



Updating Personal Profile Information

Objectives

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

- Add your email address and direct supervisor to your VA LMS user profile
- Access and view your learning history in the VA LMS

[Click here to view online tutorial](#)

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Updating Personal Profile Information

Step 1 – Click the Update Your Profile! link

The screenshot shows the VA Learning Management System homepage. At the top, there is a navigation bar with links for Personal, Learning, Career, Catalog, Reports, and My Employees. Below this, a welcome message for 'USER 02 LMSUSER' is displayed, dated 2/7/2008. A green box highlights the 'UPDATE YOUR PROFILE!' link. To the right, there are sections for Alerts, Catalog, Learning Plan, and Curriculum Status. The Learning Plan table lists several items with their 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

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

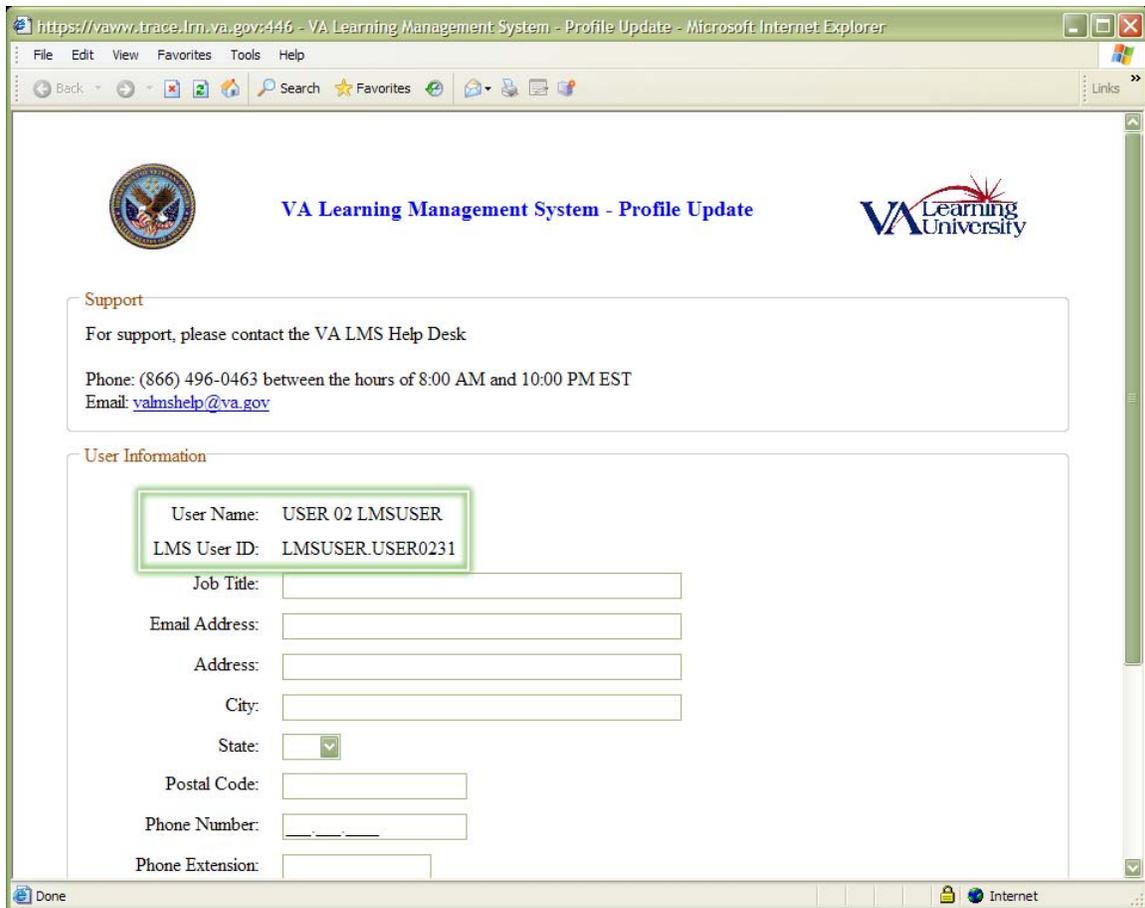
As a user, you are responsible for ensuring your profile information is accurate and complete. Specific fields, such as Supervisor information and your email address, must be manually entered and maintained.

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

Email: 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...](#)

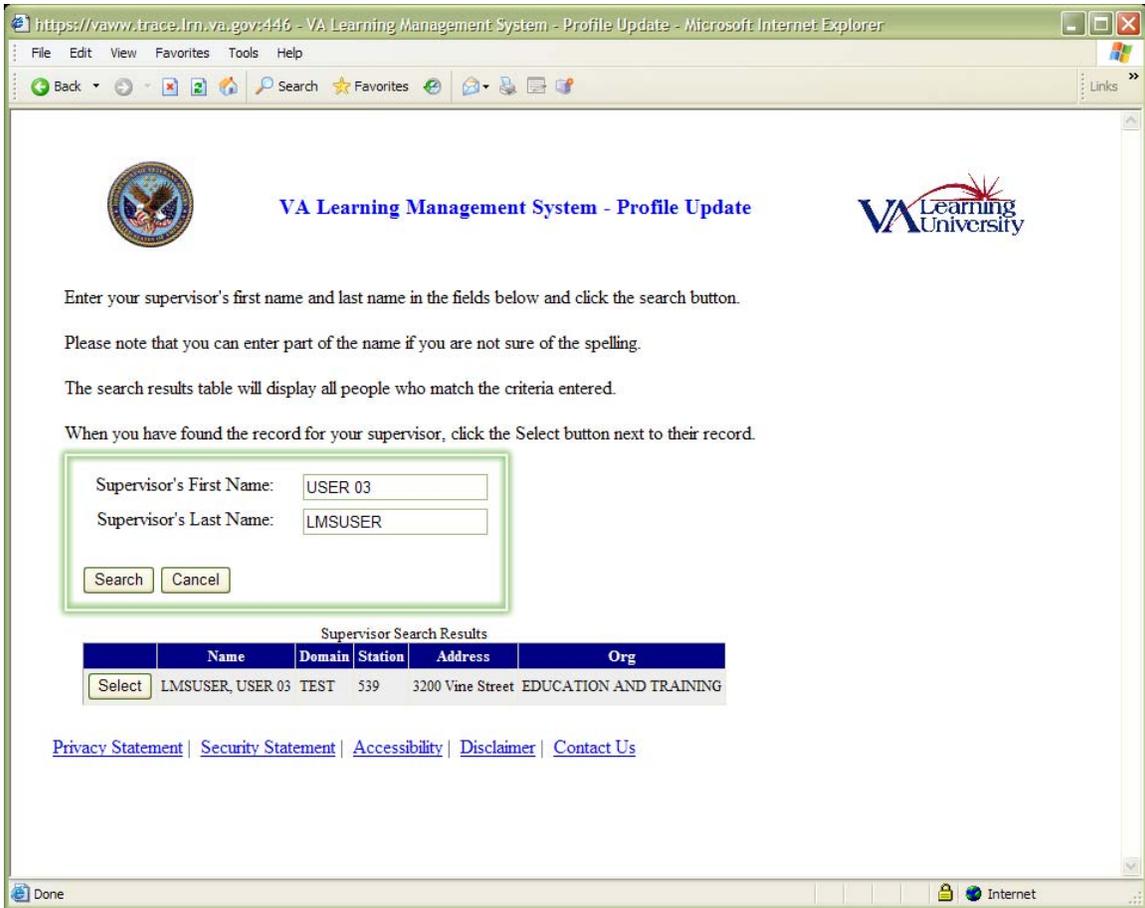
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... is the Supervisor field.

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.



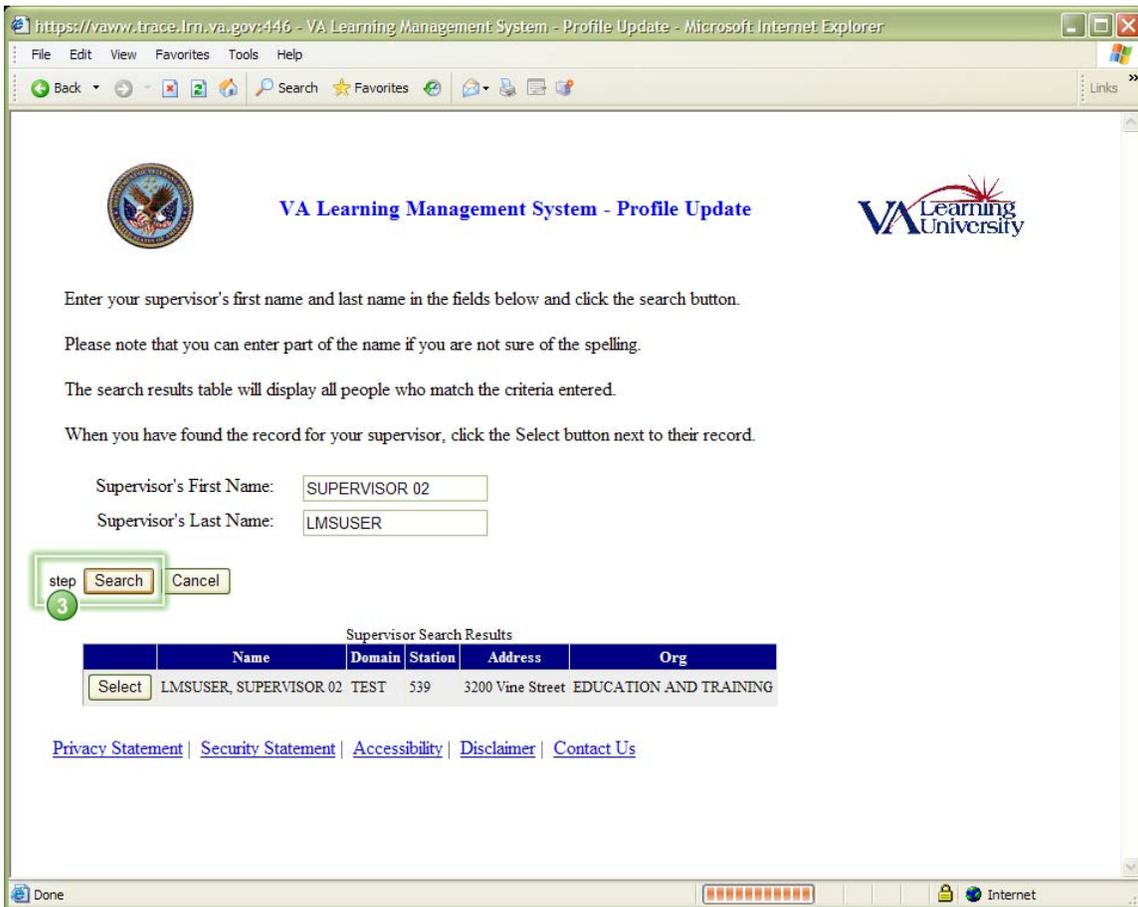
The Select Your Supervisor screen appears.

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



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

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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:

Supervisor Search Results

	Name	Domain	Station	Address	Org
step 4 <input type="button" value="Select"/>	LMSUSER, SUPERVISOR 02	TEST	539	3200 Vine Street	EDUCATION AND TRAINING

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Done Internet

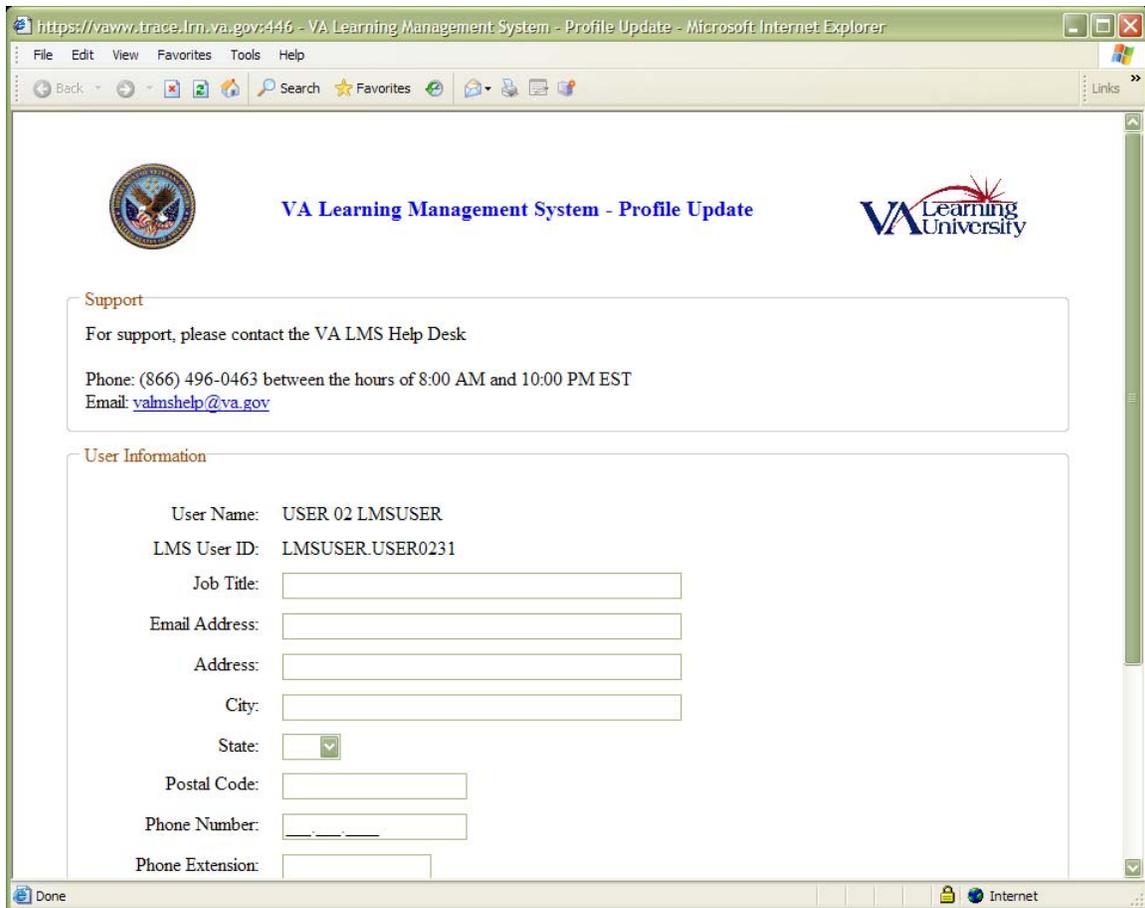


Note: If you don't know the exact spelling or full name of your supervisor, at least enter a partial name and click Search.

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 ...

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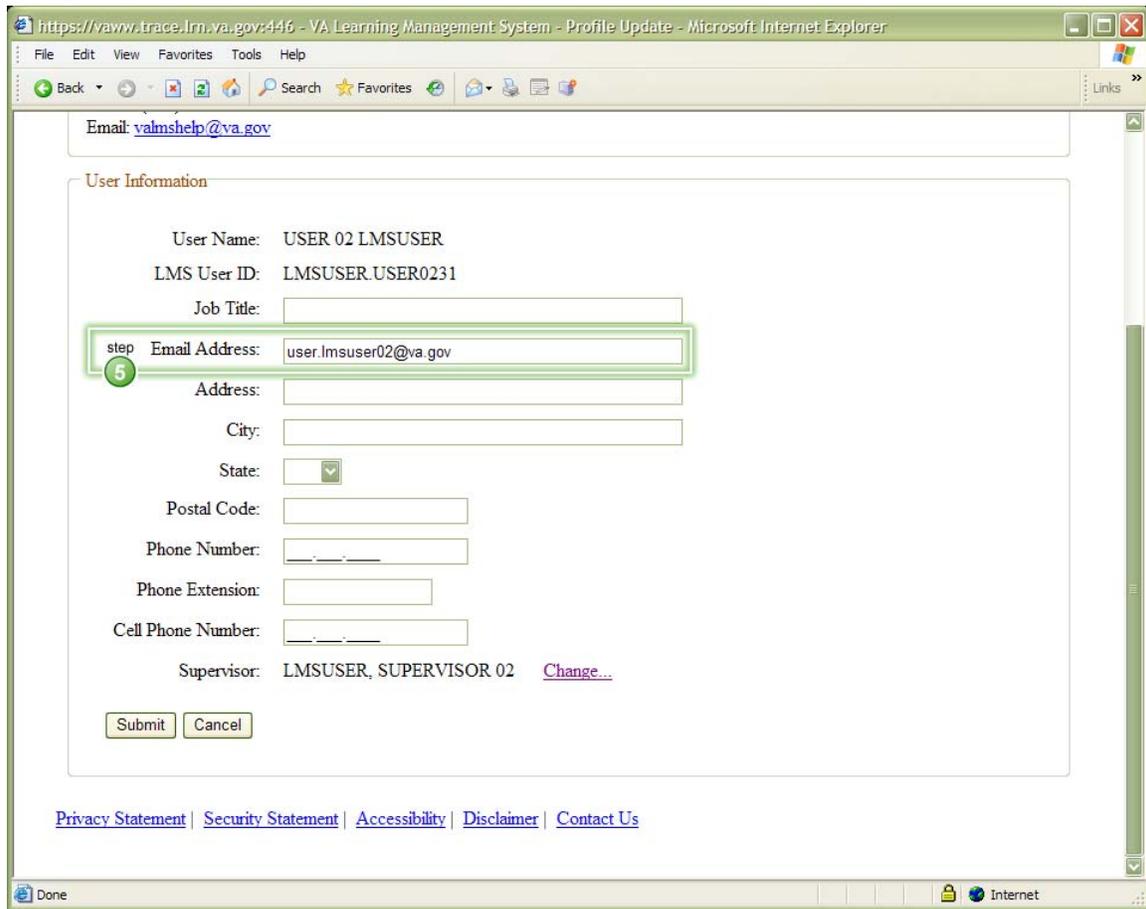
User Information

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



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File Edit View Favorites Tools Help

Back Search Favorites

Email: 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

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Email: valmshelp@va.gov

User Information

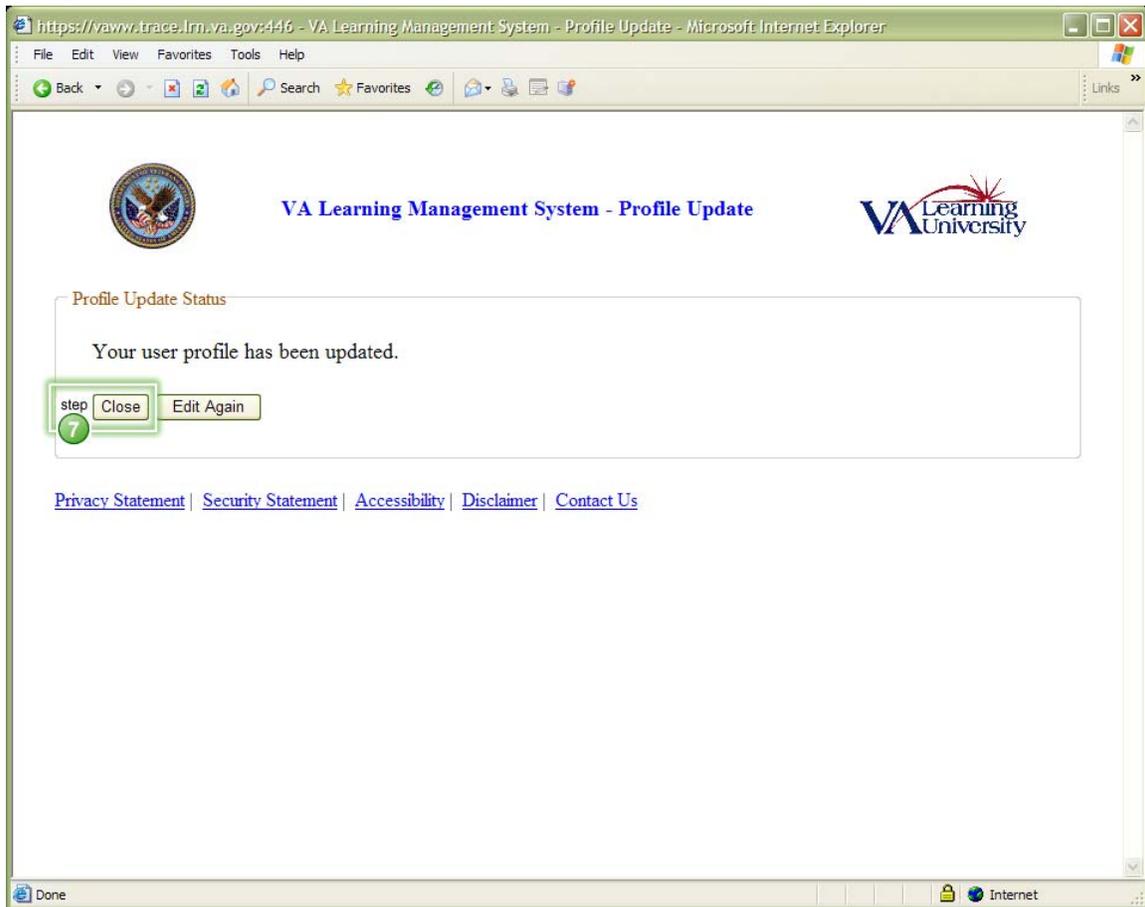
User Name: USER 02 LMSUSER
LMS User ID: LMSUSER.USER0231
Job Title:
Email Address:
Address:
City:
State:
Postal Code:
Phone Number:
Phone Extension:
Cell Phone Number:
Supervisor: LMSUSER, SUPERVISOR 02 [Change...](#)

step 6

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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.

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

File Edit View Favorites Tools Help

Back Search Favorites

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
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

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

This completes the task.

Updating Personal Profile Information Step by Step Guide

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

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/ProfileUpdate.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)