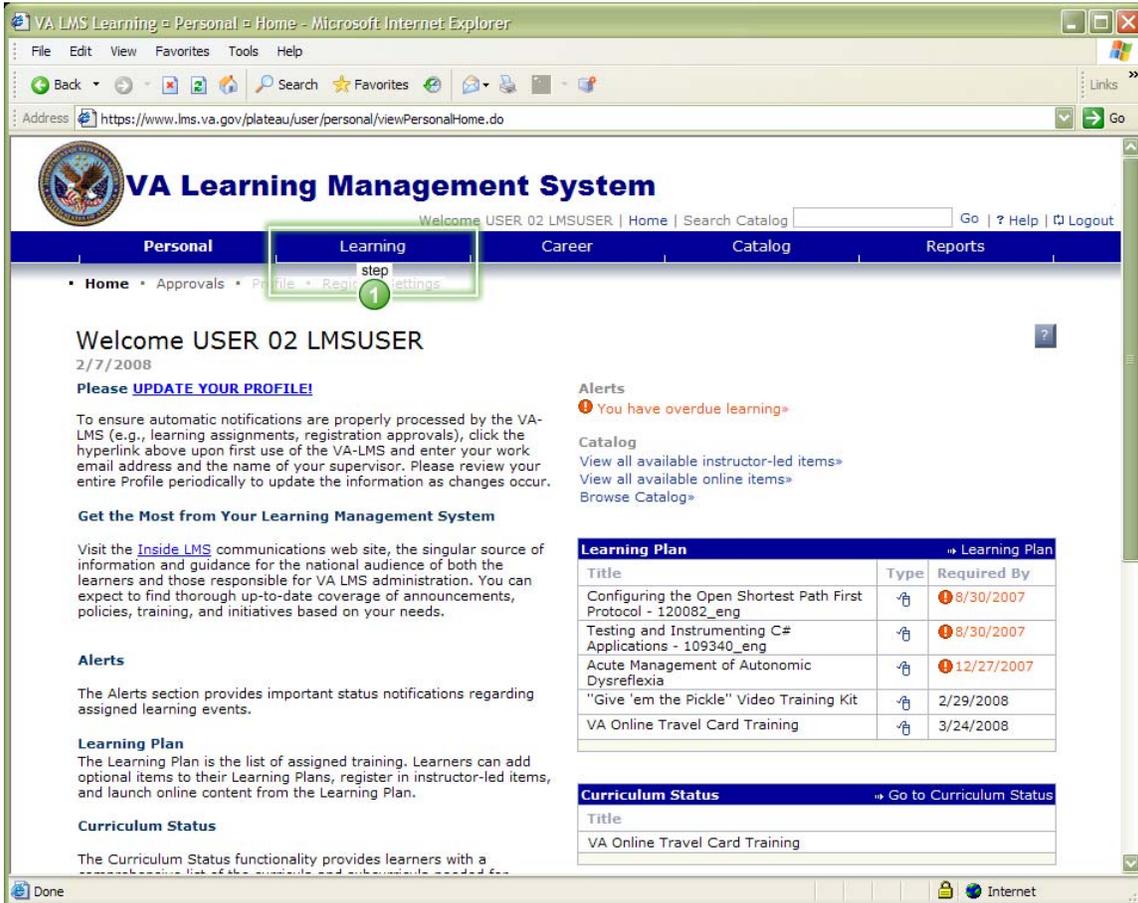
At the bottom of the page, there are links for Privacy Statement, Security Statement, Accessibility, Disclaimer, and Contact Us.

Or, you can select one of the Main Menu Navigation bar links to go elsewhere in the VA LMS.

Let's select the Personal link to again return to the VA LMS homepage.

## Task 4 - Printing Completion Certificates

### Step 1 – Click the Learning link in the Main Menu



If you need to print a certificate of completion, go to your VA LMS Learning History. From the VA LMS homepage, click the Learning link in the blue Main Menu.

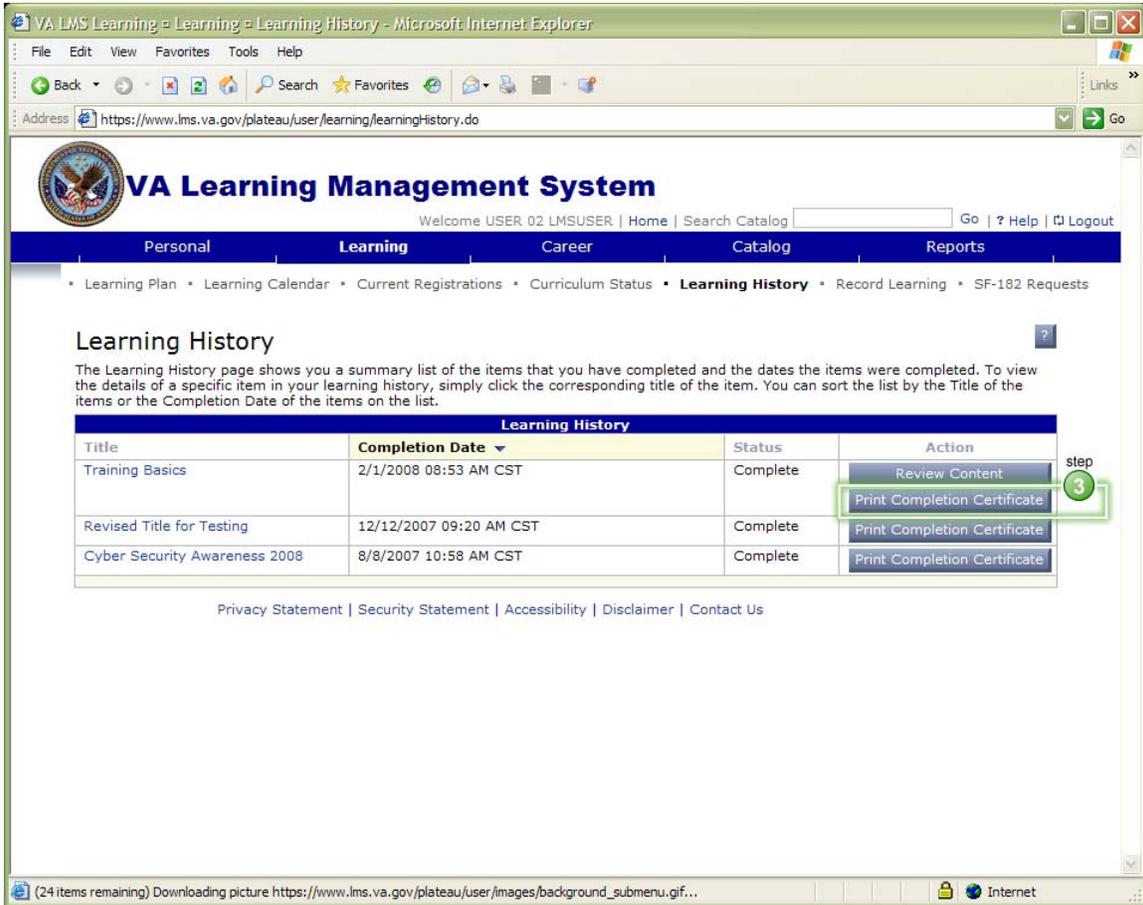
## Step 2 – Click the Learning History Sub-Menu link

The screenshot shows the VA Learning Management System interface in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://www.lms.va.gov/plateau/user/learning/getLearningPlanAction.do>. The page title is "VA Learning Management System". The navigation menu includes "Personal", "Learning", "Career", "Catalog", and "Reports". The "Learning" sub-menu is expanded, showing "Learning Plan", "Learning Calendar", "Current Registrations", "Curriculum Status", "Learning History", "Record Learning", and "SF-182 Requests". The "Learning History" link is highlighted with a green box and a "2" in a circle. Below the navigation menu, the "Learning Plan" section is displayed, showing a list of items with columns for Title, Type, Required By, Status, Action, and Remove. The table contains the following data:

Title	Type	Required By	Status	Action	Remove
"Give 'em the Pickle" Video Training Kit		2/29/2008	Available	Go to Content	
101 Medication Tips for People with Diabetes					
Accounting for Corporations - FIN0222			In progress	Go to Content	
Acquisition Forum			Must be registered	Request Schedule	
Acute Management of Autonomic Dysreflexia		12/27/2007	Available	Go to Content	
Configuring the Open Shortest Path First Protocol - 120082_eng		8/30/2007	In progress	Go to Content	
Empowering Patients through Patient Centered Care (CDN)			Not available		
TEST Approval Pro			Available	Go to Content	
TEST-Supervisor Approval Required Item			Must be registered	Request Schedule	
Testing and Instrumenting C# Applications - 109340_eng		8/30/2007	In progress	Go to Content	

Next, in the Learning Sub-Menu, click the Learning History link.

### Step 3 – Click Print Completion Certificate button



Your personal Learning History opens.

For this tutorial, the fictional training user, Mr. LMSUSER, views his learning history.

Mr. LMSUSER has three different available certificates. To print a completion certificate, under the Actions column, click the Print Completion Certificate button for a selected training item.

To print a certificate for the training item “Training Basics,” click the corresponding Print Completion Certificate button.

## Step 4 – Click the Printer icon in the certificate window to print

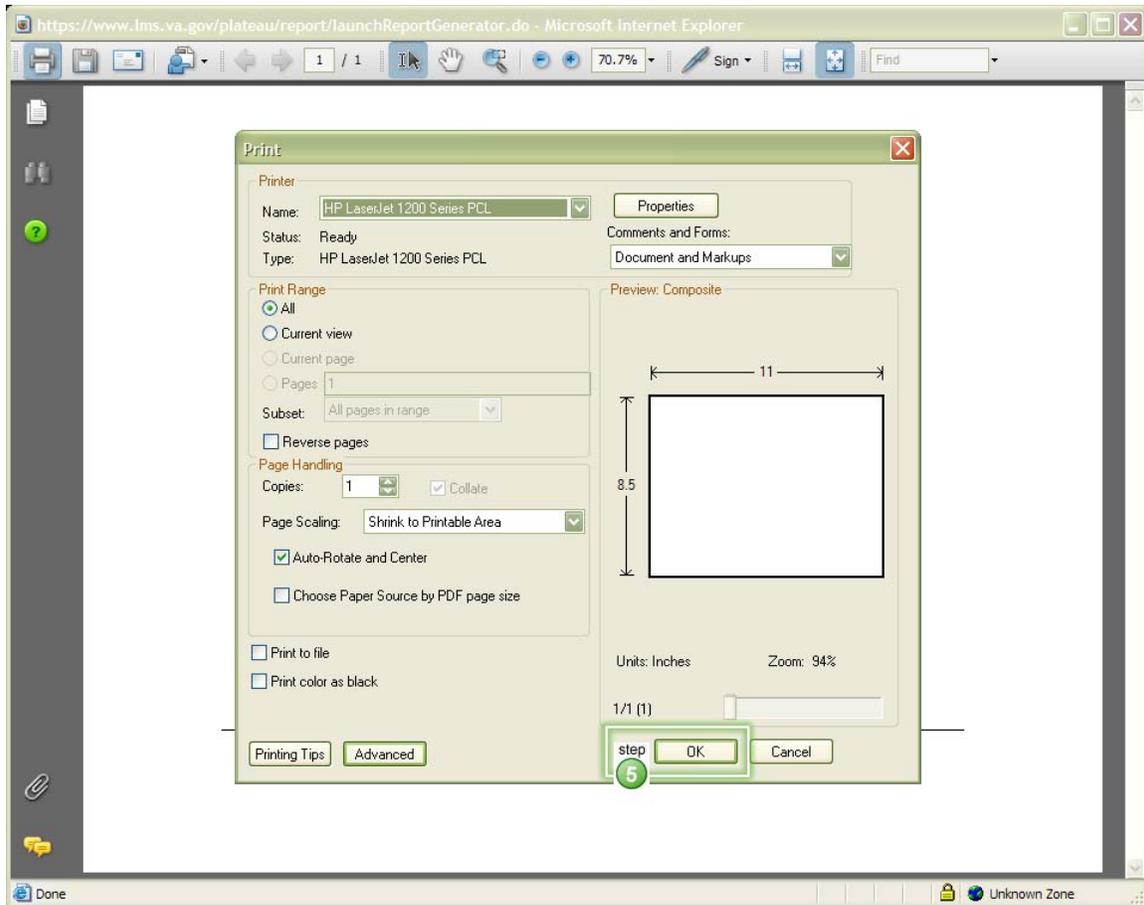


A Generating Report screen may appear while the VA LMS prepares the certificate.

The Certificate of Completion appears in this window. The certificate contains a User name, the course title, the date and time of completion, and the instructor name (if any).

To print the certificate, in the top menu, click the printer icon.

## Step 5 – Click the OK button in the Print window



Select the desired printer and click the OK button.

## Step 6 – Click the Close [X] button to close the certificate window



Once you are through printing the certificate, close the window.

The screenshot shows the VA Learning Management System interface. The browser title is "VA LMS Learning - Learning - Learning History - Microsoft Internet Explorer". The address bar shows the URL: <https://www.lms.va.gov/plateau/user/learning/learningHistory.do>. The page header includes the VA Learning Management System logo and a navigation bar with links: Personal, Learning, Career, Catalog, Reports. Below the navigation bar, there is a breadcrumb trail: Learning Plan > Learning Calendar > Current Registrations > Curriculum Status > Learning History > Record Learning > SF-182 Requests. The main content area is titled "Learning History" and contains a table of completed items.

Title	Completion Date	Status	Action
Training Basics	2/1/2008 08:53 AM CST	Complete	Review Content Print Completion Certificate
Revised Title for Testing	12/12/2007 09:20 AM CST	Complete	Print Completion Certificate
Cyber Security Awareness 2008	8/8/2007 10:58 AM CST	Complete	Print Completion Certificate

At the bottom of the page, there are links for Privacy Statement, Security Statement, Accessibility, Disclaimer, and Contact Us.

 **NOTE:** For most courses in the VA LMS, the certificate remains available should you need to return and print additional copies.

Click Home to return to the VA LMS homepage.

## Task 5- Personal Training Reports

### Step 1 – Click the Reports link in the Main Menu

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  
2/7/2008

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

**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
Acute Management of Autonomic Dysreflexia	🔗	12/27/2007
"Give 'em the Pickle" Video Training Kit	🔗	2/29/2008
VA Online Travel Card Training	🔗	3/24/2008

**Curriculum Status** → Go to Curriculum Status

Title
VA Online Travel Card Training

VA LMS users should be familiar with the personal training Reports feature available in the VA LMS.

The VA LMS can help you generate personal training reports through the Reports link in the Main Menu. Click this link to go to the Reports screen.

## Step 2 – Click the desired report link

VA LMS Learning - Reports - Browse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

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

**VA Learning Management System**

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

Personal Learning Career Catalog **Reports**

### Reports

Select a Report from the list below to run a report for yourself or your subordinates.

Report Name
Curriculum Status
Item Requests
Item Status
<b>Learning History</b>
Learning hours
Learning Needs
Learning Plan
Succession Planning
Tuition
User Information

step 2

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

<https://www.lms.va.gov/plateau/report/initReport.do?searchType=4&stackID=report&selectorName=PsaUserLearningHistory> Internet

The Reports screen shows a list of available personal reports.  
Depending on the report selected, various options are displayed.  
For our tutorial, click the Learning History report link.

### Step 3 – Enter desired report settings

VA LMS Learning - Reports - User Learning History - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.lms.va.gov/plateau/report/initReport.do?searchType=4&stackID=report&selectorName=PsaUserLearningHistory> Go

**VA Learning Management System**

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

Personal Learning Career Catalog **Reports**

## Reports

[-- Back to Browse Reports](#)

### Run User Learning History

Report Title:

Report Header:

Report Footer:

Report Destination:  Browser  Local File

Report Format:  XML  CSV  HTML  PDF

Mask User IDs

Page Break Between Records step 3

Completed Date From:  (MM/DD/YYYY)

Completed Date To:  (MM/DD/YYYY)

Report Type:  Summary  Detail

Include:  Item Events  External Events  Both

Print Comments:  Yes  No

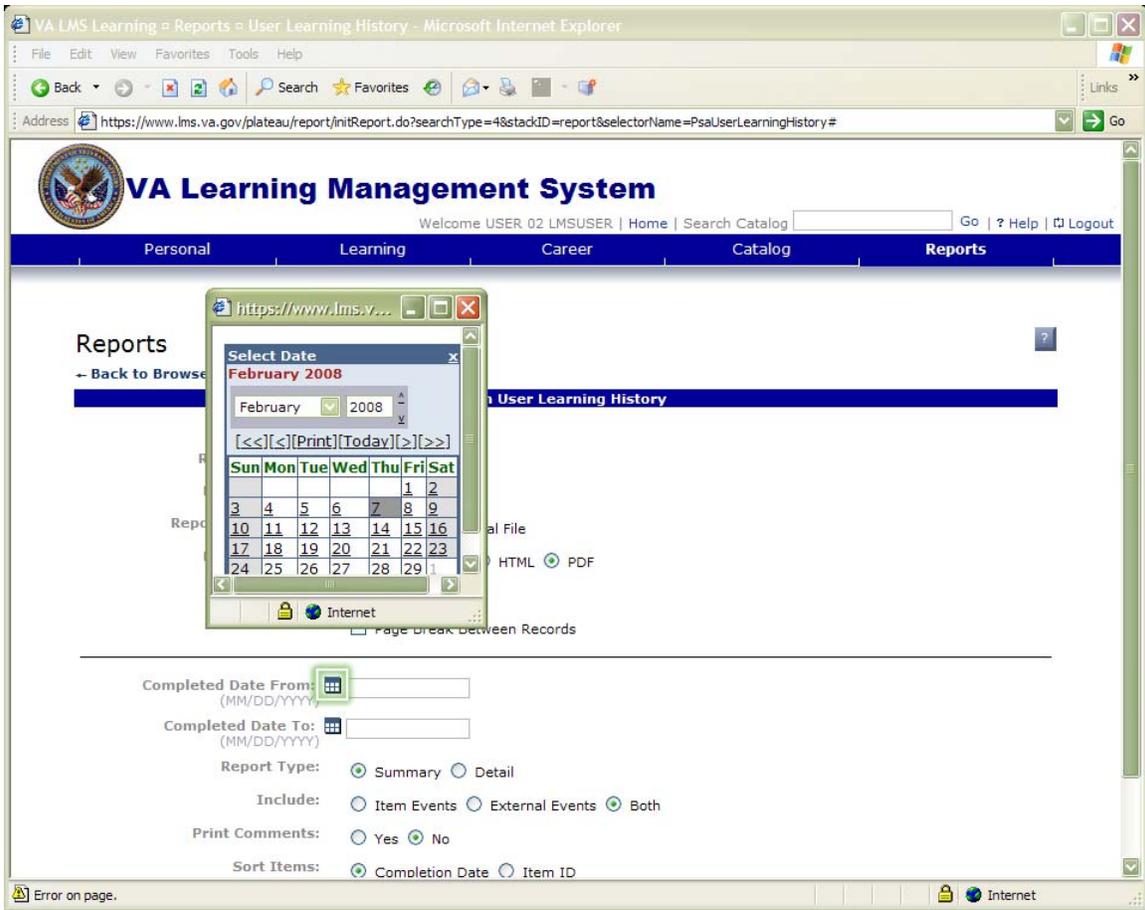
Sort Items:  Completion Date  Item ID

This next screen allows users to customize and specify their desired report layout options.

Mr. LMSUSER types “IDP Planning” in the Report header field.

He decides it would also be good to indicate the year in the Footer field. Here he types in “FY08”.

He leaves the default Browser option selected, but changes the Report format to be PDF for ease in printing the report.



Using the Calendar Picker tool, Mr. LMSUSER sets the Completed Date From field to “September 30, 2006” ...

## Step 4 – Click the Run Report button

The screenshot shows a web browser window displaying the 'Reports' section of the VA LMS Learning system. The page title is 'Reports' and the breadcrumb trail is 'Personal > Learning > Career > Catalog > Reports'. The main heading is 'Run User Learning History'. The form contains the following fields and options:

- Report Title: User Learning His
- Report Header: IDP Planning
- Report Footer: FY08
- Report Destination:  Browser  Local File
- Report Format:  XML  CSV  HTML  PDF
- Mask User IDs
- Page Break Between Records
- Completed Date From: 09/30/2006
- Completed Date To: 09/30/2007
- Report Type:  Summary  Detail
- Include:  Item Events  External Events  Both
- Print Comments:  Yes  No
- Sort Items:  Completion Date  Item ID

A green box highlights the 'Completed Date To' field and the 'Run Report' button. A small 'step 4' icon is also visible near the 'Run Report' button.

...and sets the ending date using the Completed Date To: field by typing “09/30/2007”.

He sets the Report Type to Detail and leaves the default Include setting.

Next, he changes the Print Comments option to Yes.

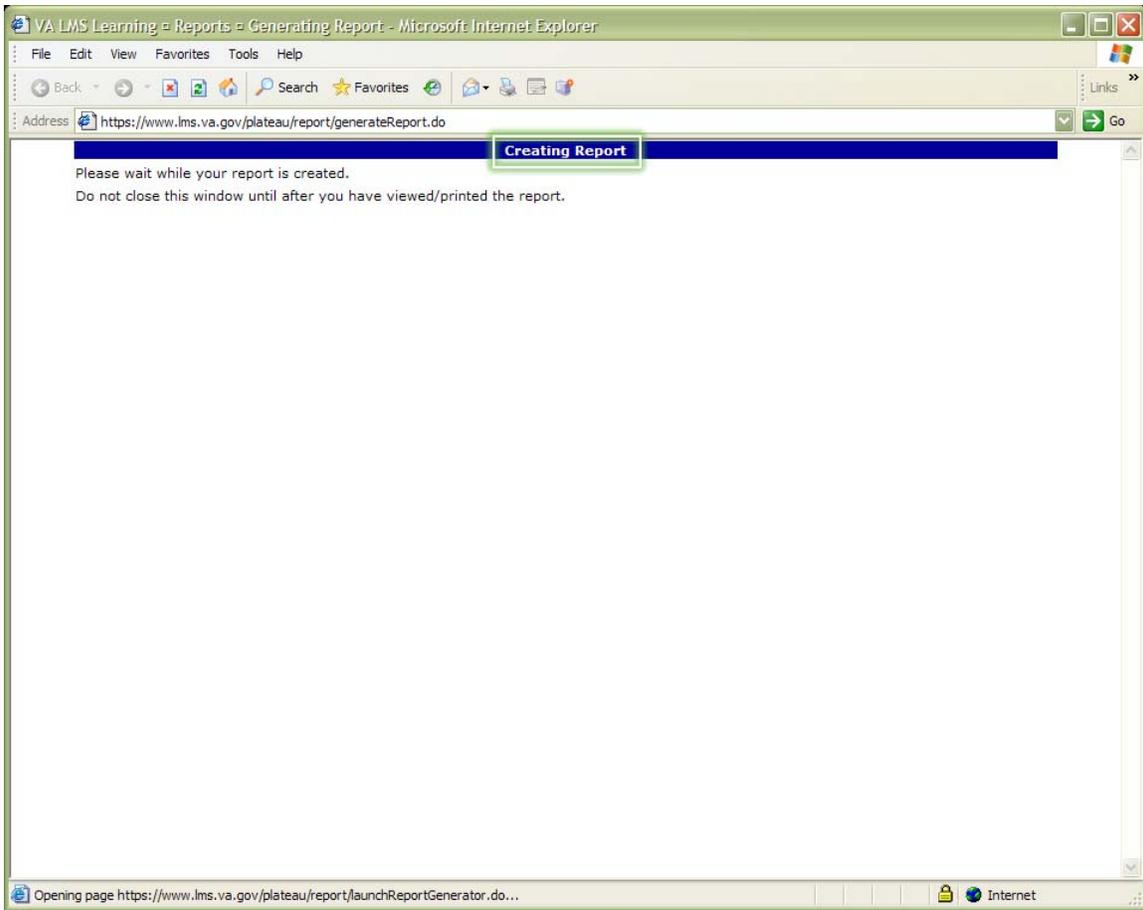
Finally, he leaves the Sort Items option set to sort by Completion Date.



**Note:** When you are ready to run your own training reports, you will choose the criteria you want by selecting the appropriate checkboxes or radio buttons and filling in the desired data fields.

Remember that the On-Screen Help tool is available. By clicking on this tool, you can learn more about the different fields and options to help you determine the correct selections for the report you desire.

When you have selected all the criteria you want for your report, click the Run Report button.



A Creating Report screen briefly appears.

## Step 5 – Print or Save the file as desired

The screenshot shows a web browser window displaying a report titled "User Learning History". The browser's address bar shows the URL: <https://www.lms.va.gov/plateau/report/launchReportGenerator.do>. The report content is as follows:

IDP Planning

User Learning History

User: \*\*\*\*\*

User ID: \*\*\*\*\* User Name: LMSUSER, USER 02

Item ID	Title	Scheduled Offering ID	Completion Date	Grade	Status
VA Awareness2008 (Rev 1 - 8/6/2007 11:00 PM CST)	Cyber Security Awareness 2008		8/6/2007 10:58 AM CST		Complete

Details

Total Hours:	0.00	Instructor:	
Credit Hours:	1.00	Tuition (\$):	0.00
Learning Hours:	1.00	Last Update User:	
Training Non Duty Hours:	0.00	Last Update Time:	8/23/2007 03:37 PM CST
Early Morning Code:		Comments:	

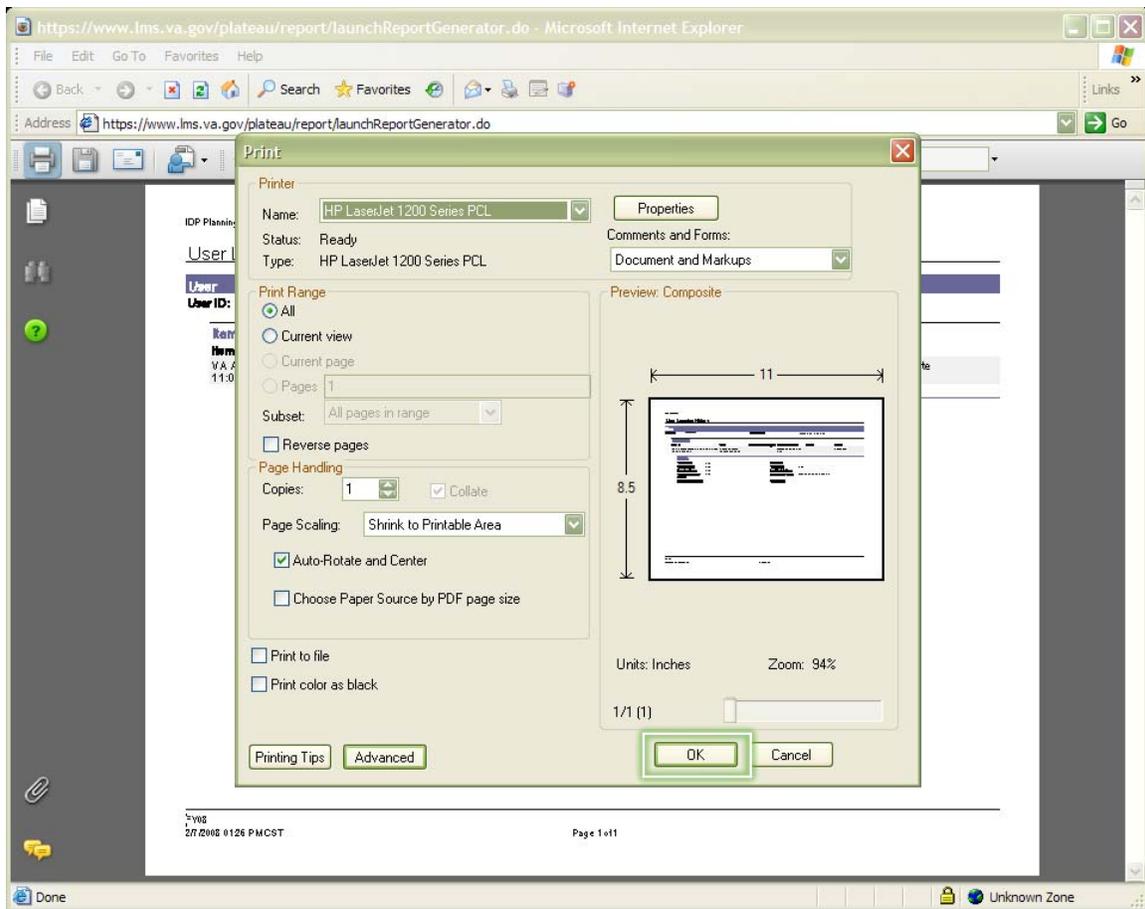
Page 1 of 1

2/7/2008 01:26 PM CST

Next, the report appears with the name of the report in the top left-hand corner.

Depending on the selected format, the report can be printed by clicking File, selecting Print, and clicking the Print or OK button.

To print the report in a PDF format, click the printer icon in the PDF toolbar.



To confirm you want to print the PDF, click the OK button.

## Step 6 – Click Close [X] button to close the report window

The screenshot shows a Microsoft Internet Explorer browser window displaying a report from the VA LMS. The address bar shows the URL: <https://www.lms.va.gov/plateau/report/launchReportGenerator.do>. The report content is as follows:

**User Learning History**

**User:** \*\*\*\*\*  
**User Name:** LMSUSER, USER 02

Item ID	Title	Scheduled Offering ID	Completion Date	Grade	Status
VA Awareness2008 (Rev 1 - 8/6/2007 11:00 PM CST)	Cyber Security Awareness 2008		8/6/2007 10:58 AM CST		Complete

**Details**

<b>Total Hours:</b>	0.00	<b>Instructor:</b>	
<b>Credit Hours:</b>	1.00	<b>Tuition (\$):</b>	0.00
<b>Learning Hours:</b>	1.00	<b>Last Update User:</b>	
<b>Training Non Duty Hours:</b>	0.00	<b>Last Update Time:</b>	8/23/2007 03:37 PM CST
<b>Entry Meaning Code:</b>		<b>Comments:</b>	

Page 1 of 1

Once the report finishes printing, close the window.

## Step 7 – Click the Back to Browse Reports link

The screenshot shows a web browser window with the address bar displaying the URL: <https://www.lms.va.gov/plateau/report/initReport.do?searchType=4&stackID=report&selectorName=PsaUserLearningHistory#>. The page has a navigation menu with tabs for Personal, Learning, Career, Catalog, and Reports. The Reports tab is active. The main content area is titled 'Reports' and includes a 'step 7' indicator. A green box highlights the link '-- Back to Browse Reports'. Below this is a section titled 'Run User Learning History' with the following form fields:

- Report Title:
- Report Header:
- Report Footer:
- Report Destination:  Browser  Local File
- Report Format:  XML  CSV  HTML  PDF
- Mask User IDs
- Page Break Between Records

---

Completed Date From:  (MM/DD/YYYY)

Completed Date To:  (MM/DD/YYYY)

Report Type:  Summary  Detail

Include:  Item Events  External Events  Both

Print Comments:  Yes  No

Sort Items:  Completion Date  Item ID

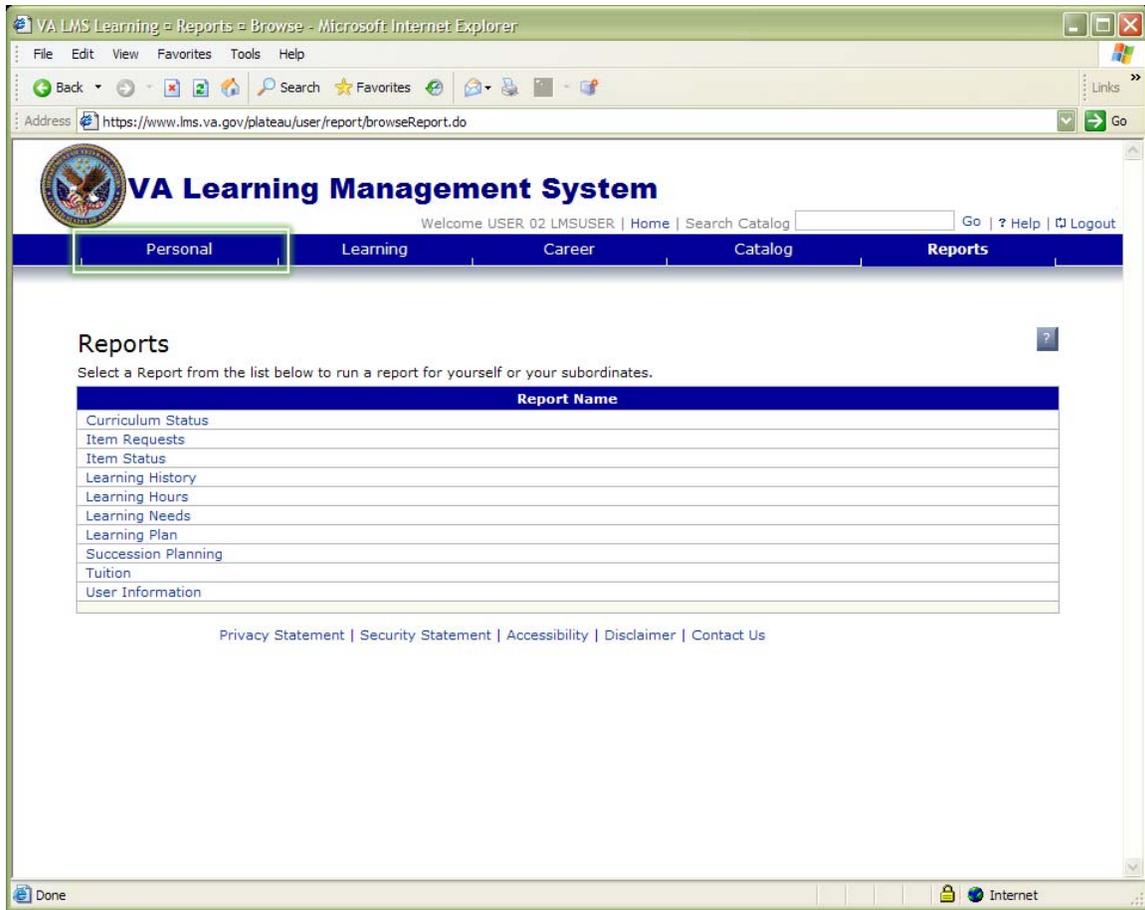
Buttons:

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

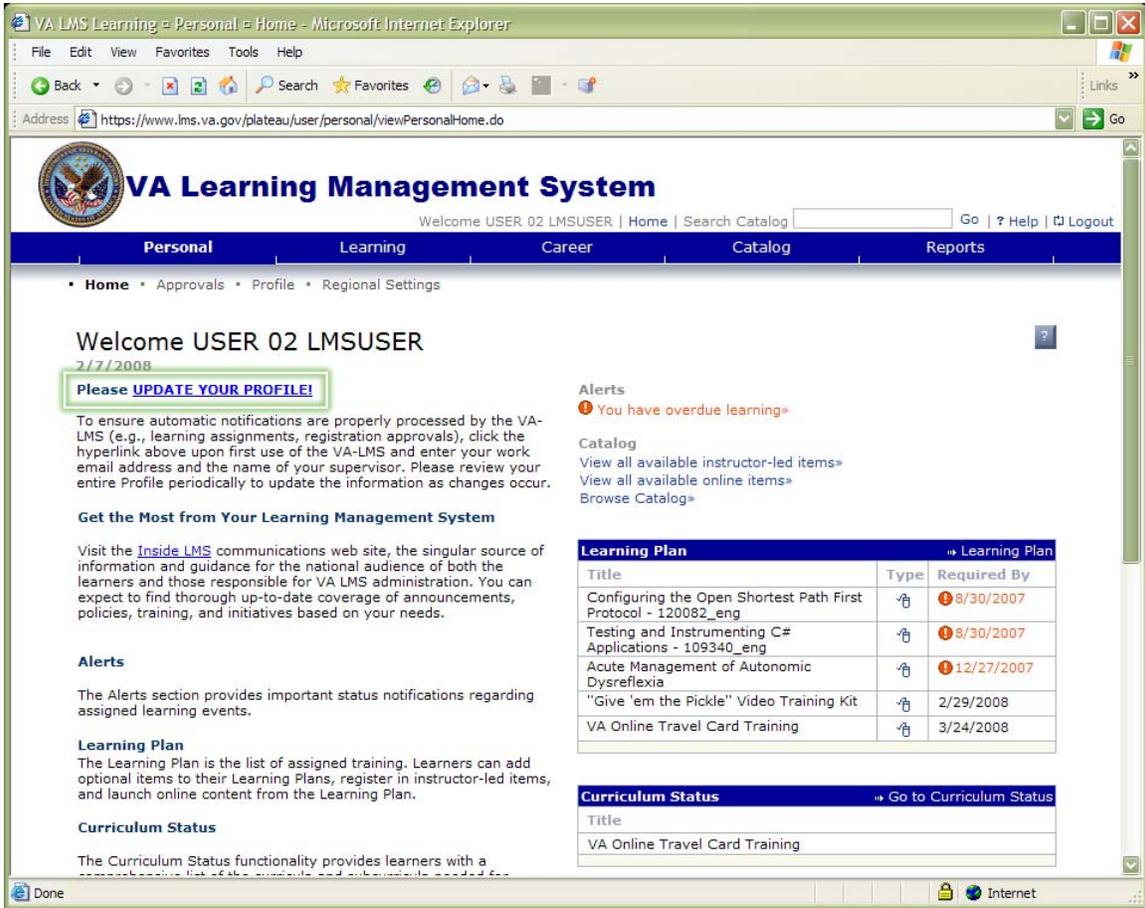


The VA LMS window still shows the Run User Reports screen. To clear the settings for this report, click the Reset button.

To return to the Reports menu and select another report, select the Back to Browse Reports link located just below the Reports title.



To return to the VA LMS homepage, select the Personal link in the blue Main Menu.



The VA LMS provides users with a variety of tools and resources to manage their personal VA LMS user account and records.

Whether updating your profile, printing completion certificates or obtaining reports for your own records or for sharing with others, the VA LMS is a helpful way to manage your training needs and training records online.

So why wait? Go ahead and get started by updating your user profile today!

This completes the process.

## Managing My Personal Account Step by Step Guide

### **Task 1 – Updating Personal Profile Information**

1. Click the Update Your Profile! link
2. Click the Change... link to update your supervisor information
3. Enter Supervisor's Name and click the Search button
4. Click the Select button
5. Enter Email Address
6. Click the Submit button to save updates
7. Click the Close button

### **Task 2 - Viewing the Learning History**

1. Click the Learning link
2. Click the Learning History Sub-Menu link
3. Click item title to view History Details
4. Click item title on History Details screen to view Item Details
5. Click Back link to go back to History Details screen
6. Click Back link to go back to Learning History screen

### **Task 3 - Revisiting Course Content(s) after Completion**

1. Click the Learning link in the Main Menu
2. Click the Learning History Sub-Menu link
3. Click the Review Content button (if available)
4. Click on the link for the content you wish to review
5. Click Close [X] button to close content window
6. Click Return to Content Structure button
7. Click the Learning History Sub-Menu link to return to the Learning History screen

### **Task 4 - Printing Completion Certificates**

1. Click the Learning link in the Main Menu
2. Click the Learning History Sub-Menu link
3. Click Print Completion Certificate button
4. Click the Printer icon in the certificate window to print
5. Click the OK button in the Print window
6. Click the Close [X] button to close the certificate window

### **Task 5 - Personal Training Reports**

1. Click the Reports link in the Main Menu
2. Click the desired report link
3. Enter desired report settings

4. Click the Run Report button
5. Print or Save the file as desired
6. Click Close [X] button to close the report window
7. Click the Back to Browse Reports link

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/003-  
ManageYourPersonalAccount/ManageYourPersonalAccount.htm](http://www.insidelms.va.gov/wbt/003-ManageYourPersonalAccount/ManageYourPersonalAccount.htm)
- To access additional VA LMS training resources, please visit [http://www.insidelms.va.gov/userRoles/vaLMS-user-notebook/vaLMS-notebook-  
user.shtm](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](mailto:VALU_LMSTrainingGroup@va.gov).  
(VALU\_LMSTrainingGroup@va.gov)