



VA LMS End User Basic Training

Live Meeting Session Handout

Intro



Welcome

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VANTS: 1-800-767-1750 Access 87044#
This is a secured call - the VANTS operator will mute all lines.

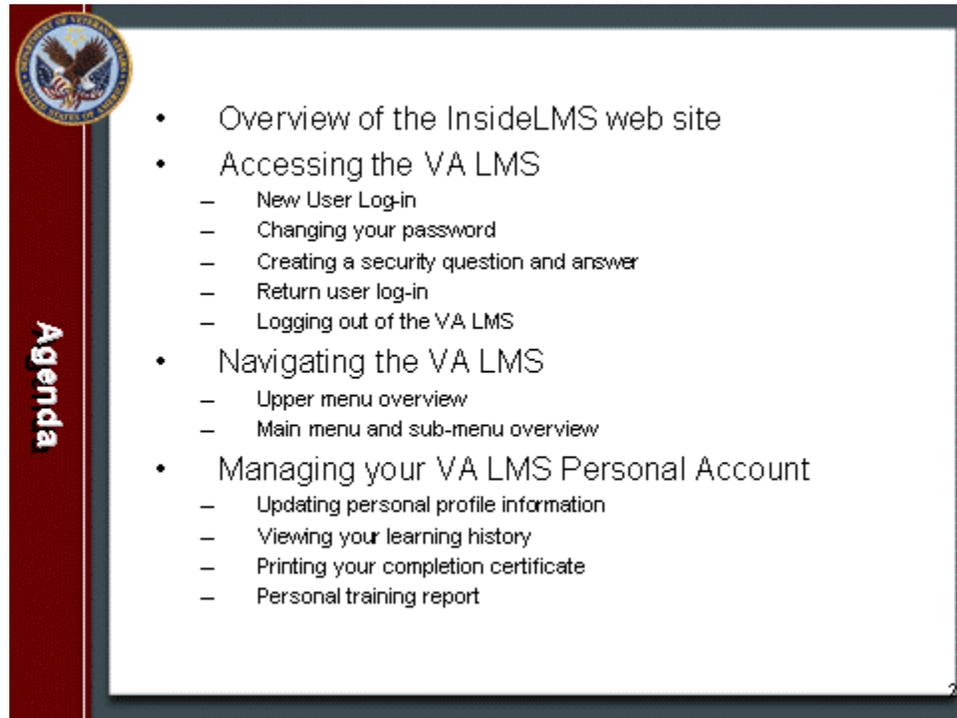
Use Meeting: Use the F5 key to toggle between full screen and console view.

This VA LMS End User Basic Training session will begin promptly at:
each Tuesday at 12:00pm and 3:00pm Eastern
each Friday at 12:30pm and 3:00pm Eastern

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Welcome everyone, thank you for joining us today. This is the End User Basic Training for the VA Learning Management System, or "VA LMS."

Agenda



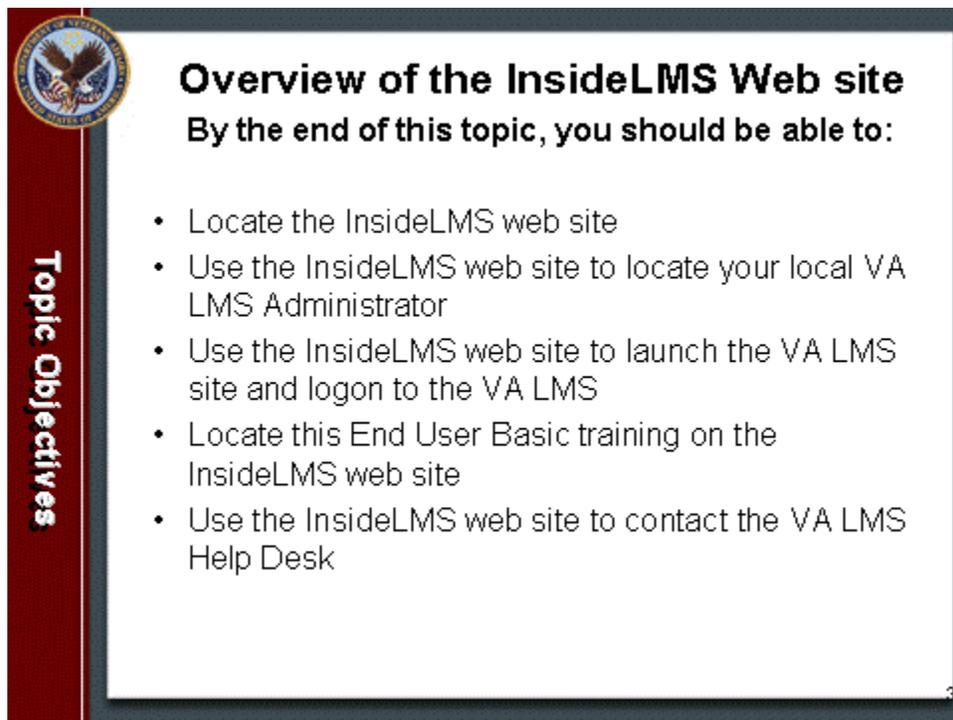
- Overview of the InsideLMS web site
- Accessing the VA LMS
 - New User Log-in
 - Changing your password
 - Creating a security question and answer
 - Return user log-in
 - Logging out of the VA LMS
- Navigating the VA LMS
 - Upper menu overview
 - Main menu and sub-menu overview
- Managing your VA LMS Personal Account
 - Updating personal profile information
 - Viewing your learning history
 - Printing your completion certificate
 - Personal training report

This agenda provides an outline of the topics I'd like to cover today. You can see that we will start off with a tour of the InsideLMS web site highlights. Then we'll move to the topic of Accessing the VA LMS. This will provide you with information on logging into the VA LMS, changing your password and so on. At that point, we'll move the focus to a tour of the navigation features within the VA LMS; hopefully providing you with information on moving through and locating resources and functionality within the VA LMS. And then finally, we'll discuss managing your VA LMS personal account. This will provide you with the information you need to update your personal profile, view your learning history, and print a completion certificate. We will also quickly discuss viewing your learning plan and some key information on completing the VA Privacy Awareness Training.

As you can see, this training session is intended to ensure that all VA LMS end users can logon to the VA LMS, change their password, navigate to or find the

various resources and functionality within the VA LMS, update their personal profile information, view their learning history, print a completion certificate, and view or print a personal training report.

InsideLMS Objectives



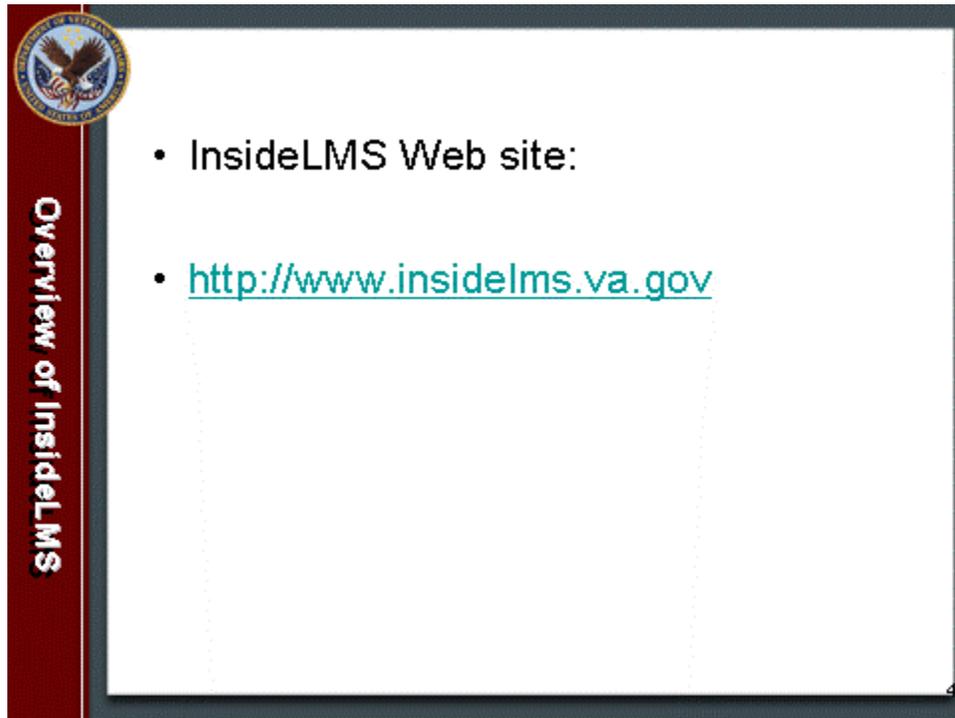
The slide features a dark red vertical bar on the left side with the text "Topic Objectives" written vertically in white. At the top left of the slide is the VA Department of Veterans Affairs seal. The main content area is white with a dark border. The title "Overview of the InsideLMS Web site" is in bold black text. Below the title, the text "By the end of this topic, you should be able to:" is followed by a bulleted list of six objectives.

Overview of the InsideLMS Web site
By the end of this topic, you should be able to:

- Locate the InsideLMS web site
- Use the InsideLMS web site to locate your local VA LMS Administrator
- Use the InsideLMS web site to launch the VA LMS site and logon to the VA LMS
- Locate this End User Basic training on the InsideLMS web site
- Use the InsideLMS web site to contact the VA LMS Help Desk

We'll begin with a tour of the InsideLMS web site. During this tour, I'll be highlighting some helpful resources so that by the end of this training session you'll be able to locate and use those resources.

Overview of the InsideLMS web site



The first thing I'm going to do is navigate to the InsideLMS web site by opening a browser window and typing in the InsideLMS URL or Uniform Resource Locator which is: <http://www.insidelms.va.gov/>

The InsideLMS web site is your one stop shop for everything related to the VA LMS. It is here that you will find the latest VA LMS news, communications, fact sheets, policies, training, a resource to help you locate your local VA LMS Administrator, and a link to login to the VA LMS.

Once you navigate to the InsideLMS Home page, I highly recommend that you move up here to the Favorites menu and click on "Add to Favorites. . ." That will bring up a dialogue box which will let you change the name of the favorite if you like. Otherwise just click OK and the InsideLMS web site will be added to your Internet Favorites list and you will now be able to quickly navigate to this site and access the resources available here.

Today, I'm going to highlight just a few of those resources that you as a VA LMS end user may find very helpful.

The first resource I'll show you today is the link which will launch the VA LMS and allow you to login to the VA LMS. If you look up here on the upper right, just under the red, Inside LMS banner, you'll see the link "Login to VA LMS". It is in bold, red text which hopefully will make it easy for you to locate.

The next resource available to you will allow you to locate your local VA LMS Administrator. You'll find this resource in the upper left on the gray navigation bar, the third item down, "Who's My Local Admin?"

If we click that link, we will navigate to the Local Administrators List page of this web site. Let's say that I'm an end user in the Cleveland VAMC.

Let's see if we can find my local VA LMS Admin. We'll come down here under "Contacts on this page:" and click on the link, "VA Medical Center (VAMC) or Veterans Integrated Services Network (VISN) Contacts."

This will take us to a link which will allow us to lookup our local VAMC or VISN LMS Admin or POC.

Once we click on that link, we'll be asked if we want to open or save this file. So you can see that this link launches an Excel spreadsheet.

I'm going to click on open, to open the spreadsheet.

We said that we are looking up the Admin for the Cleveland VAMC.

That is in Ohio, so let's scroll over to the right.

Now that we see the column for State, we can scroll down to OH for Ohio.

And here is the entry for Cleveland, Ohio, or the Louis Stokes VA Medical Center.

So let's close this spreadsheet now and return to the InsideLMS web site.

Let's click on the "To the Top" link to return to the top of this InsideLMS page.

As you can see, another great resource on this web site is located here on the right.

This provides a direct link to the VA LMS Help Desk (via email). If we click this link, it will open your email application and fill in the “to” field and also the “Subject” line.

Then just click in the free text area and type a description of your problem, click send and off it goes.

You should hear back from the VA LMS Help Desk within 24 hours.

This area also provides some general information such as the VA LMS Help Desk telephone number, email address, and hours of operation.

Now, the last resource we’ll look at today on the InsideLMS site is some of the training available to you, an end user. To review that training, you’ll want to move to the Users Page on the InsideLMS site. If you look here on the left navigation bar, you’ll see a link to the Users Page. Once we click that link and navigate to the Users page, we’ll scroll down a bit to view the training available. You’ll see that you have four topics to choose from:

Accessing the VA LMS

Navigating the VA LMS

Managing Your VA LMS Personal Account

Managing Your VA LMS Learning Plan

These training topics are available in three formats, a web based training tutorial with audio, graphics, and text, a printable, text-based reference guide, and a printable job aid with just the step-by-step instructions to walk you through completing those VA LMS tasks.

One topic that is very important, which would be wise to go through both the tutorial and print out the reference guide is Managing your VA LMS Learning Plan. We won’t have time today to go through this topic, but I highly suggest that you come back to this site and take this training on your own.

If you continue to scroll down, you’ll find other VA LMS end user resources such as other training and quick reference guides.



Session Objectives

Accessing the VA LMS

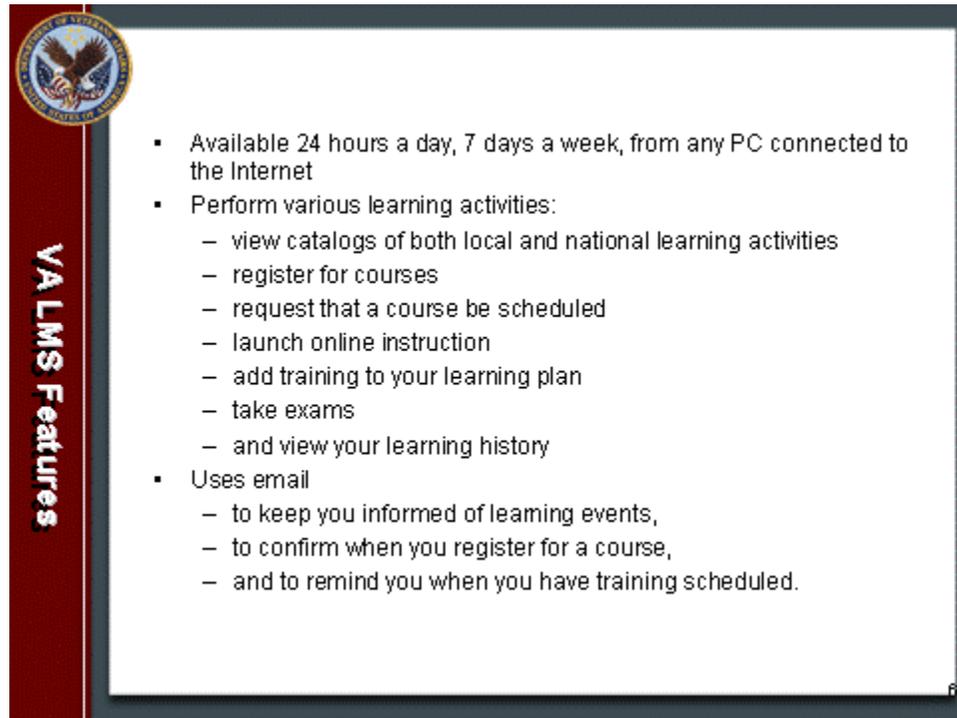
By the end of this topic, you should be able to:

- 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
- Logout of the VA LMS

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In this topic, accessing the VA LMS, I'd like to walk you through some critical tasks that you'll be performing in order to use the VA LMS and the learning resources available there. These tasks will include logging on to the VA LMS, changing the default password, creating your security question and answer and logging out of the VA LMS.

VA LMS Features

A presentation slide titled "VA LMS Features". On the left side, there is a vertical red bar with the text "VA LMS Features" written vertically in white. Above this bar is the official seal of the Department of Veterans Affairs, featuring an eagle with wings spread, perched on a shield, with the words "DEPARTMENT OF VETERANS AFFAIRS" around it. The main content of the slide is a bulleted list of features:

- Available 24 hours a day, 7 days a week, from any PC connected to the Internet
- Perform various learning activities:
 - 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
- 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.

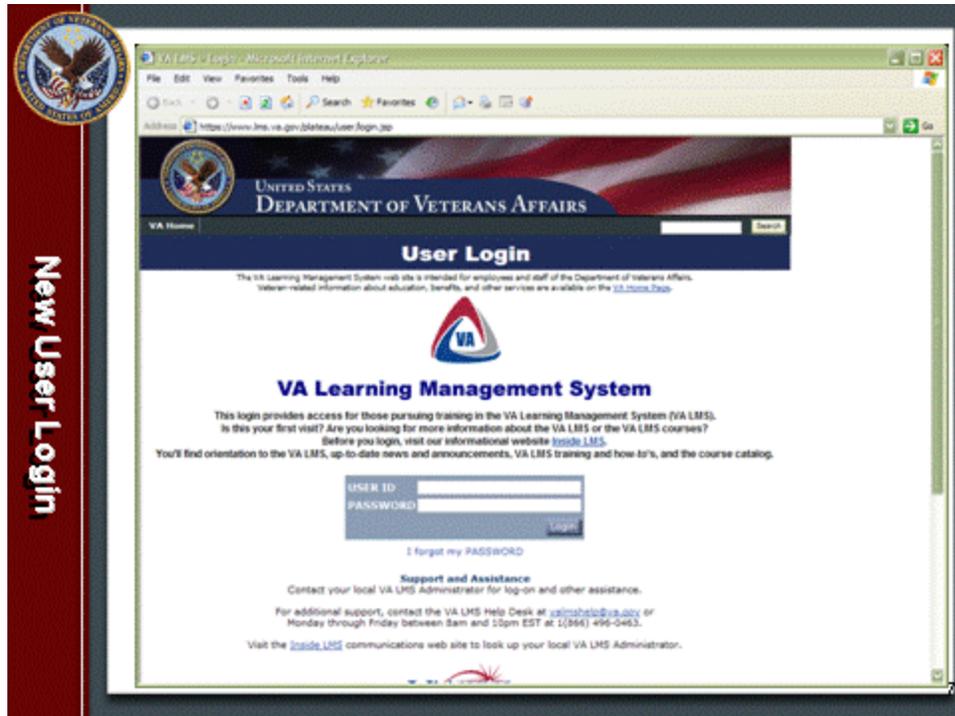
The VA LMS is now the one place to go for all your VA learning needs. It's available twenty-four hours a day, seven days a week, and you can access the VA LMS from any computer that has an Internet connection.

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.

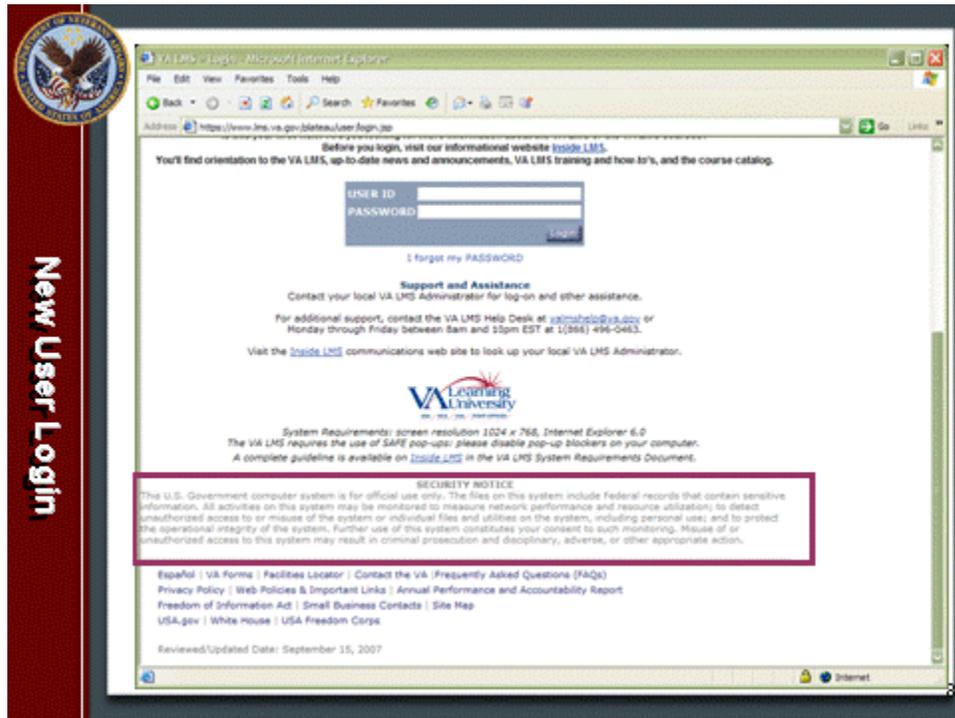
New User Login



There are several ways to navigate to the VA 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.

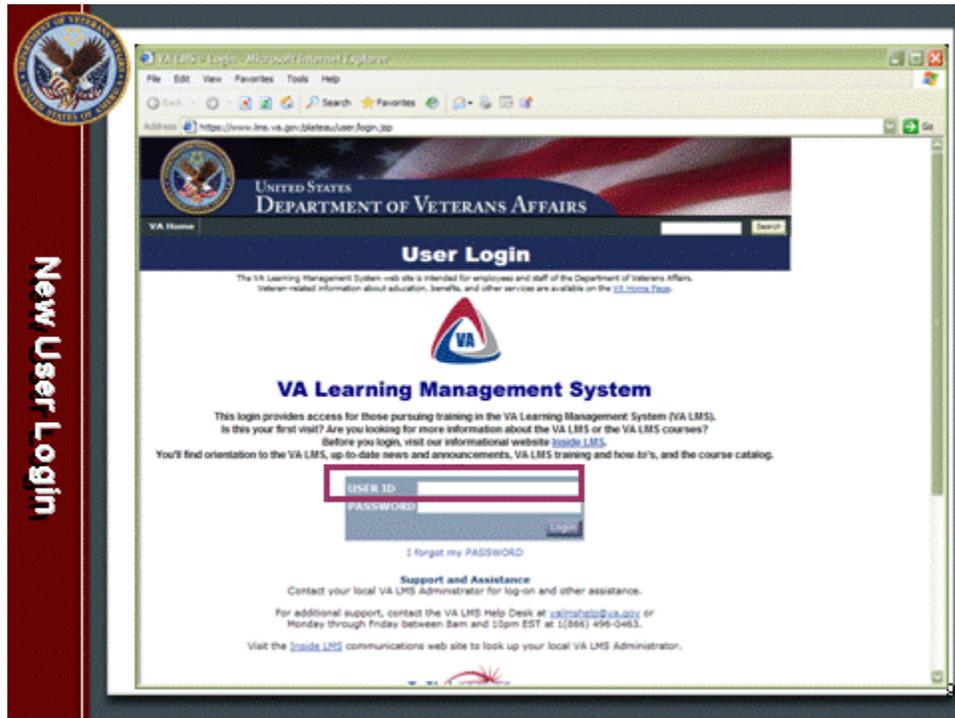
However you normally navigate to it, we will begin this training topic at the VA LMS Login Page.

New User Login



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



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.

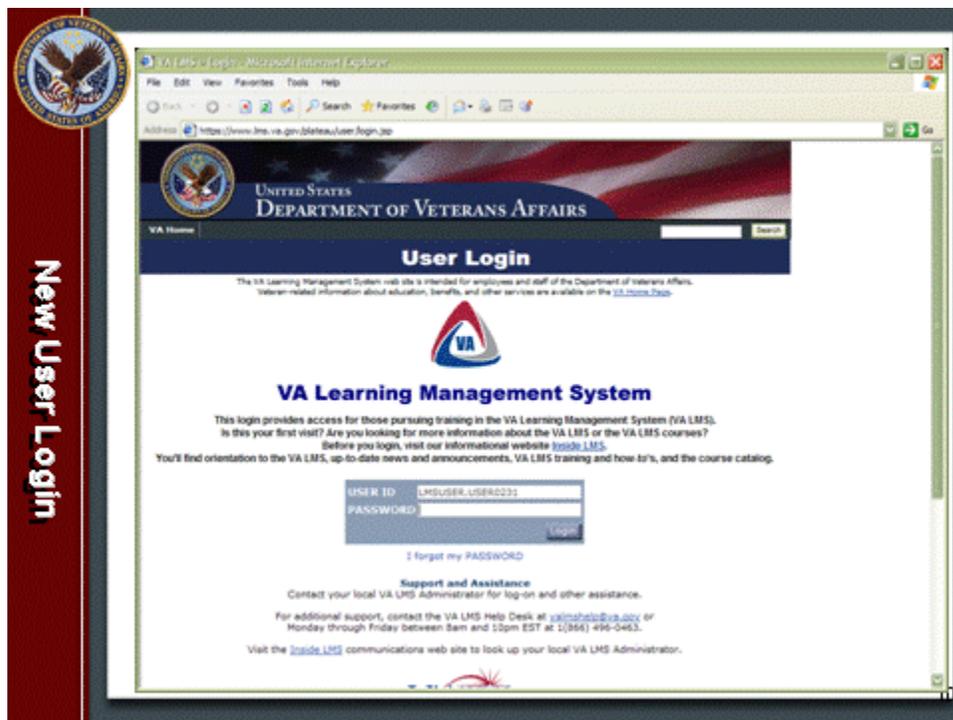
The “m-m” represents the two digits of your birth month and the “d-d” represents the two digits of your birth date.

All letters in your user ID are uppercase—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 uppercase and which are lower case.

Also remember that spaces, hyphens, and apostrophes are not permitted in the User ID.

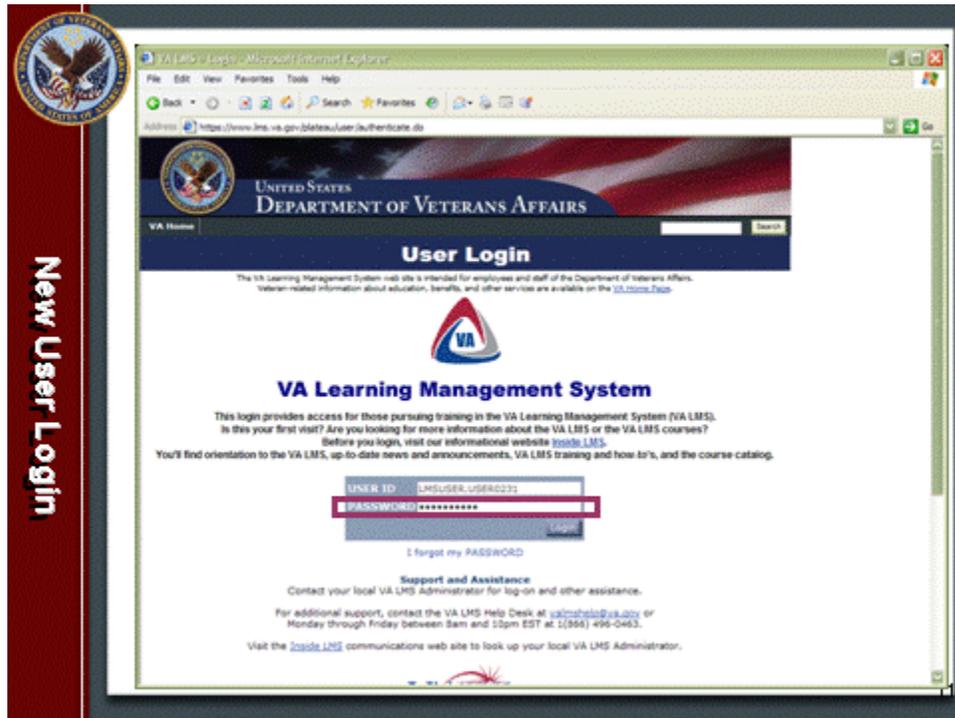
To help demonstrate steps in this tutorial, we'll use the identity of a generic person named User Lmsuser. Mr. Lmsuser's birthday is February 31st, a false date invented for security reasons. Numerically, his birthday can be written as 0231.

New User Login



Remember that as a VA LMS end user, when you log on to the VA LMS for the first time, you have been given a temporary password by your local VA LMS administrator. This temporary password is the same for everyone. It's Password#1, that's password, with a capital P, all other letters are lowercase, - number sign-and the numeral one.

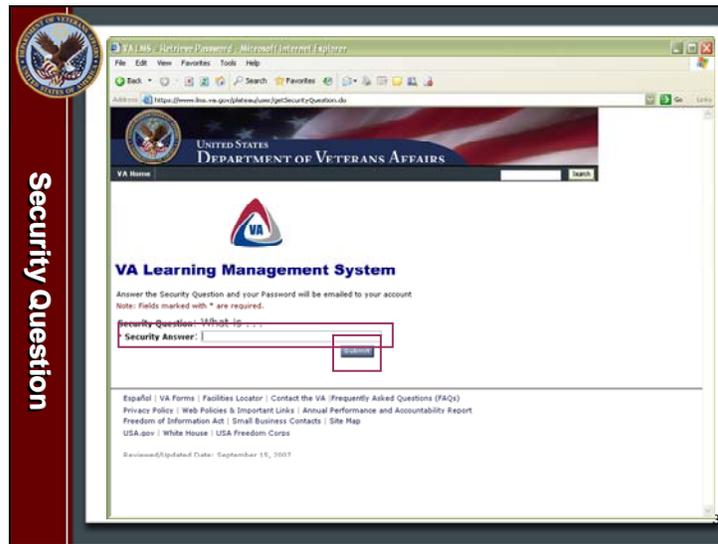
New User Login



Therefore, in the text field labeled "Password" I've typed, password, with a capital P, -number sign-one. Just like the user ID, the VA LMS password is also case sensitive: "P" is the only uppercase letter in this temporary password. The VA LMS won't recognize incorrectly typed passwords.

NOTE: The VA LMS will lock you out after five attempts to enter your password correctly. So, if you incorrectly enter your password five times – you will be locked out of the system. If you find that you are locked out, you will need to contact your Local VA LMS Administrator to reset your password. (Remember the "Who's My Local Admin?" link – InsideLMS) If your local admin is unavailable, you could contact the VA LMS Help Desk to get your password reset. (Remember the VA LMS Help Desk Contact info on www.INSIDE_LMS.va.gov)

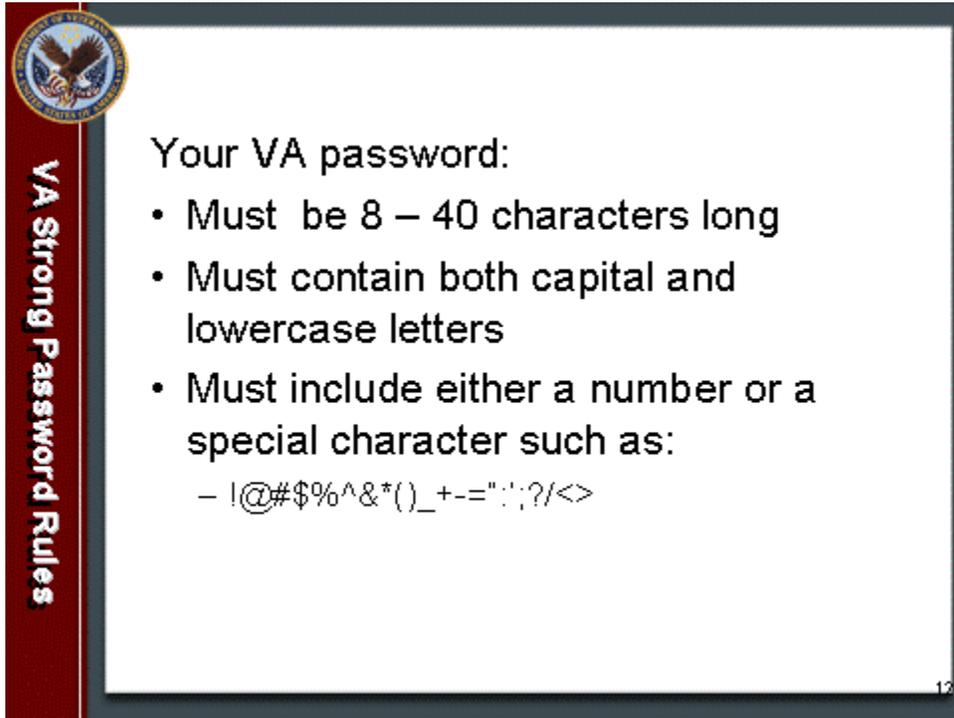
Security Question and Answer



The image shows a screenshot of a web browser window displaying the VA Learning Management System (LMS) Security Question and Answer page. The browser is Microsoft Internet Explorer. The page header includes the United States Department of Veterans Affairs logo and the text "VA Learning Management System". Below the header, there is a note: "Answer the Security Question and your Password will be emailed to your account. Note: Fields marked with * are required." The form contains two input fields: "Security Question: What is..." and "Security Answer:". A "Submit" button is located below the "Security Answer" field. At the bottom of the page, there are links for "Español", "VA Forms", "Facilities Locator", "Contact the VA", "Frequently Asked Questions (FAQs)", "Privacy Policy", "Web Policies & Important Links", "Annual Performance and Accountability Report", "Freedom of Information Act", "Small Business Contacts", "Site Map", "USA.gov", "White House", and "USA Freedom Corps". The page is dated "September 15, 2007".

You will be presented with your VA LMS Security question, type in your answer, click the Submit button, and your password will be reset to a temporary password and then sent to the email address listed in your VA LMS User Profile. Once you receive that temporary password, you will be able to login and change it to your own secure password.

VA Strong Password Rules

A presentation slide titled "VA Strong Password Rules". On the left side, there is a vertical red bar with the text "VA Strong Password Rules" written vertically in white. Above this bar is the official seal of the Department of Veterans Affairs, featuring an eagle with wings spread, holding an olive branch and arrows, with a shield on its chest. The slide's main content area is white with a dark border. It contains the heading "Your VA password:" followed by a bulleted list of three requirements. The third requirement includes a list of special characters: "– |@#\$\$%^&*()_+ -= ' : ; ? / < >". A small number "12" is visible in the bottom right corner of the slide.

VA Strong Password Rules

Your VA password:

- Must be 8 – 40 characters long
- Must contain both capital and lowercase letters
- Must include either a number or a special character such as:
 - |@#\$\$%^&*()_+ -= ' : ; ? / < >

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Passwords have been an issue, so let's talk about them a bit more. Your new password must meet VA "strong password" rules. Strong password is a computer industry term used to describe a password which due to its length, complexity, and randomness is, or would be difficult to breach.

The VA strong password rules are:

The password must be 8-40 characters long,

Must contain both capital and lower case letters,

and it must include either a number or a special character such as:

!@#\$\$%^&*()_+ -= ' : ; ? / > < , .

The password cannot contain your User ID, your first name, or your last name.

VA Strong Password



Strong Passwords

- Default password – Password#1
- Tibswutws3@
- Mnemonic password: The first letter of each word in a song lyric, phrase, etc.
- Remember the rule – a minimum of 8 characters
- Add on a numeric or special character

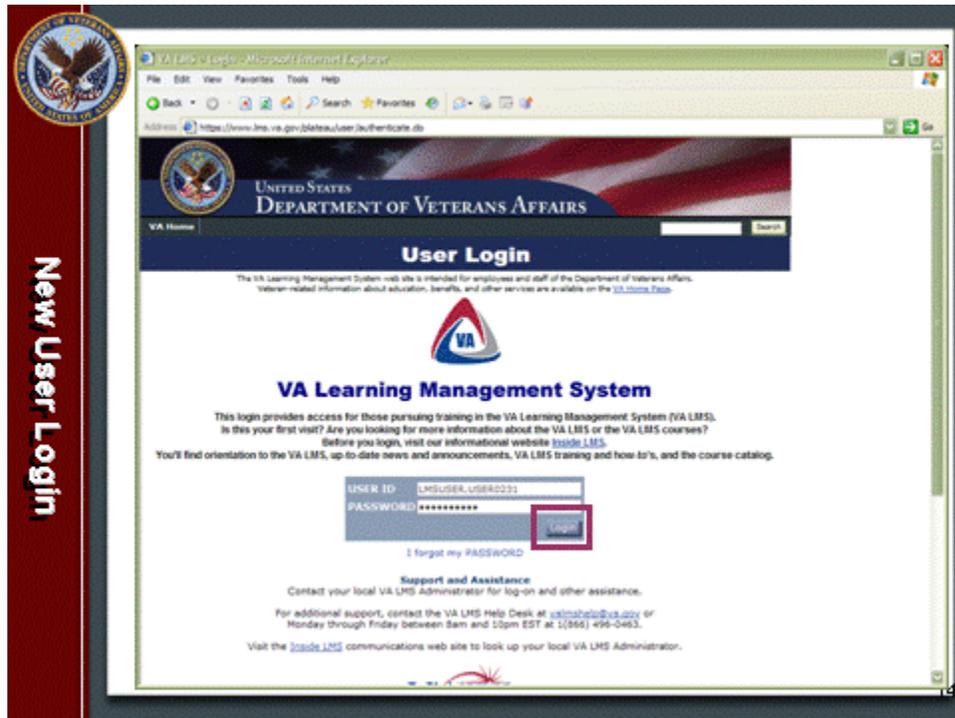
13

So, if we look at the default password, Password#1 we see that it is a strong password in that it contains both capital and lower case letters, capital P the rest is lowercase, and it includes either a number or a special character, in this case both in that it contains the number sign and the numeral 1.

Here is another example of a strong password: Tibswutws3@ (capital T - ibswutws3@). Here's how I came up with this example, I used a memory technique called a mnemonic, this is an example of a mnemonic password. It's just the first letter of each word in a phrase, in this case, a children's nursery rhyme or song, (The Itsy-Bitsy Spider Went Up The Water Spout) I've added a three, and an at sign to comply with the strong password rules. I always add the same number and special character so that I never have to guess which number or which special character I used. Perhaps you could use a phrase or song lyric which is meaningful to you.

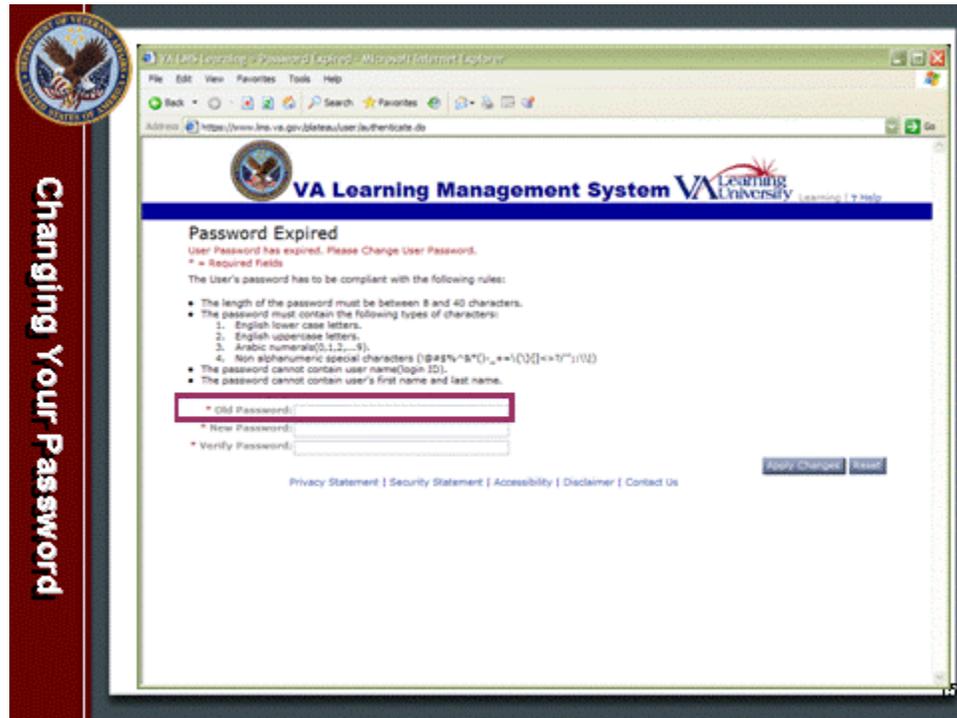
Just remember the VA Strong Password rules.

New User Login



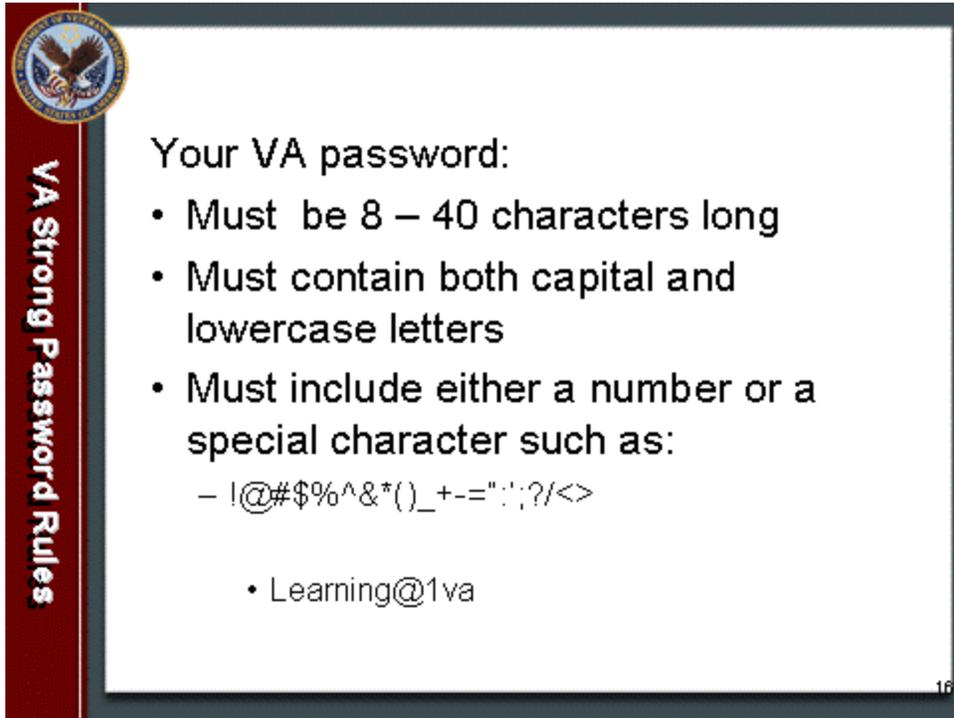
Now that the user ID and password have been typed in, we will click the Login button to continue.

Changing Your Password



The Password Expired screen appears to let you know that it is time for you to create a new password. This screen has been presented to us at this time because we are logging on to the VA LMS for the first time. We've logged on with a default password, and we must now change that to our own password. The VA LMS requires that you change your user password every 90 days. Changing your password every 90 days will provide you with an additional level of security and help keep your activities in the VA LMS private. 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, type the temporary or default password you were given.

Changing Your Password



The slide features a red vertical banner on the left with the text "VA Strong Password Rules" and a circular VA seal at the top. The main content area is white with a black border. It lists the requirements for a VA password and provides an example.

VA Strong Password Rules

Your VA password:

- Must be 8 – 40 characters long
- Must contain both capital and lowercase letters
- Must include either a number or a special character such as:
– |@#\$%^&*()_+!=":;?/<>

- Learning@1va

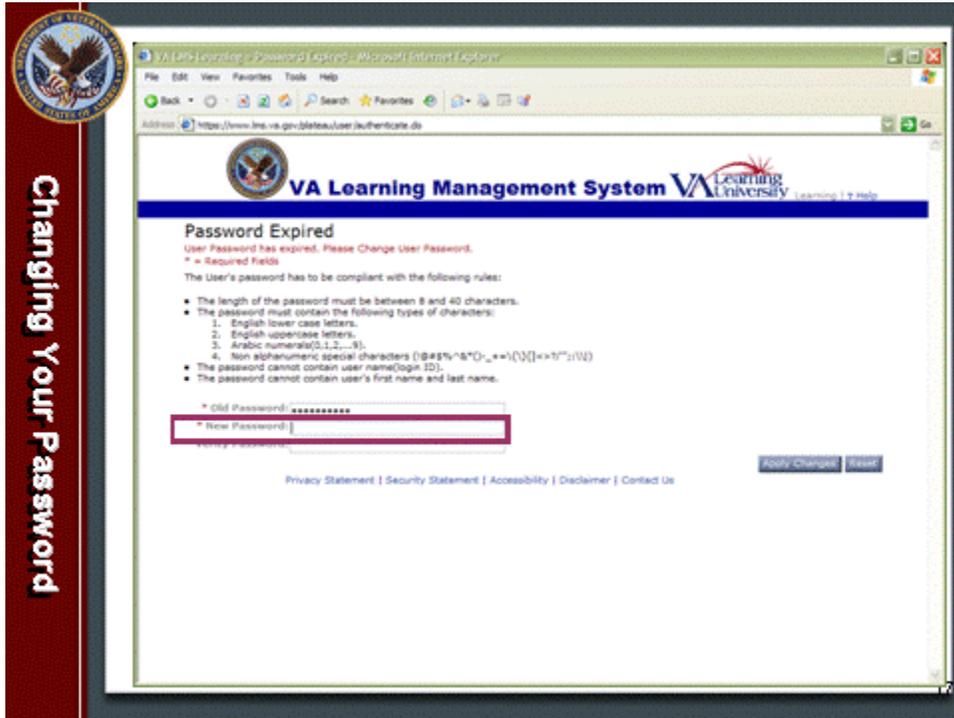
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The next step is to create your new password.

Remember the requirements for creating a strong password.

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

Changing Your Password



The screenshot shows a web browser window displaying the VA Learning Management System password change page. The page title is "Password Expired" and the URL is "https://www.lms.va.gov/lateauUser/authenticate.do". The page contains the following content:

VA Learning Management System VA Learning University

Password Expired

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(Dogge ID).
- The password cannot contain user's first name and last name.

* Old Password: [input type="password" value="*****"]

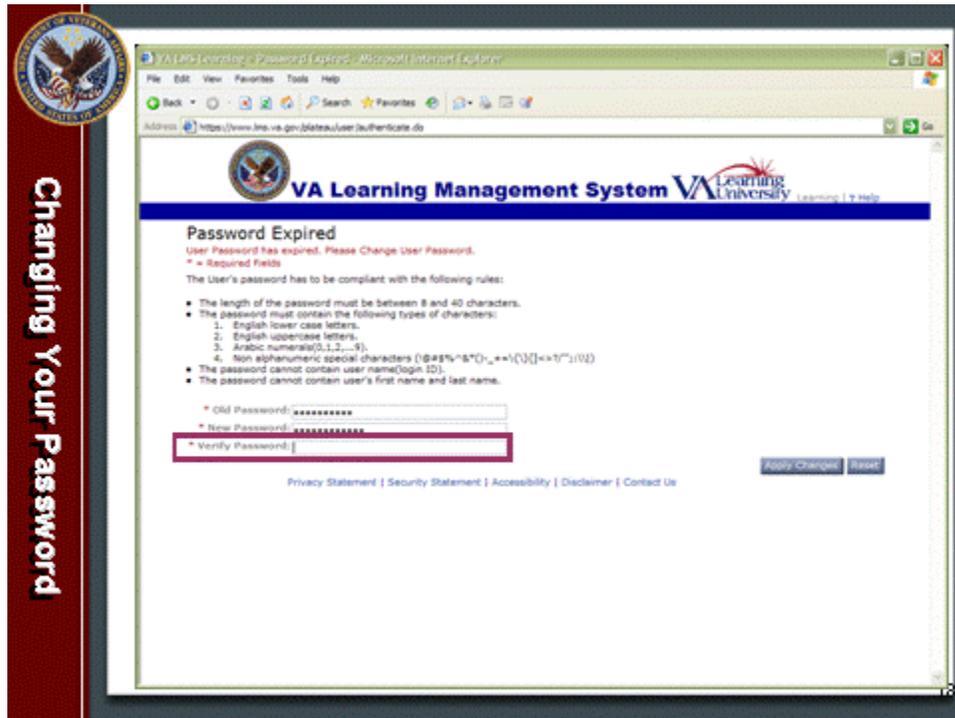
* New Password: [input type="password" value="*****"]

Apply Changes [button] Reset [button]

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

So we would move the cursor to the New Password field and type Learning@1va, with a capital L.

Changing Your Password



The image shows a screenshot of a web browser displaying the VA Learning Management System (LMS) Password Expired page. The browser's address bar shows the URL: <https://www.lms.va.gov/lateau/user/authenticate.do>. The page header includes the VA Learning Management System logo and the VA Learning University logo. The main heading is "Password Expired" in red. Below the heading, a red message states: "User Password has expired. Please Change User Password." A red asterisk indicates required fields. The page lists the following rules for the new password:

- 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(Dog123).
- The password cannot contain user's first name and last name.

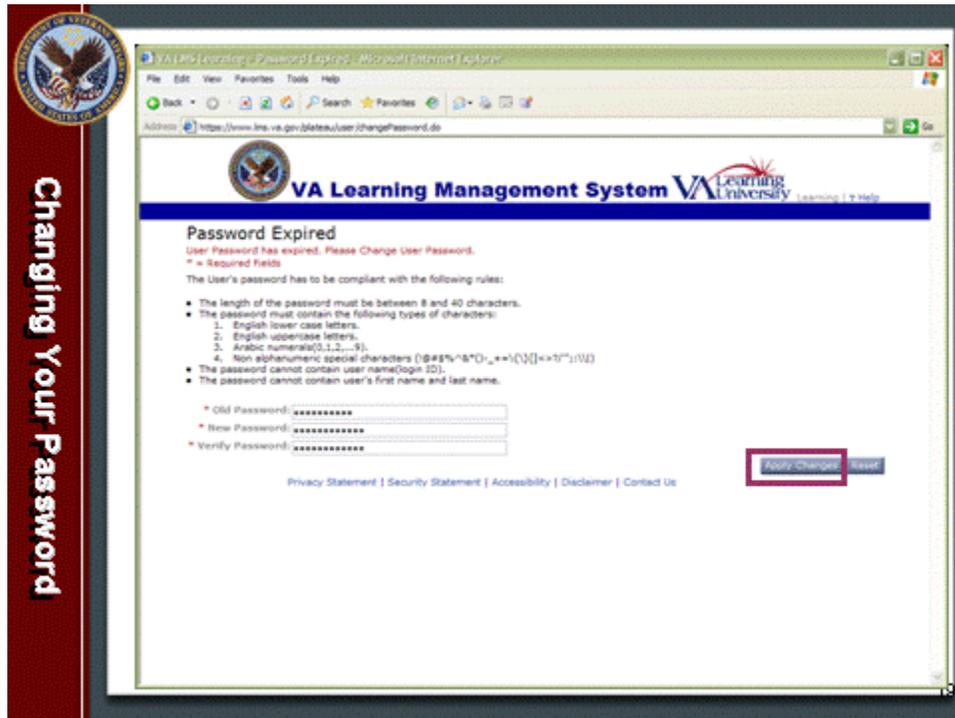
Below the rules, there are three text input fields: "Old Password:" (with asterisk), "New Password:" (with asterisk), and "Verify Password:" (with asterisk). The "New Password:" and "Verify Password:" fields are highlighted with a red border. At the bottom right, there are two buttons: "Apply Changes" and "Reset". At the bottom left, there are links for "Privacy Statement", "Security Statement", "Accessibility", "Disclaimer", and "Contact Us".

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 while entering your password as you try to log in to the VA LMS will cause you to receive a "Validation Error." You will be given another chance to log in with your user id and password. As a matter of fact, you be given five chances to correctly enter your user id and password. If you haven't been able to correctly enter both your userid and password for five tries, you'll be locked out of the VA LMS and you will need to contact your local VA LMS Administrator to request that they reset your password.

Unless, as we mentioned, you are one of those users who have logged on to the VA LMS, created their security question and answer, and have updated their VA LMS user profile with their email address. If you fall into that category you will be taken to the Password Reminder Screen. Type in your VA LMS Username, and click Submit. You will be presented with your VA LMS Security question, type in your security answer, click Submit, and your password will be reset to a

temporary password and will be sent to the email address listed in your VA LMS User Profile.

Changing Your Password



The screenshot shows a web browser window displaying the VA Learning Management System password change page. The browser's address bar shows the URL: <https://www.lms.va.gov/lateau/user/changePassword.do>. The page header includes the VA Learning Management System logo and the VA Learning University logo. The main heading is "Password Expired" with a red sub-heading: "User Password has expired. Please Change User Password." Below this, there are instructions and a list of password requirements:

- 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(Dog 12).
- The password cannot contain user's first name and last name.

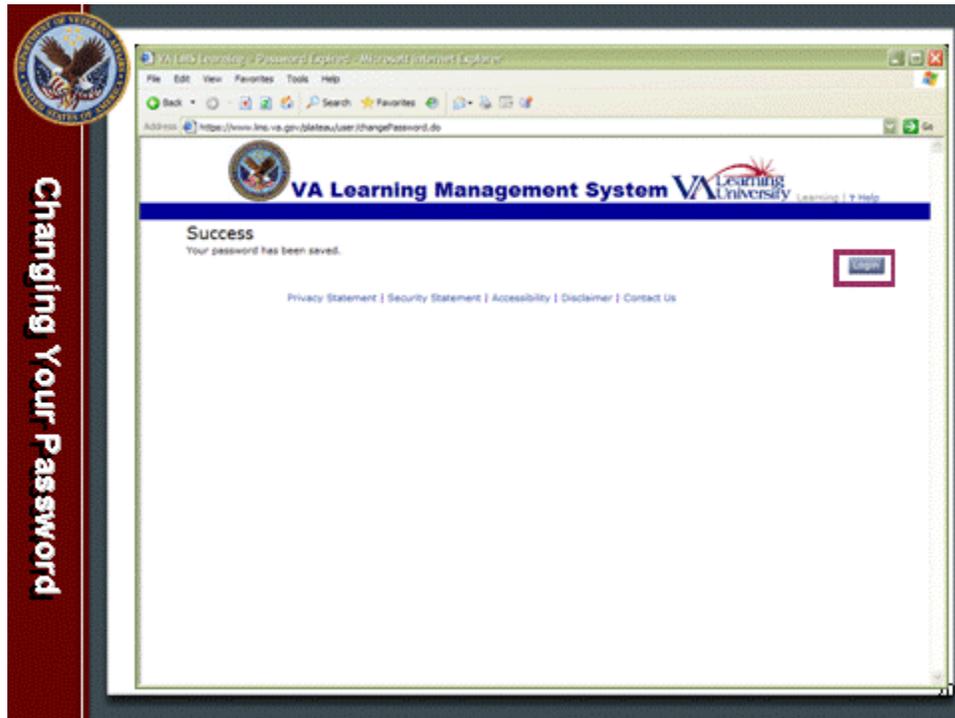
Below the requirements, there are three password input fields, each with a red asterisk indicating it is a required field:

- Old Password:
- New Password:
- Verify Password:

At the bottom right, there is a blue button labeled "Apply Changes" with a "Cancel" link next to it. The button is highlighted with a red box. At the bottom left, there are links for "Privacy Statement", "Security Statement", "Accessibility", "Disclaimer", and "Contact Us".

So we've reentered our password in the verify password field, and now we'll click the Apply Changes button to continue.

Changing Your Password

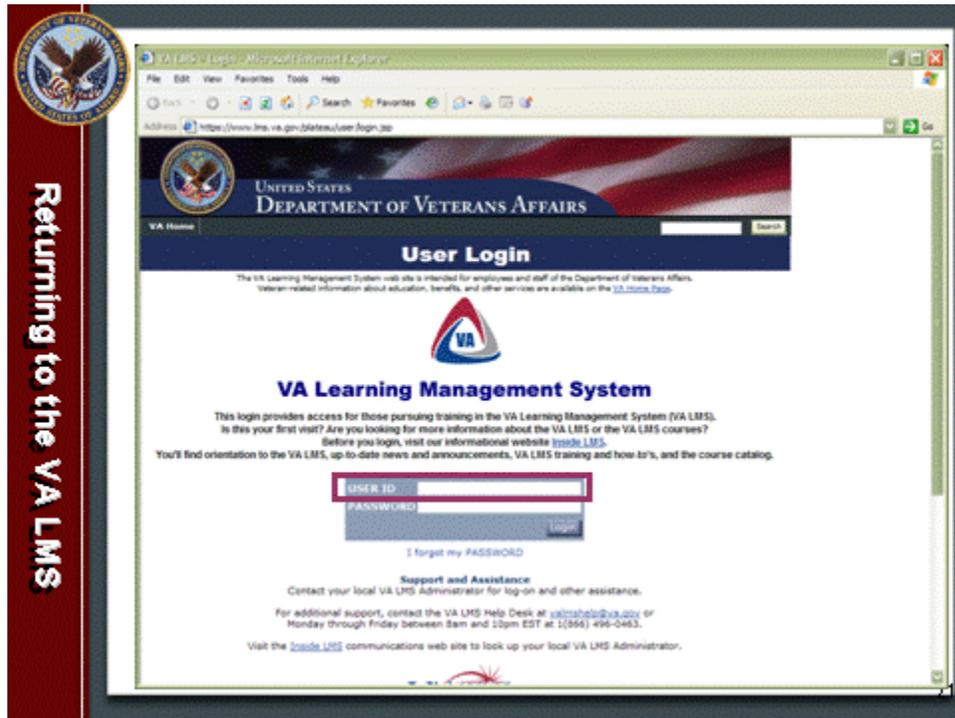


The VA LMS will display a success page to let you know that your new password has been changed successfully. This means that you can use the new password you created for the next 90 days.

Now that we've created a new password, it's time to use it to login to the VA LMS.

Click the Login button to continue.

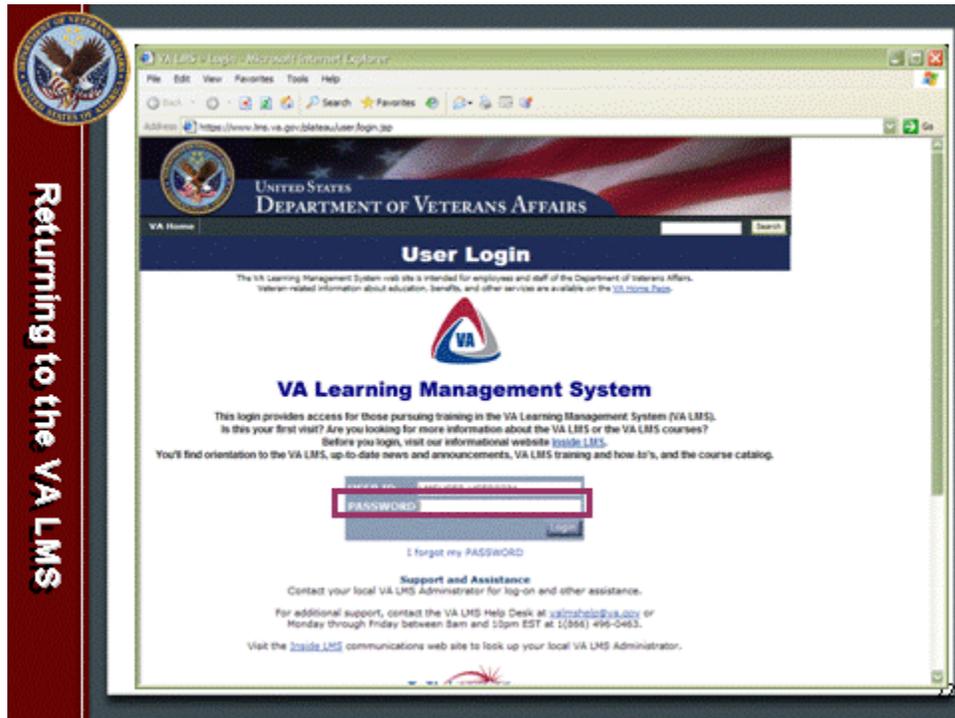
Changing Your Password



Back on the login page, type in your user id.

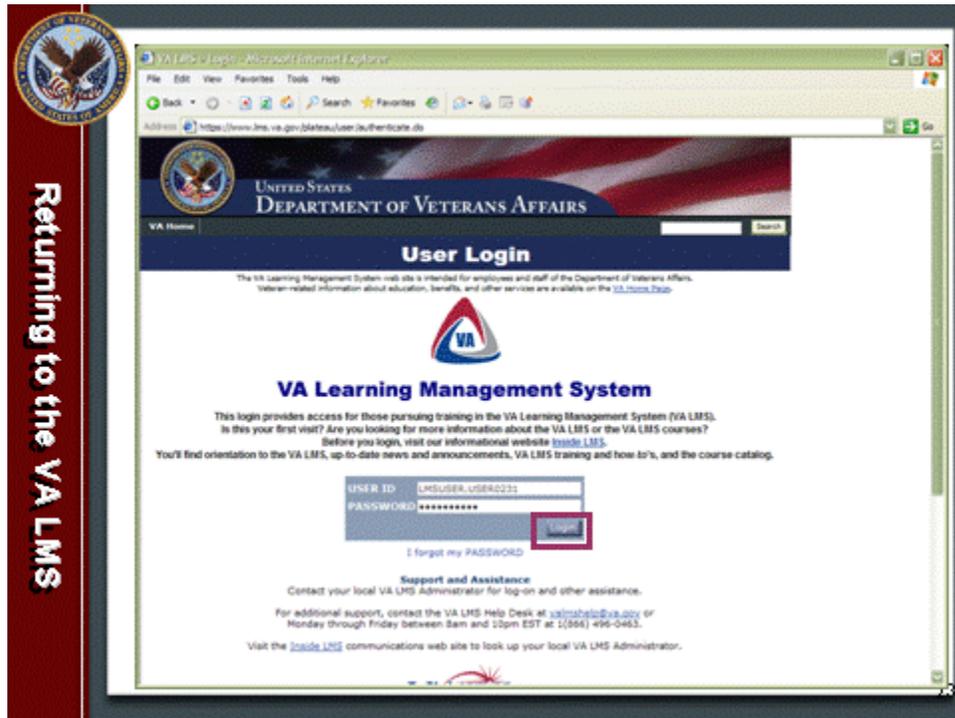
For this training session, I'll enter LMSUSER.USER0231

Changing Your Password



Now I'll type in the new password I just created, Learning@1va.

Returning to the VA L:MS



I'll click the Login button to continue.

Creating a Security Question and Answer

VA Learning Management System VA Learning University

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?

*Security Question:

Security Answer:

*Re-Enter Security Answer:

Submit

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

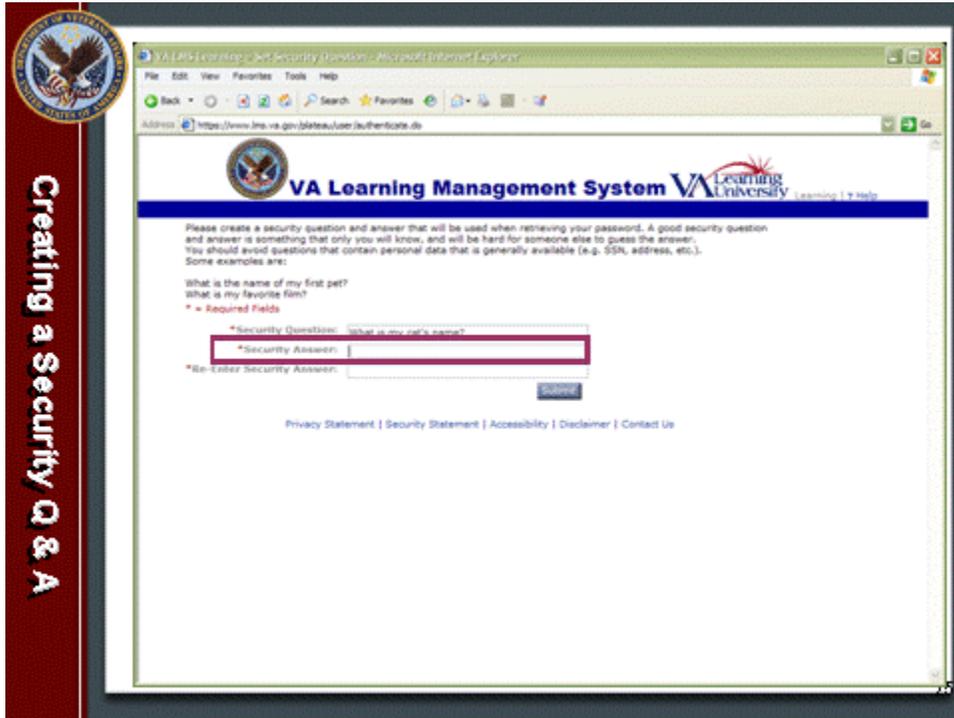
When you login to the VA LMS for the first time, you need to create a security question and the answer to that question. This question and answer help protect your personal information and privacy in the VA LMS.

For instance, if you forget your password, the VA LMS will use this security question and answer information to verify your identity and then reset your password and send this new password to you.

When this page appears, be sure to read the guidance carefully. It helps you avoid creating a question and answer combination that other people could easily guess.

In the Security Question field, type in your chosen security question. For this example, our fictitious user, Mr. Lmsuser has created the question, "What is my cat's name?"

Creating a Security Question and Answer



The image shows a screenshot of a web browser displaying the VA Learning Management System (LMS) interface. The browser's address bar shows the URL: <https://www.lms.va.gov/lateauUser/authenticate.do>. The page title is "VA LMS | Learn More | Set Security Question". The page content includes the VA Learning Management System logo and a heading "VA Learning Management System VA Learning University". Below the heading, there is a section titled "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:" followed by two examples: "What is the name of my first pet?" and "What is my favorite film?". There are two red asterisks indicating required fields. The first is for the "Security Question" field, which contains the text "What is my pet's name?". The second is for the "Security Answer" field, which is empty. Below the "Security Answer" field is a "Submit" button. At the bottom of the page, there are links for "Privacy Statement", "Security Statement", "Accessibility", "Disclaimer", and "Contact Us".

Creating a Security Q & A

VA Learning Management System VA Learning University

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:

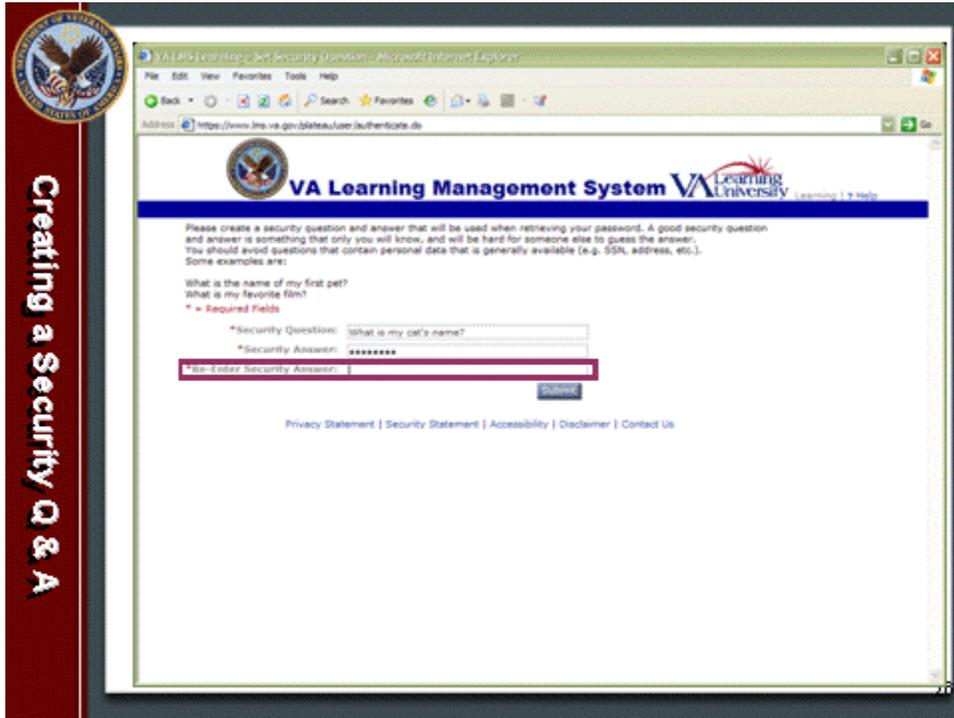
*Security Answer:

*Re-Enter Security Answer:

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

Now, we'll type the answer for the question we've created. It's important to remember that your answer is case sensitive, so remember which letters you capitalize. Also, your answer must have at least five characters.

Creating a Security Question and Answer



The image shows a screenshot of a web browser displaying the VA Learning Management System (LMS) security question creation page. The browser's address bar shows the URL: <https://www.lms.va.gov/blatex/User/authenticate.do>. The page header includes the VA Learning Management System logo and the VA Learning University logo. The main content area contains instructions for creating a security question and answer, followed by a form with the following fields:

- What is the name of my first pet?
- What is my favorite film?
- * = Required Fields
- *Security Question:
- *Security Answer:
- Re-Enter Security Answer:

A "SUBMIT" button is located below the "Re-Enter Security Answer" field. At the bottom of the page, there are links for Privacy Statement, Security Statement, Accessibility, Disclaimer, and Contact Us.

Notice 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.

We need to re-type the answer to our security question in the "Re-Enter Security Answer" field. Just like creating a new password, retyping your answer will verify that both answer entries match exactly which should help to catch any typing mistakes.

Creating a Security Question and Answer

Creating a Security Q & A

VA Learning Management System VA Learning University

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:

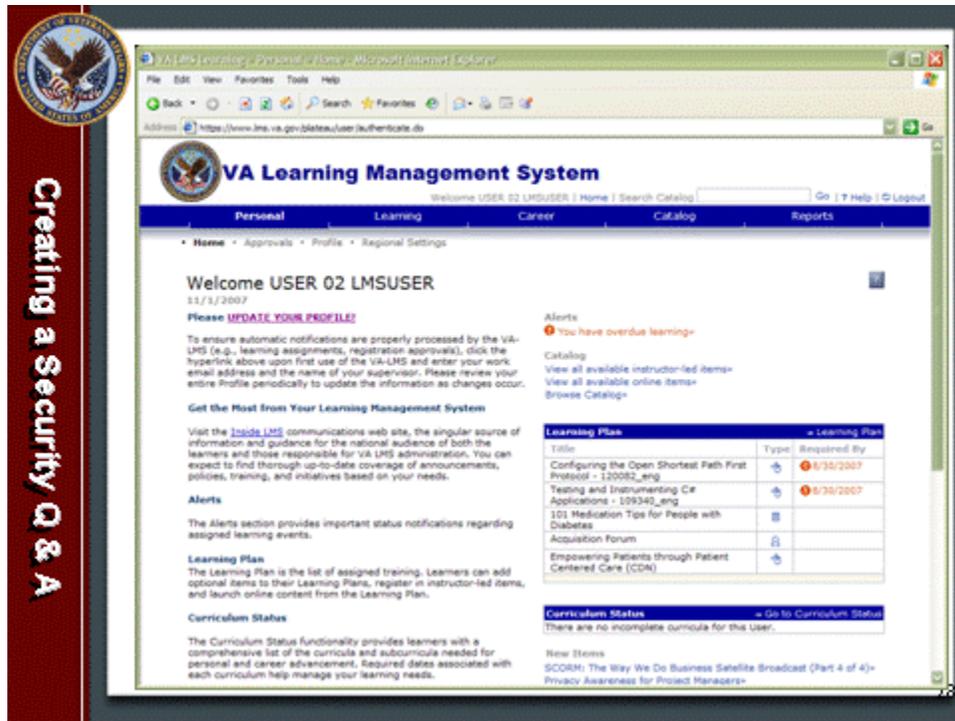
* Security Answer:

* Re-Enter Security Answer:

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

Once we've re-typed the security answer, we'll click the Submit button to save the security question and answer in the VA LMS.

Creating a Security Question and Answer

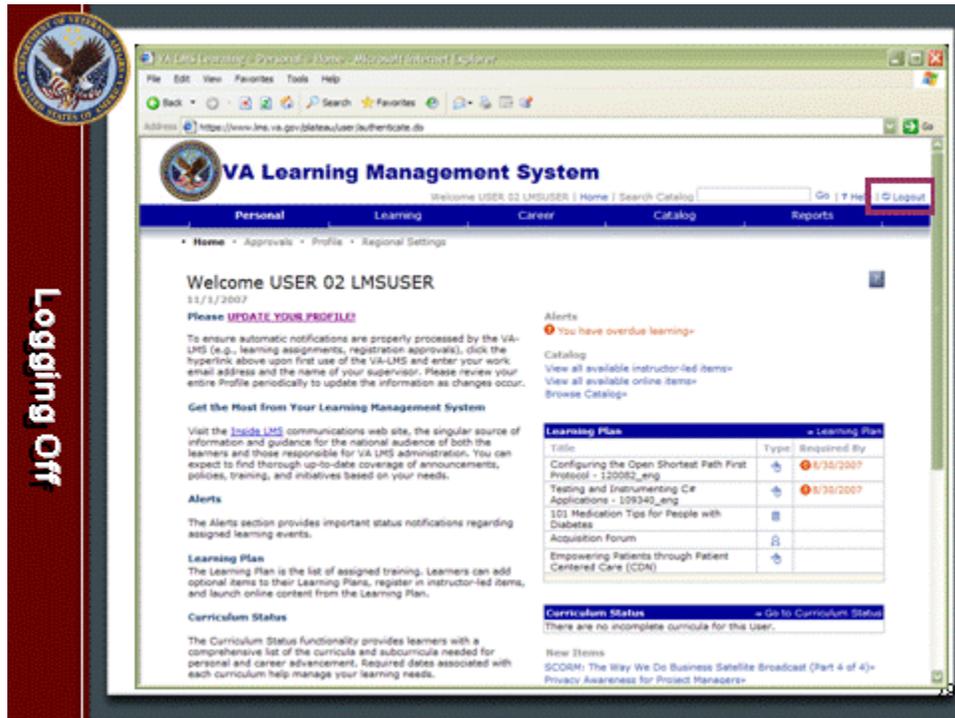


The screenshot shows the VA Learning Management System user homepage. The browser address bar displays <https://www.lms.va.gov/deltaeuser/authenticate.do>. The page title is "VA Learning Management System" and the user is logged in as "USER 02 LMSUSER". The navigation menu includes "Personal", "Learning", "Career", "Catalog", and "Reports". The main content area features a "Welcome USER 02 LMSUSER" message with the date "11/1/2007" and a link to "UPDATE YOUR PROFILE!". Below this, there are sections for "Get the Most from Your Learning Management System", "Alerts" (with a notification "You have overdue learning-"), "Learning Plan" (a table of assigned training items), "Curriculum Status" (indicating no incomplete curricula), and "New Items" (listing "SCORM: The Way We Do Business Satellite Broadcast (Part 4 of 4)" and "Privacy Awareness for Project Managers").

Title	Type	Required By
Configuring the Open Shortest Path First Protocol - 120082_eng	+	11/30/2007
Testing and Instrumenting C# Applications - 109340_eng	+	11/30/2007
101 Medication Tips for People with Diabetes		
Acquisition Forum		
Empowering Patients through Patient Centered Care (CCD)	+	

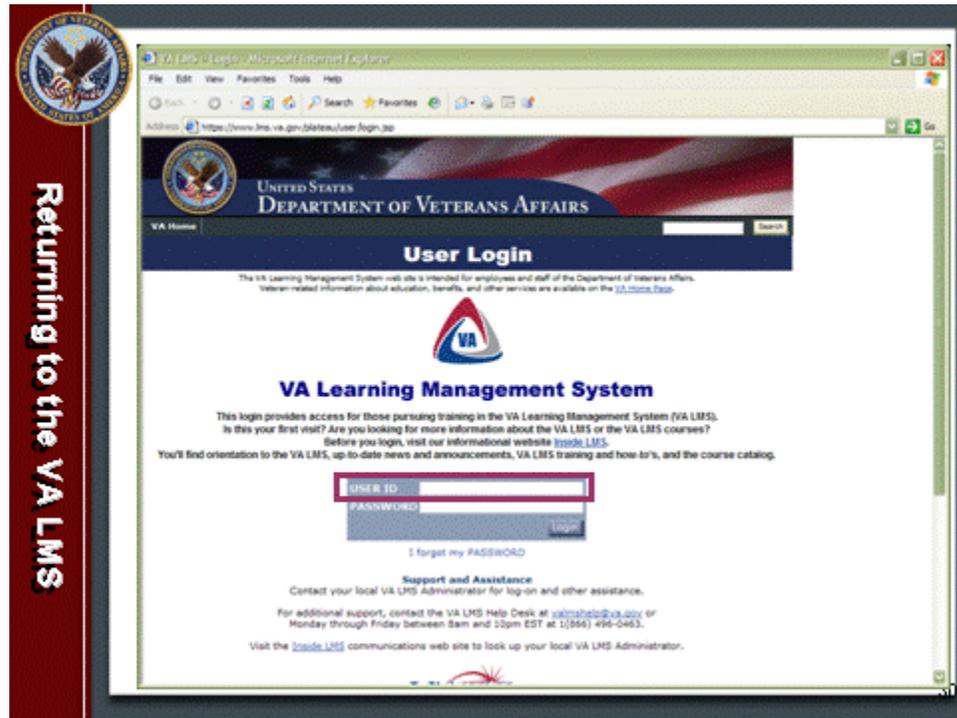
Once your security question and answer have been saved to the VA LMS, you are taken to the VA LMS user homepage. You now have full user access to the learning options in the VA LMS.

Logging 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. 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.

Returning to the VA LMS



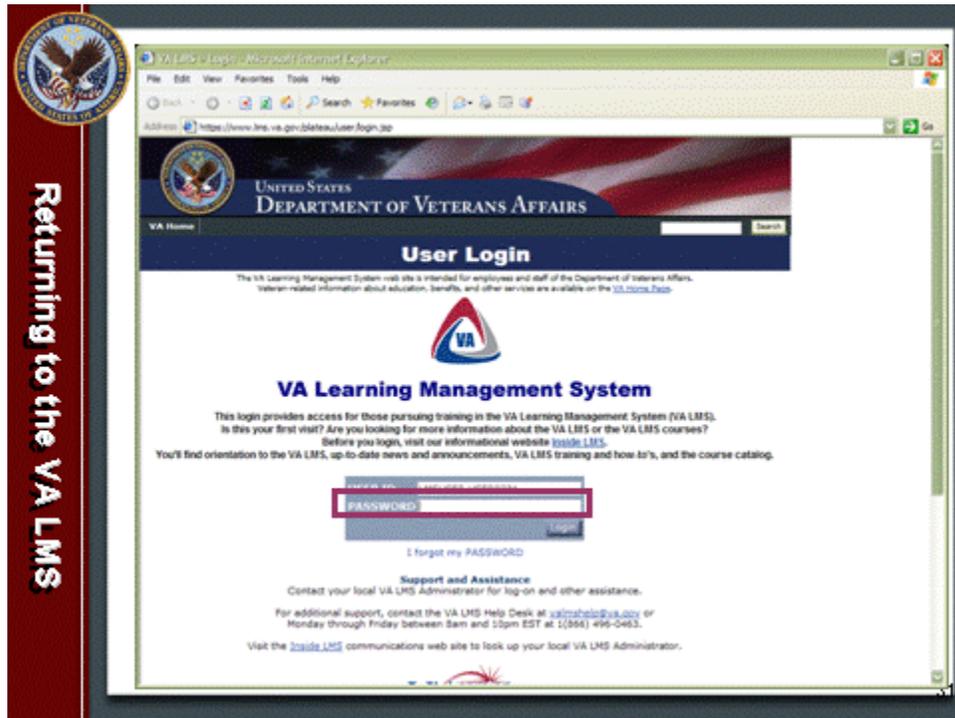
When you return to the VA LMS for more training or to finish a learning activity you started earlier, you'll follow the steps for logging in.

First, type your User ID in the User ID text field.

Remember that your user id is the format LASTNAME.FIRSTNAMEmmdd.

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

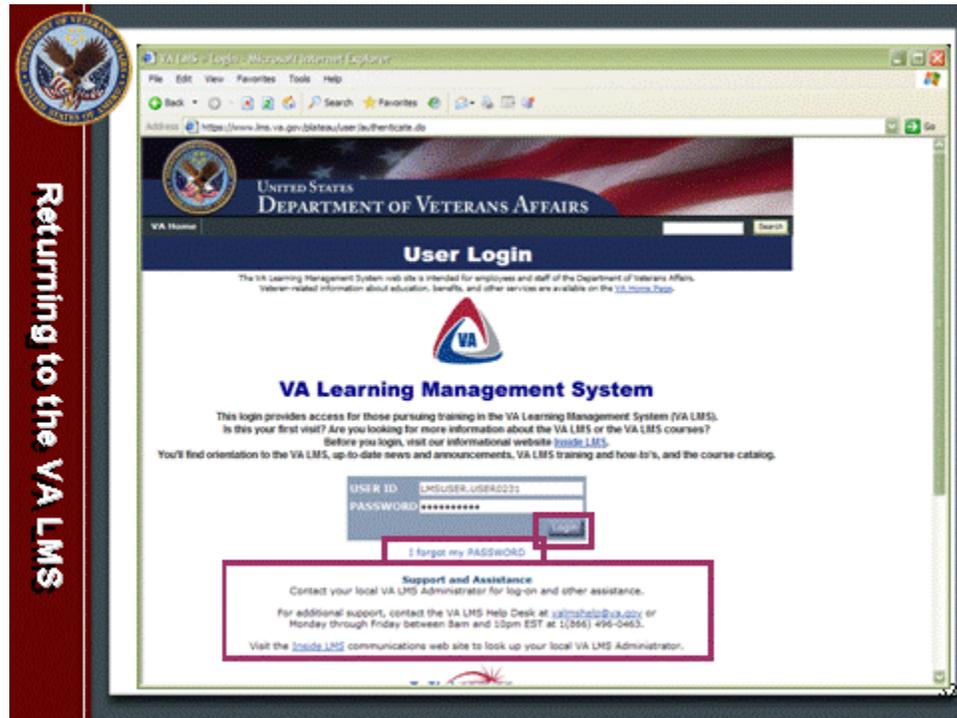
Returning to the VA LMS



Next, type your password in the field labeled password.

Remember that the VA LMS password is case sensitive. So type carefully to make sure the password you enter matches the password you have stored in the VA LMS.

Returning to the VA LMS



Click the Login button to finish logging in.

Let's talk about this link, the "I forgot my PASSWORD" link, located below the Login box. If you have forgotten your Password, click this link, the "I forgot my PASSWORD" link. This link has recently been given some new functionality, now you can use this link to unlock your VA LMS user account if you have been locked out of the system due to incorrectly typing your userid and/or password five times. 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.

If your account was locked, it will be unlocked, and 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. We're going to cover updating your personal profile in just a bit. 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.



Session Objectives

Navigating the VA LMS

By the end of this topic, you should be able to find and use:

- The Upper Menu and its tools
- The Main Menu options
- The Sub-Menu options

In addition, you should be able to find and use:

- The Help tool provided on each page in the VA LMS

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Now let's move into a discussion or tour of the VA LMS and provide you with some basic navigation information

The VA LMS provides three menus to help you navigate through its features. By the end of this training topic, you should be able to find and use:

the Upper Menu and its tools

the Main Menu Options, and

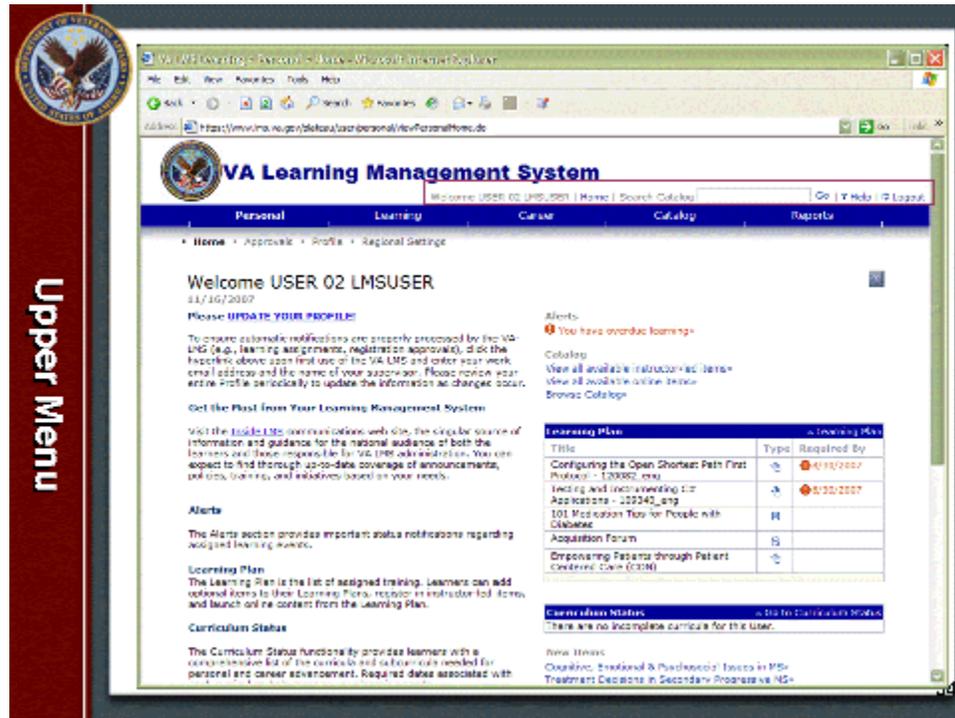
the Sub-Menu Options

These stay at the top of your VA LMS window at all times, providing navigation on-screen wherever you are in the VA LMS.

In addition, by the end of this training topic, you should be able to find and use:

the Help tool provided on each page in the VA LMS.

Upper Menu



When you first log in as a user, you'll notice a row of links in the top right corner of the page. This is the Upper Menu.

In the Upper Menu, you'll see a link called Home. You can click on this link from anywhere in the VA LMS and it will bring you back to this page.

If you need to find available training but you're not sure where to start, you can search the VA LMS.

In the Upper Menu, type a word or phrase in the text box labeled "Search Catalog," and then click the "Go" link.

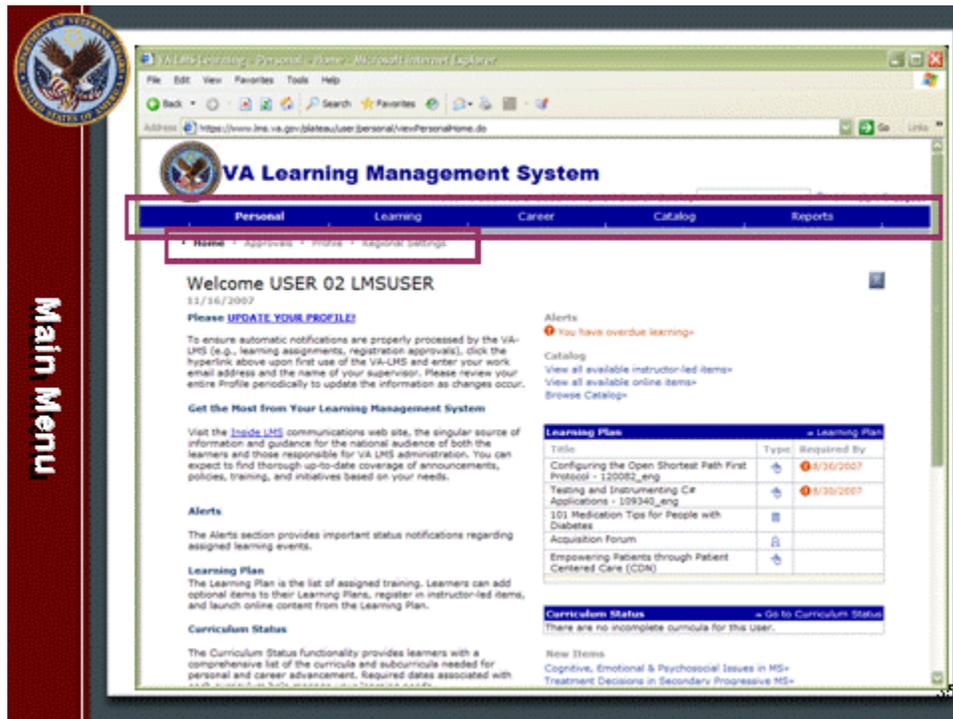
A page will appear which displays a list of training related to your search.

The "Help" link on the Upper Menu (with a question mark next to it) takes you to the VA LMS help resources. When you click on the "Help" link, a new browser window will open.

Available in this window are helpful resources, including how-to's and glossaries of terms used in the VA LMS.

The “Logout” link is the last option in the Upper Menu. Click “Logout” when you’re ready to end your session in the VA LMS.

Main Menu

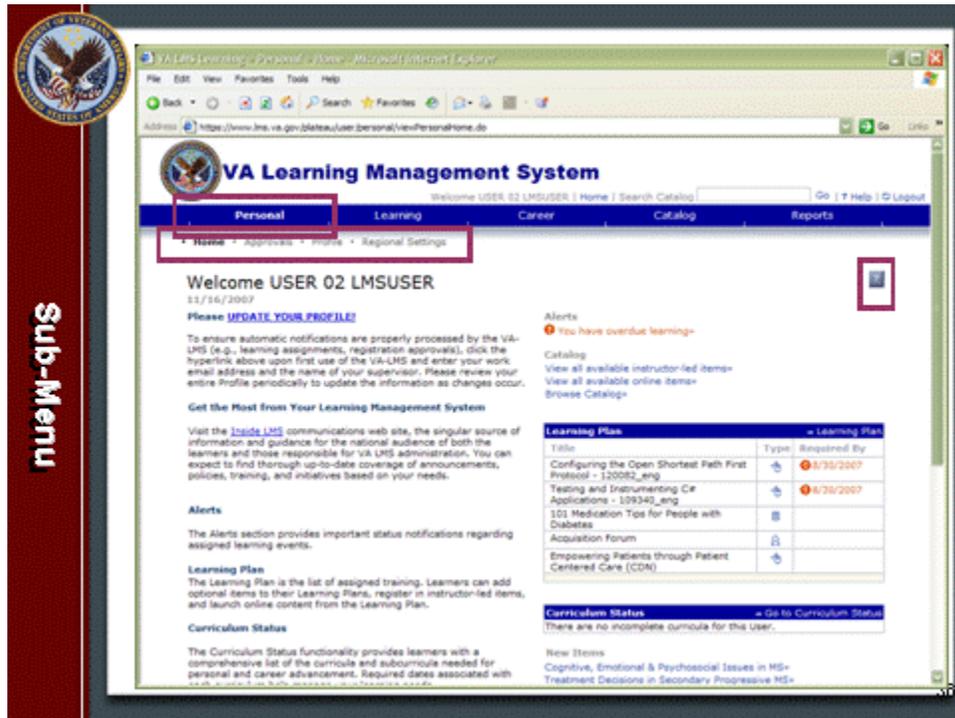


Located below the Upper menu, the Main Menu contains important navigation options: Personal, Learning, Career, Catalog, and Reports.

The Main Menu links help you move to large sections within the VA LMS. And located directly under the Main Menu is the Sub-Menu, which helps you navigate inside these larger sections.

Notice that the Sub-Menus change depending on which Main Menu link you point to or click. In other words, each Main Menu option has its own unique Sub-Menu.

Sub-Menu Menu



The first option on the Main Menu is the Personal link. When you click this link, Sub-Menu options appear.

These are:

Home

Approvals

Profile, and

Regional Settings

The Sub-Menu option page being displayed is indicated by bold text. This helps you keep track of where you are within the VA LMS. According to this example, we are viewing the Home page of the VA LMS.

This Home page welcomes you every time you login to the VA LMS. It also serves as your home base and gives you important information to help you manage your learning.

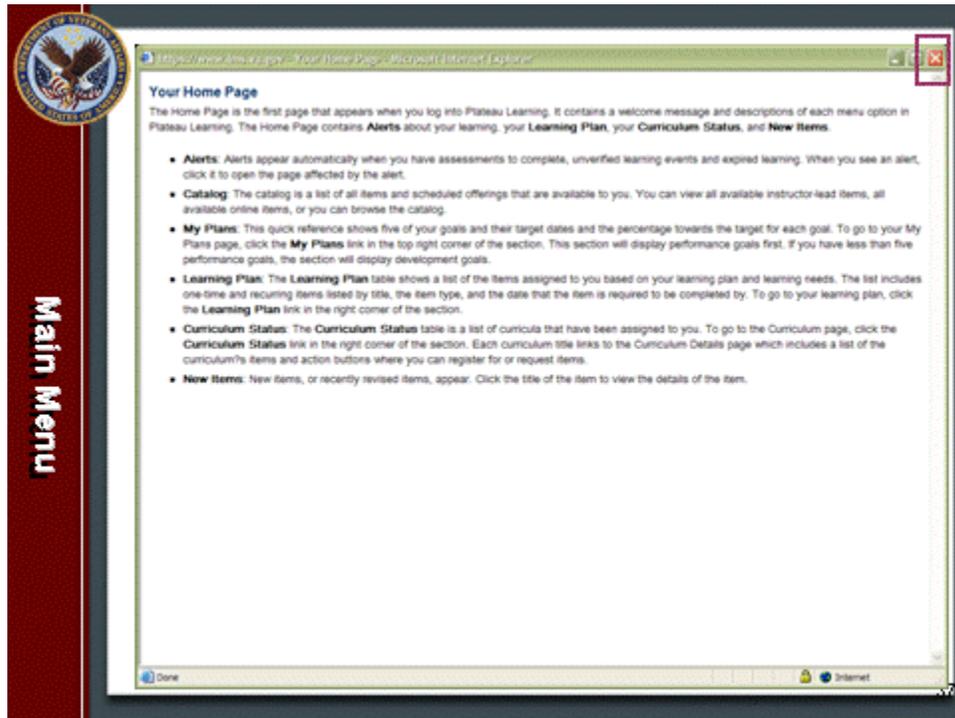
This page displays alerts about your courses, helps you search the VA LMS or browse the catalog, gives you a snapshot of your Learning Plan, and provides other information you may need for your learning.

A special feature to note is the On-Page Help Tool. It's the small square with the question mark in it, located at the right side of your screen. In fact, it appears on every screen of the VA LMS.

When you click on this icon, a new browser window opens, displaying information specifically about the page you are on. This is different from the Help option in the Upper Menu, which provides Help resources for all of the VA LMS, like glossaries and how-to's.

For example, here on the Home page, if I click the On-Page Help tool for information related specifically to this page...

Main Menu



... the On-Page Help Tool opens a separate browser window with more information about the features and tools available on your Home page. When you're ready to close the On-Page Help Tool and return to the VA LMS, click the Close button, or X, in the upper right-hand corner of the window.

Main Menu

VA Learning Management System

1026 02 LMSUSER | Home | Search Catalog | Go | Help | Logout

Personal **Learning** Career Catalog Reports

Home | Approvals | Profile | Regional Settings

Welcome USER 02 LMSUSER

11/16/2007

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.

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

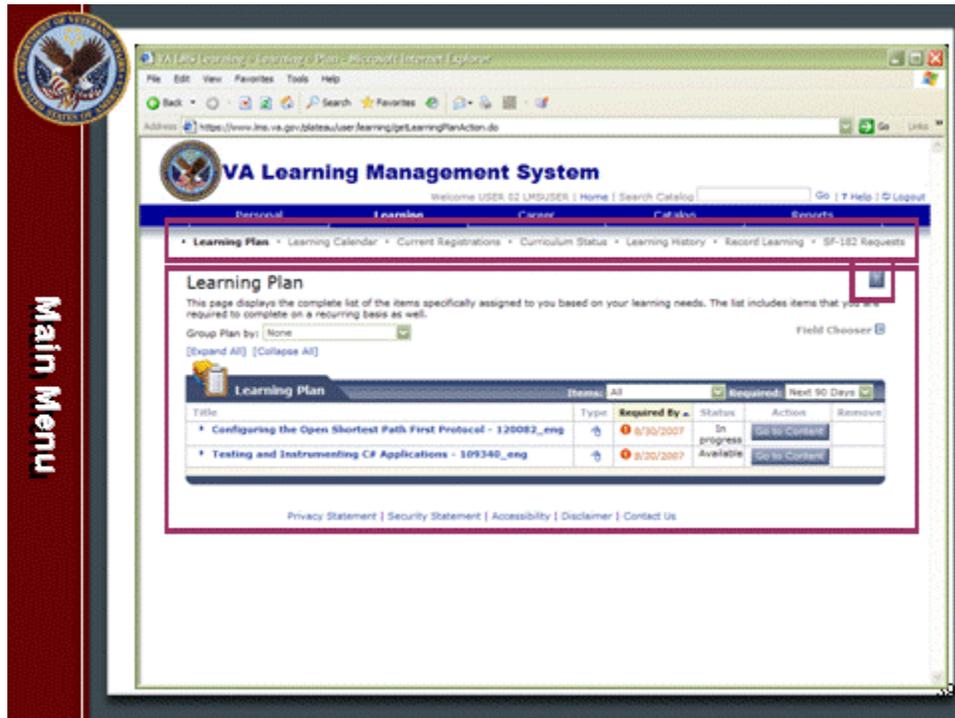
Curriculum Status

There are no incomplete curricula for this user.

New Items
Cognitive, Emotional & Psychosocial Issues in MS- Treatment Decisions in Secondary Progressive MS

The second option on the Main Menu is the Learning link.

Main Menu



Notice that when the Learning link is clicked, the Sub-Menu options change. The Learning Sub-menu contains links to your: Learning Plan, Learning Calendar, Current Registrations, Curriculum Status, Learning History, Record Learning, and SF-182 Requests

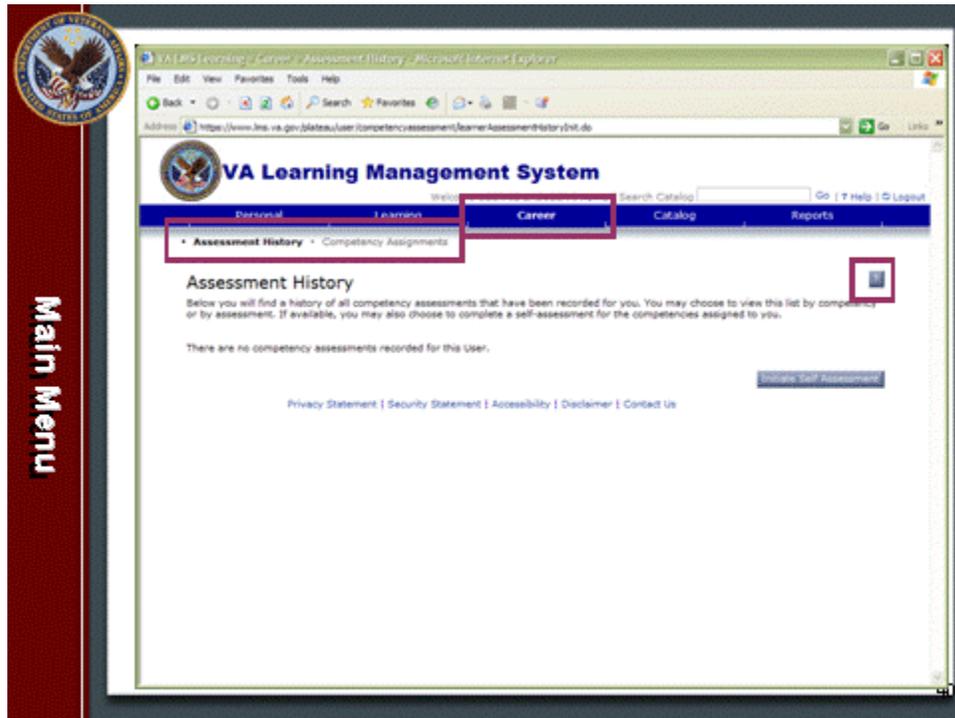
The Learning Plan page, which is the first of the Sub-Menu pages, is displayed automatically each time you select the Learning option from the Main Menu. This page displays the Learning Items in your learning plan.

The items in your plan can be assigned to you in a number of ways: you can select them out of a catalog, your supervisor can assign them to you, or they can be part of a required set of courses.

Whether you need to complete the items once or you are required to complete them on a repeating basis, they will appear here in the Learning Plan.

And remember, as I mentioned earlier, you can click on the On-Page Help Tool for information related specifically to the Learning Plan page.

Main Menu



The third option on the Main Menu is the Career link.

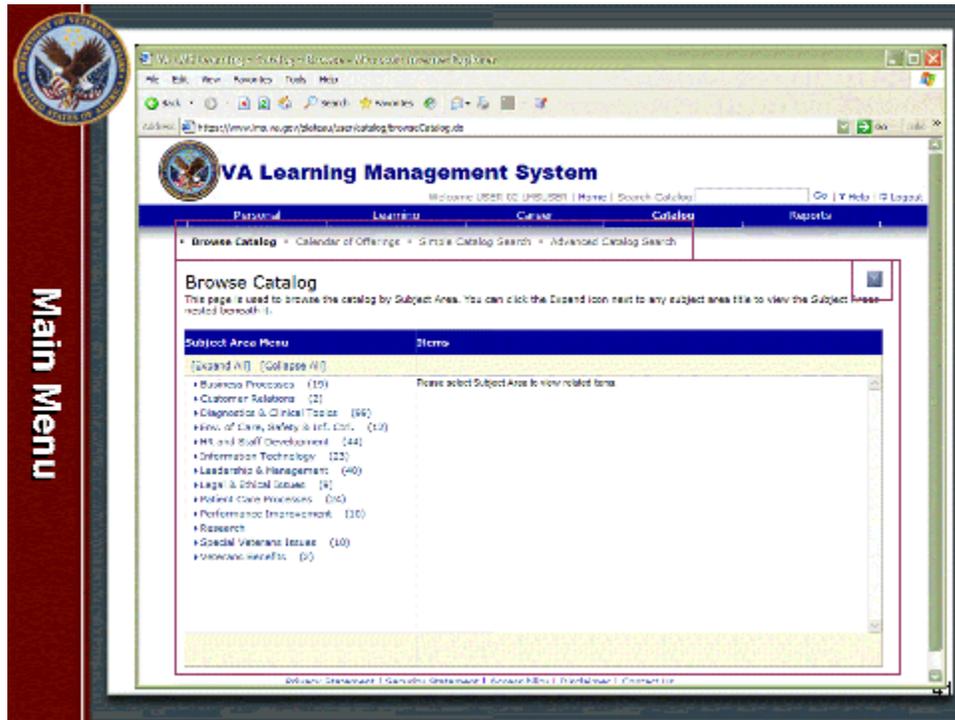
Notice that again, the Sub-Menu options have changed to match the focus of this page. These are:

Assessment History, and

Competency Assignments

Remember that if you need help while using the Career page, click the On-Page Help Tool for information related specifically to the Career page.

Main Menu



The fourth option on the Main Menu is the Catalog link.

As expected, the Sub-Menu options change to match the focus of this page.

These options are:

Browse Catalog

Calendar of Offerings

Simple Catalog Search, and

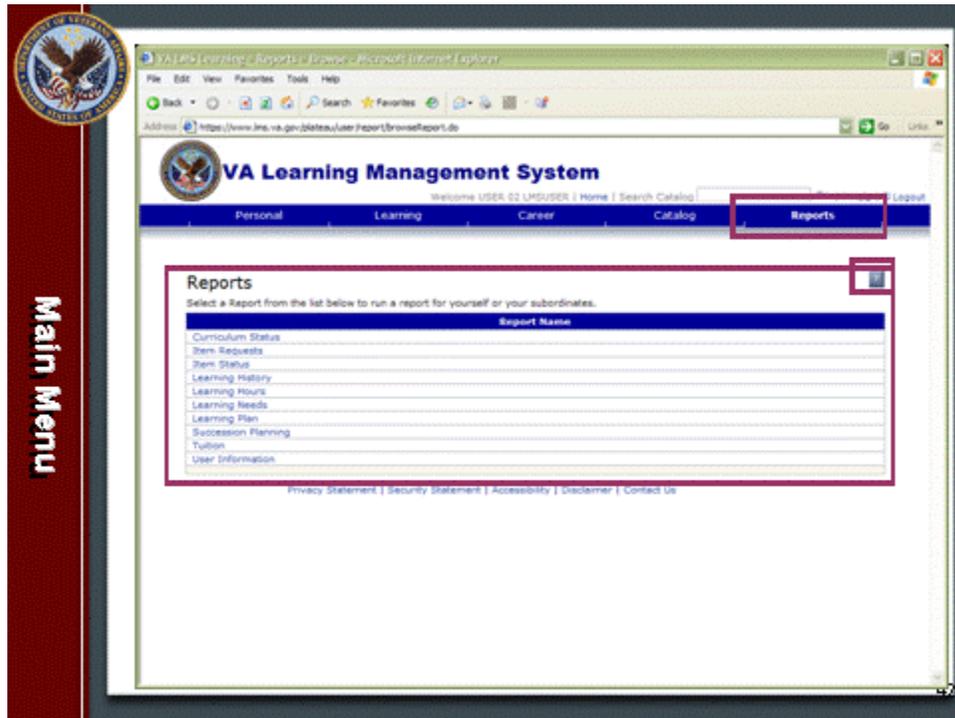
Advanced Catalog Search

Notice again that the first Sub-Menu item, Browse Catalog, is in bold text to indicate your location.

Using this Browse Catalog page, you can explore the catalog, organized by subject area. This would be very helpful if you know the subject area that you need training in, but you're not sure what might be available.

And again, I want to point out that The VA LMS On-Page Help Tool is available here to help you learn more.

Main Menu



The fifth option on the Main Menu is Reports.

The Reports link does not have a sub-menu. Instead, the page gives you a list of reports from which to choose.

The VA LMS is able to generate various reports about your learning. The information in these reports may include courses you've completed, details about your Learning Plan, information from your VA LMS profile, and many other details of your VA LMS activities.

Examples of reports available include: Learning History, Learning Hours, Learning Plan, and User Information.

These and the other Reports options can help you review or share information about your training in the VA LMS.

Remember that if you need help while using the Reports page, click the On-Page Help Tool for information related specifically to the Reports page.

Also, each report has this On-Page Help Tool available to assist you with selecting the options you need to get the report you want.

Main Menu

Conclusion

VA Learning Management System

Welcome USER 02 LMSUSER
11/16/2007

Please [UPDATE YOUR PROFILE!](#)

To ensure automatic notifications are properly processed by the VA-LMS (e.g., learning assignments, registration approvals), click the hyperlinks 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.

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Alerts

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

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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 learnings

Catalog

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

Learning Plan		
Title	Type	Required By
Configuring the Open Shortest Path First Protocol - 120052_eng	+	11/30/2007
Testing and Instrumenting C# Applications - 109340_eng	+	11/30/2007
101 Medication Tips for People with Diabetes		
Acquisition Forum		
Empowering Patients through Patient Centered Care (CCN)		

Curriculum Status

There are no incomplete curricula for this User.

New Items

Cognitive, Emotional & Psychosocial Issues in MS
Treatment Decisions in Secondary Progressive MS

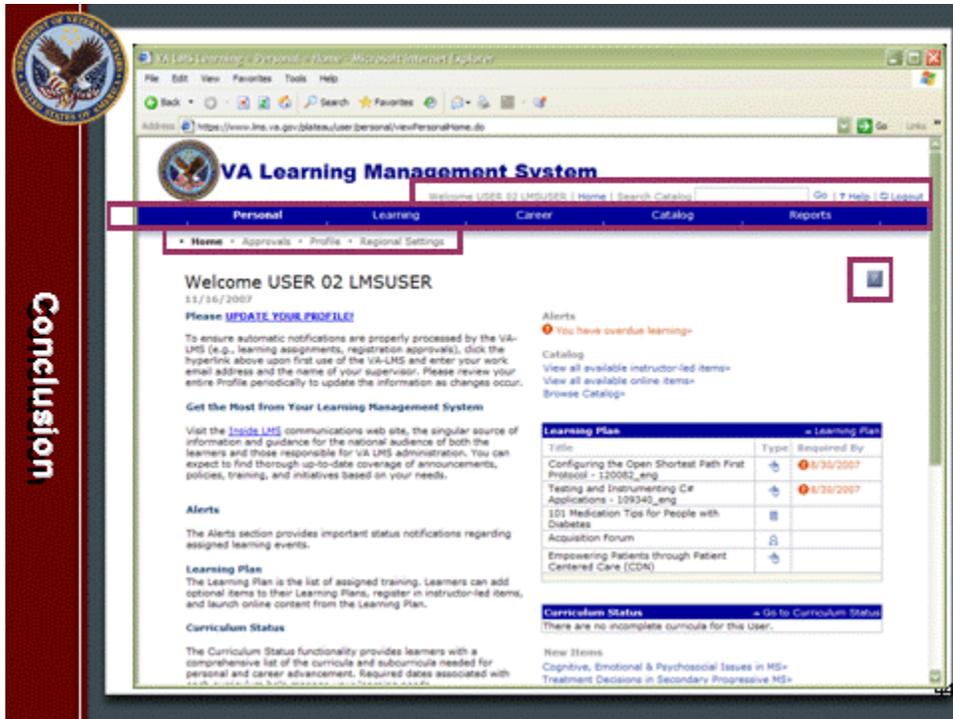
Up until this point, we have shown you the “do’s” to navigate and move around in the VA LMS. Now it is time to discuss a very important “don’t” when navigating in the VA LMS.

Do not use your browser navigation tools, such as the browser’s Back and Forward buttons.

Currently, the VA LMS does not understand the browser’s navigation features. In fact, the VA LMS is likely to close your current session and display an error message.

Unfortunately, you will have to return to the VA LMS login page and log in again.

Main Menu



To review, in the VA LMS, the Upper Menu, Main Menu, and Sub-Menus, together with the On-Page Help Tool, provide you with the basic navigation tools needed to access and manage your training in the VA LMS.

Managing Your VA LMS Personal Account - Objectives



Topic Objectives

Managing Your VA LMS Personal Account

By the end of this topic, 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 and completed courses, and
- Access and use the VA LMS Reports tool

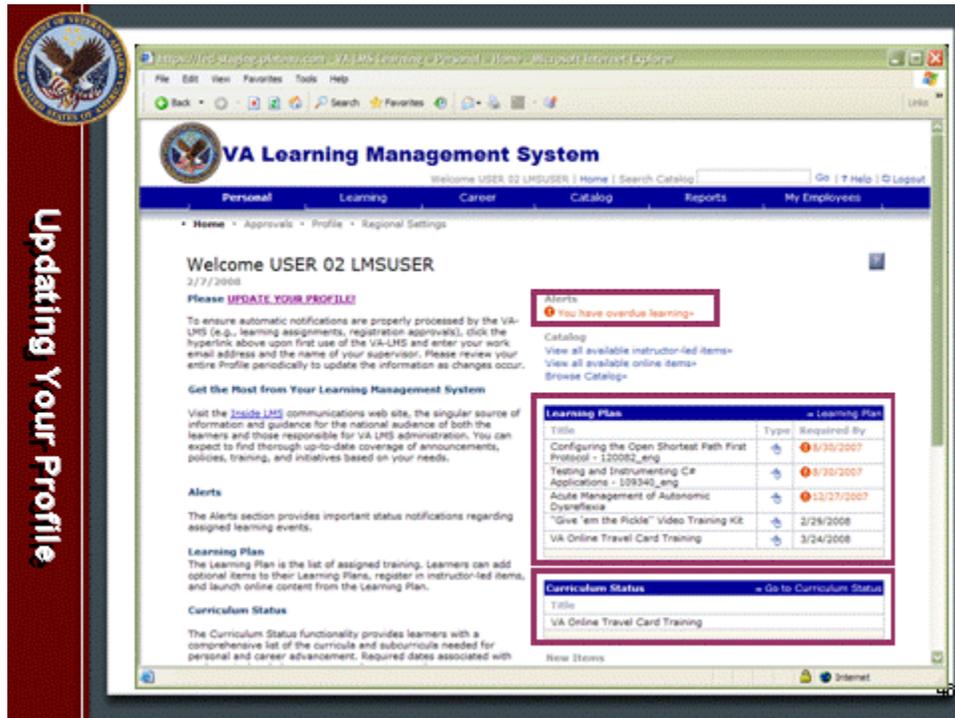
46

At this point I'd like to move the discussion to Managing your VA LMS Personal Account.

By the end of this training topic, 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

Updating Your Profile



Updating Your Profile

VA Learning Management System

Welcome USER 02 LMSUSER

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.

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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		3/30/2007	
Testing and Instrumenting C# Applications - 109340_eng		3/30/2007	
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

How 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.

Updating Your Profile

Updating Your Profile

VA Learning Management System

Welcome USER 02 LMSUSER

Please UPDATE YOUR PROFILE!

To ensure academic transactions 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.

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You have overdue learning!

Catalog

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

Learning Plan		
Title	Type	Required By
Configuring the Open Shortest Path First Protocol - 120052_eng		8/26/2007
Testing and Instrumenting C# Applications - 109340_eng		8/26/2007
Acute Management of Autonomic Dysreflexia		12/27/2007
"Give 'em the Pickle" Video Training Kit		2/28/2008
VA Online Travel Card Training		3/24/2008

Curriculum Status

Go to Curriculum Status

Title
VA Online Travel Card Training

New Items

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

To proceed, I'll click the Update Your Profile! link.

Updating Your Profile

Updating Your Profile

VA Learning Management System - Profile Update

Support

For support, please contact the VA LMS Help Desk.
Phone: (866) 496-0463 between the hours of 8:00 AM and 10:00 PM EST
Email: va_lms_help@va.gov

User Information

User Name:	USER 02 LMSUSER
LMS User ID:	LMSUSER.USER0231

Job Title:

Email Address:

Address:

City:

State:

Postal Code:

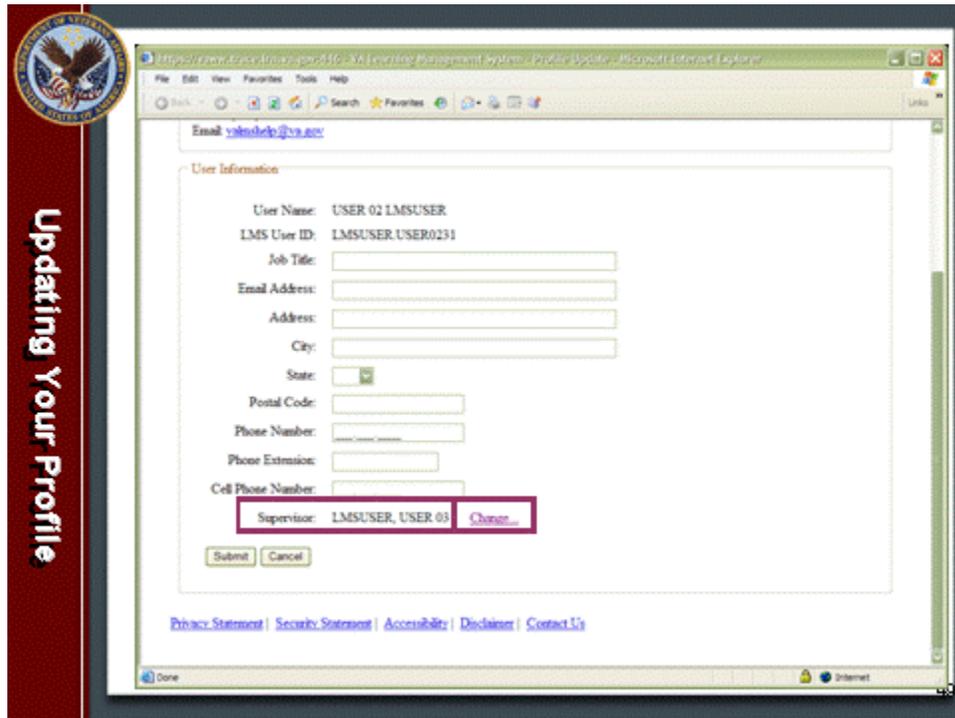
Phone Number:

Phone Extension:

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...

Updating Your Profile



The screenshot displays a web browser window with the URL https://www.va.gov/lms/VA_Learning_Management_System_Profile_Update. The page title is "VA Learning Management System - Profile Update - Microsoft Internet Explorer". The browser's address bar shows the URL, and the search bar contains "va.gov". The page content includes a "User Information" section with the following fields:

- 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...](#)

At the bottom of the form, there are "Submit" and "Cancel" buttons. Below the form, there are links for [Privacy Statement](#), [Security Statement](#), [Accessibility](#), [Disclaimer](#), and [Contact Us](#). The browser's status bar at the bottom shows "Done" and "Internet".

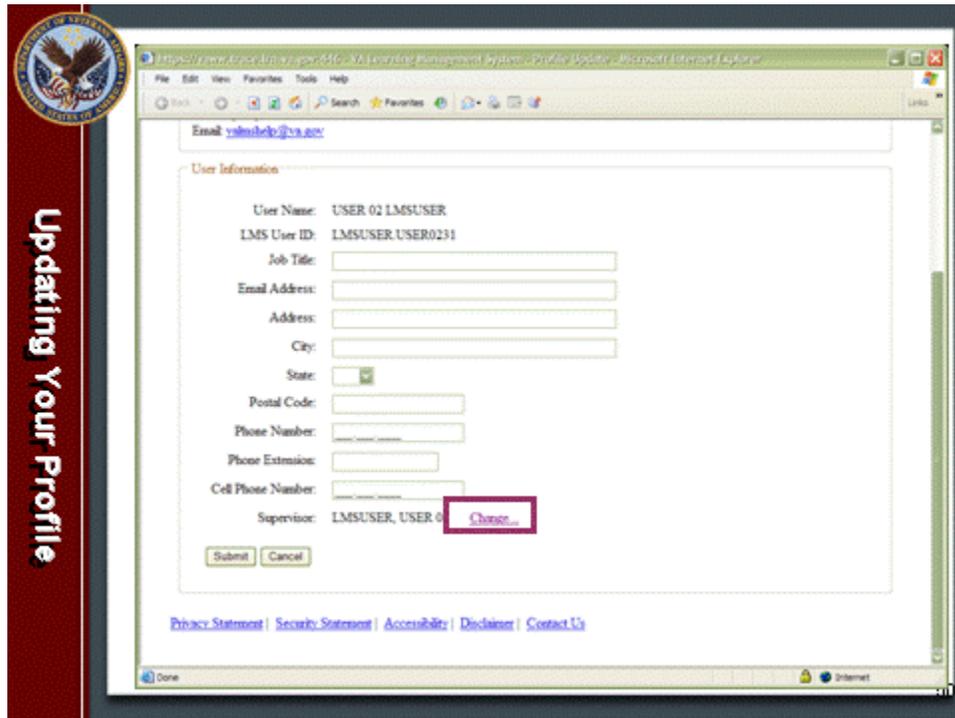
... is the Supervisor field.

It is very important that you enter your direct supervisor's name into this field before updating any other fields. The VA LMS prevents any updates to your profile until a supervisor is designated. The first thing you must do is designate your direct supervisor and it is very important that you do this correctly.

And we'll walk through how to do that in just a minute, but the steps you want to take are: enter your supervisor's name, click Submit, and then update the other fields such as your email address.

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

Updating Your Profile



The screenshot shows a web browser window with the address bar displaying "http://www.ezcedis.com/MS... Learning Management System - Profile Update - Microsoft Internet Explorer". The page title is "Profile Update". The browser's address bar shows "Email: yabshelp@va.gov".

The main content area is titled "User Information" and contains the following fields:

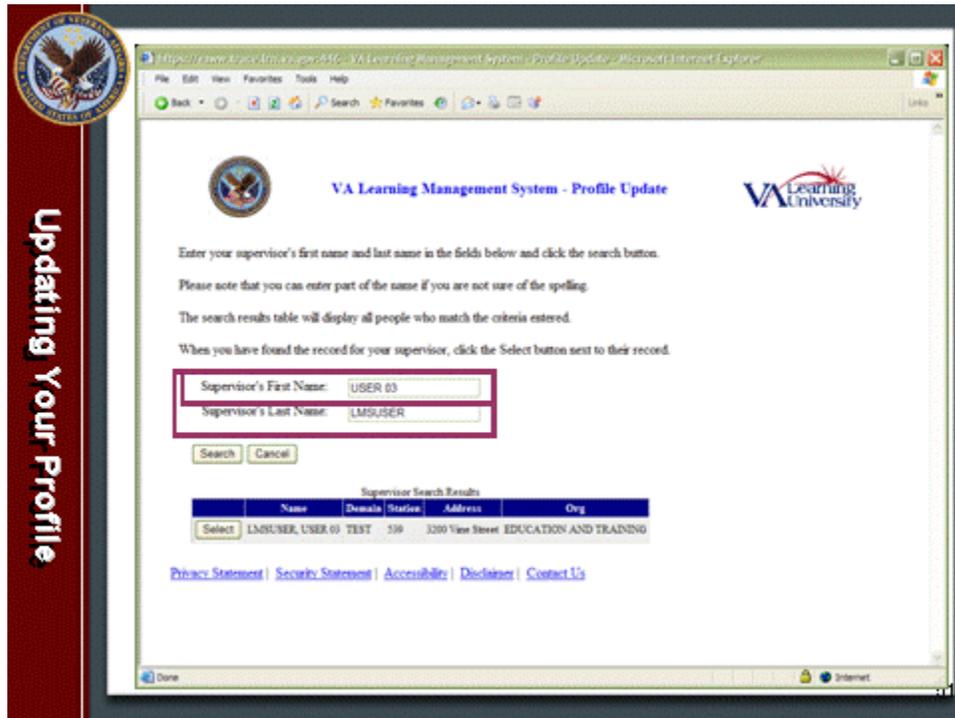
- User Name: USER 02 LMSUSER
- LMS User ID: LMSUSER.USER0231
- Job Title:
- Email Address:
- Address:
- City:
- State:
- Postal Code:
- Phone Number:
- Phone Extension:
- Cell Phone Number:
- Supervisor: LMSUSER, USER 0 [Change...](#)

At the bottom of the form are "Submit" and "Cancel" buttons. Below the form are links for "Privacy Statement", "Security Statement", "Accessibility", "Disclaimer", and "Contact Us".

A vertical red banner on the left side of the browser window contains the text "Updating Your Profile" and a circular logo with an eagle and the text "DEPARTMENT OF VETERANS AFFAIRS" and "UNITED STATES OF AMERICA".

So, let's walk through the steps to designate your supervisor in your personal profile: our fictitious training user, Mr. USER LMSUSER, needs to identify his direct supervisor. Therefore, he clicks the Change... link.

Updating Your Profile



We are presented with a Profile Update screen.

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

In the Supervisor Search fields, you will enter the first and last name of your direct supervisor and then click Search. If you don't know the exact spelling or full name of your supervisor, you can enter part of the name.

For this demonstration, we'll begin by searching for a fictional training supervisor named SUPERVISOR 02 LMSUSER.

We'll Enter the supervisor's first name..., in this case Supervisor02

Updating Your Profile

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
<input type="button" value="Select"/>	LMSUSER, USER 02	TEST	109	3200 View Street	EDUCATION AND TRAINING

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

... their last name, ... (LMSUser)

Updating Your Profile

Updating Your Profile

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:

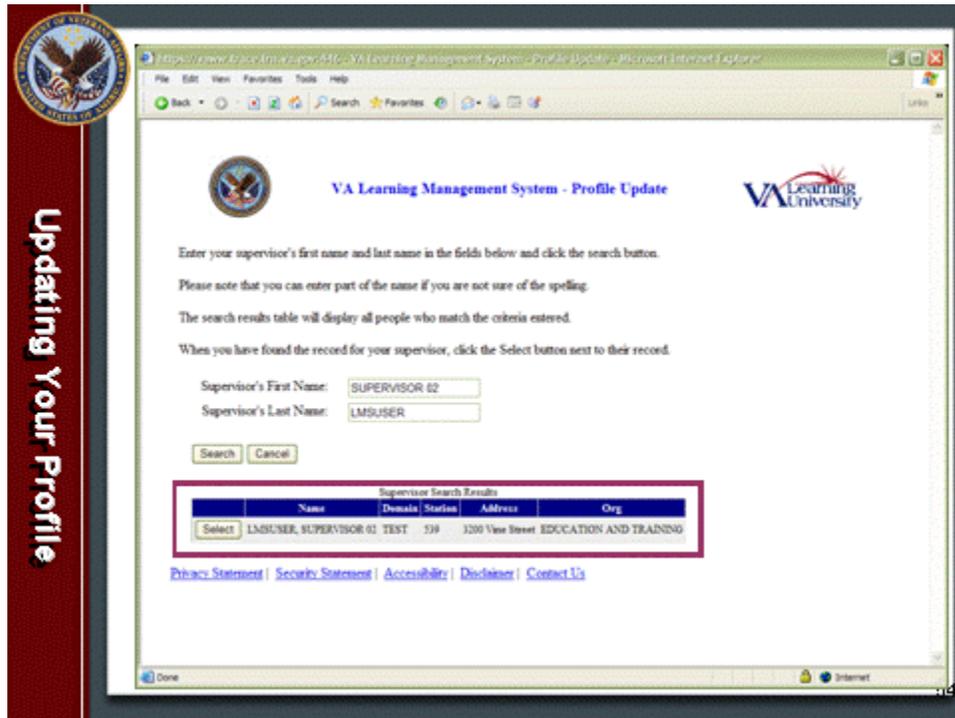
Supervisor Search Results

	Name	Domain	Station	Address	Org
<input type="button" value="Select"/>	LMSUSER, USER 03 TEST	539	3200 View Street	EDUCATION AND TRAINING	

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

And then click Search.

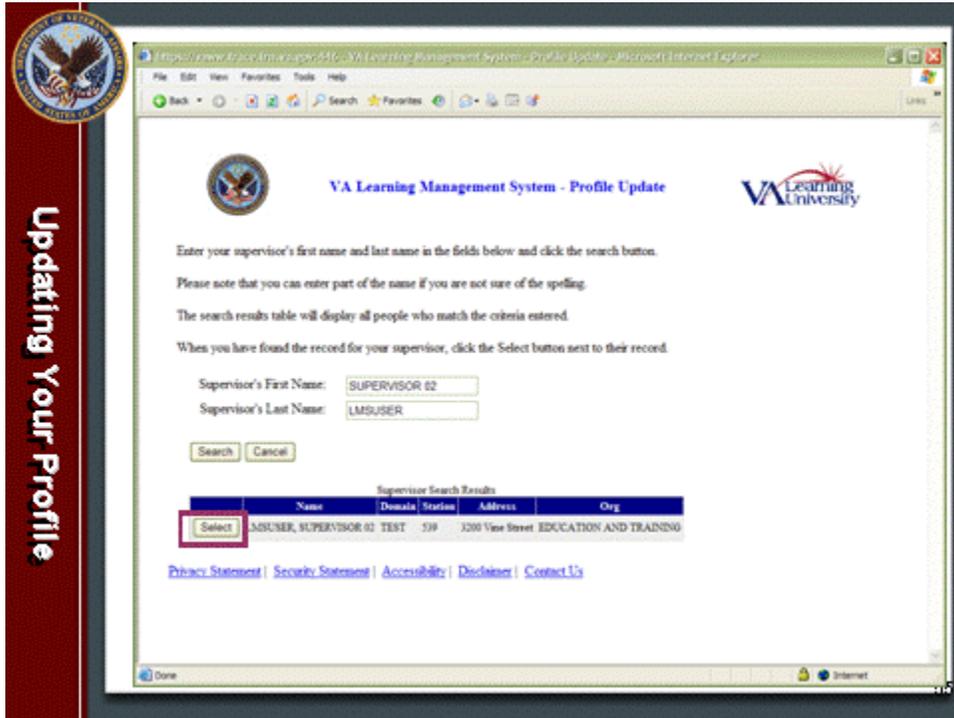
Updating Your Profile



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

The VA LMS will likely return more than one result, so be sure to select the correct supervisor.

Updating Your Profile



Updating Your Profile

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	Status	Address	Org
<input type="button" value="Select"/>	LMSUSER, SUPERVISOR 02	TEST	539	3200 Vase Street	EDUCATION AND TRAINING

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

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

Updating Your Profile

Updating Your Profile

VA Learning Management System - Profile Update

VA Learning University

Support
For support, please contact the VA LMS Help Desk
Phone: (866) 496-0463 between the hours of 8:00 AM and 10:00 PM EST
Email: va_lms_help@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:

The VA LMS Profile Update screen returns ... we'll scroll down. . .

Updating Your Profile

The screenshot shows a web browser window with the address bar displaying "https://www.dps.vt.gov/446 - VA Learning Management System - Profile Update - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar contains "https://www.dps.vt.gov/446" and the search bar contains "yabshelp@va.gov".

The main content area is titled "User Information" and contains the following fields:

- 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...](#)

At the bottom of the form are "Submit" and "Cancel" buttons. Below the form are links for "Privacy Statement", "Security Statement", "Accessibility", "Disclaimer", and "Contact Us". The browser's status bar at the bottom shows "Done" and "Internet".

A vertical red banner on the left side of the browser window contains the text "Updating Your Profile" in white, with a circular logo at the top featuring an eagle and the text "STATE OF VIRGINIA" and "DEPARTMENT OF SECURITY".

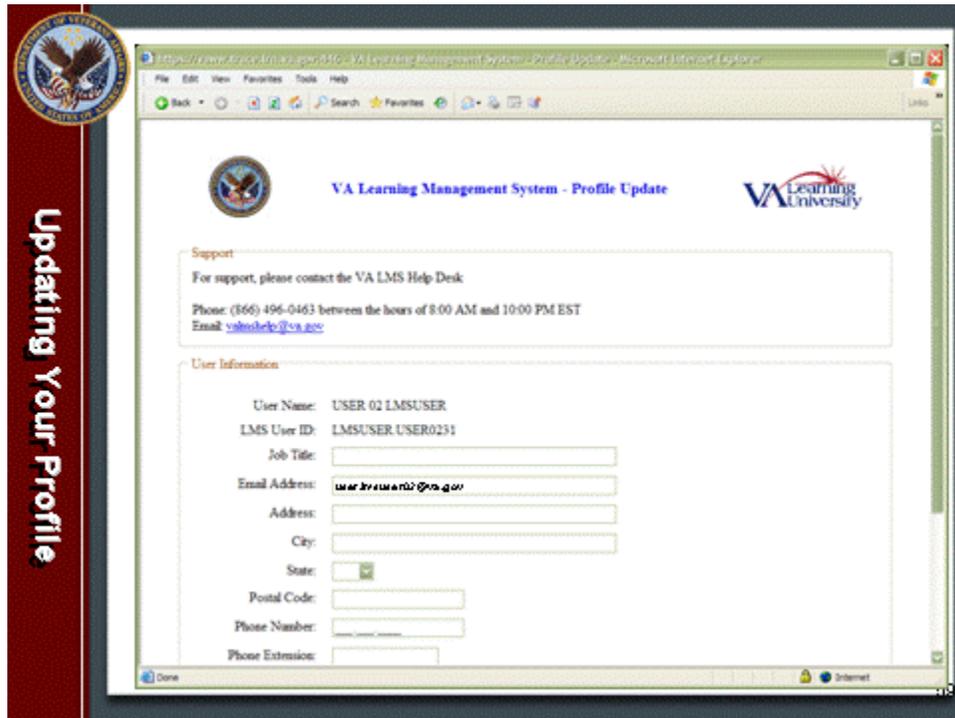
... and we can see the selected supervisor's name is listed to the right of the Supervisor field. We'll scroll back up.

Updating Your Profile

The screenshot displays the 'VA Learning Management System - Profile Update' page. At the top, there is a 'Support' section with the following text: 'For support, please contact the VA LMS Help Desk. Phone: (866) 496-0463 between the hours of 8:00 AM and 10:00 PM EST. Email: va8mshelp@va.gov'. Below this is the 'User Information' section, which contains the following fields: 'User Name: USER 02 LMSUSER', 'LMS User ID: LMSUSER.USER0231', 'Job Title: [text input]', 'Email Address: [text input]', 'Address: [text input]', 'City: [text input]', 'State: [dropdown menu]', 'Postal Code: [text input]', 'Phone Number: [text input]', and 'Phone Extension: [text input]'. A red box highlights the 'Email Address', 'Address', 'City', 'State', 'Postal Code', 'Phone Number', and 'Phone Extension' fields. On the left side of the screenshot, there is a vertical red banner with the text 'Updating Your Profile'.

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 forget it. Email addresses must be entered in a valid format. If the email address is entered in an incorrect format, you will receive an “Invalid e-mail format” warning. Additional fields include entries for your job title, work address, and phone numbers. Another Important point to remember here - 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 SF-182 form will be generated with those fields completed, saving you time.

Updating Your Profile



The screenshot displays a web browser window titled "VA Learning Management System - Profile Update". The page features the VA Learning University logo and a "Support" section with contact information for the VA LMS Help Desk. Below this is a "User Information" section with various input fields. The "Email Address" field is pre-filled with "user.lmsuser02@va.gov".

Support
For support, please contact the VA LMS Help Desk
Phone: (866) 496-0463 between the hours of 8:00 AM and 10:00 PM EST
Email: vlms@va.gov

User Information

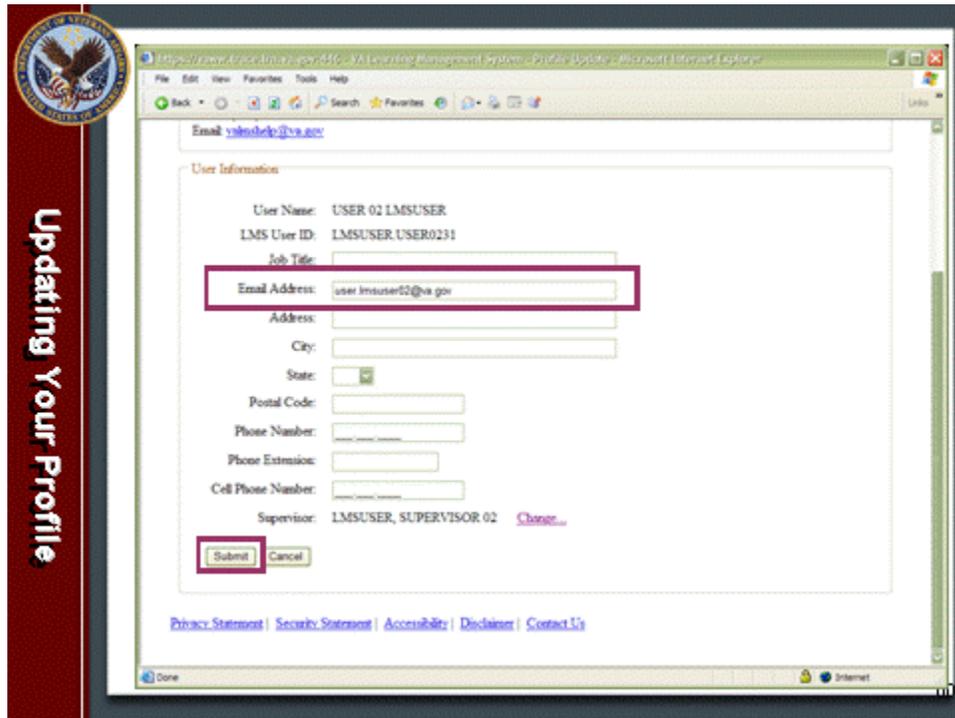
User Name: USER 02 LMSUSER
LMS User ID: LMSUSER.USER0231
Job Title:
Email Address:
Address:
City:
State:
Postal Code:
Phone Number:
Phone Extension:

For this demonstration, we'll enter a fictitious email address for our fictional training user, Mr. LMSUSER.

We'll enter his email address as: `user.lmsuser02@va.gov` . . .

. . . and then I'll scroll down a bit to find the submit button.

Updating Your Profile



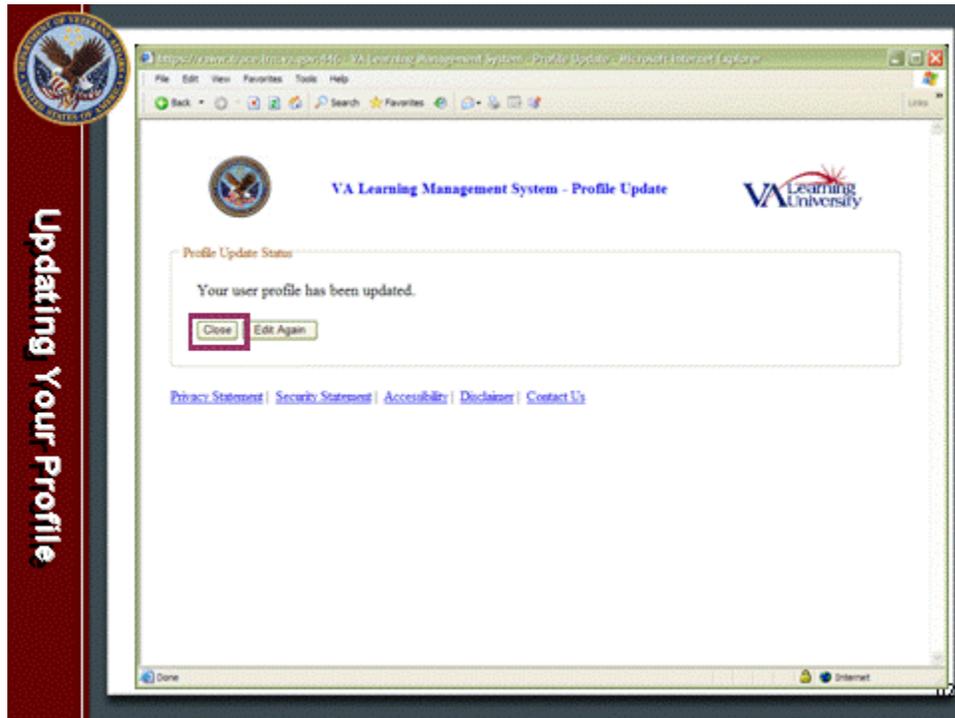
The screenshot shows a web browser window displaying a 'Profile Update' form. The browser's address bar shows the URL 'https://www.va.gov/lms/lmsuser/446...VA Learning Management System - Profile Update - Microsoft Internet Explorer'. The form is titled 'User Information' and contains the following fields:

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

At the bottom of the form, there are two buttons: 'Submit' (highlighted with a red box) and 'Cancel'. Below the form, there are links for 'Privacy Statement', 'Security Statement', 'Accessibility', 'Disclaimer', and 'Contact Us'. A vertical red banner on the left side of the browser window contains the text 'Updating Your Profile' and the Department of Veterans Affairs seal.

We can see that we have the correct email address entered. . .
so we'll click the Submit button.

Updating Your Profile



So we'll Click the Close button.

Updating Your Profile

The screenshot shows the VA Learning Management System (LMS) homepage. The navigation bar includes links for Personal, Learning, Career, Catalog, Reports, and My Employees. The 'Learning' link is highlighted with a red box. The main content area includes a welcome message for 'USER 02 LMSUSER' dated 2/7/2008, a 'Please UPDATE YOUR PROFILE' prompt, and sections for Alerts, Learning Plan, and Curriculum Status. A table titled 'Learning Plan' lists training items with their required dates.

Title	Type	Required By
Configuring the Open Shortest Path First Protocol - J2008z_eng		3/30/2007
Testing and Instrumenting Cf Applications - J2008z_eng		3/30/2007
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 Profile Update window closes, returning our attention to the VA LMS homepage.

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. To proceed, we'll click the Learning link.

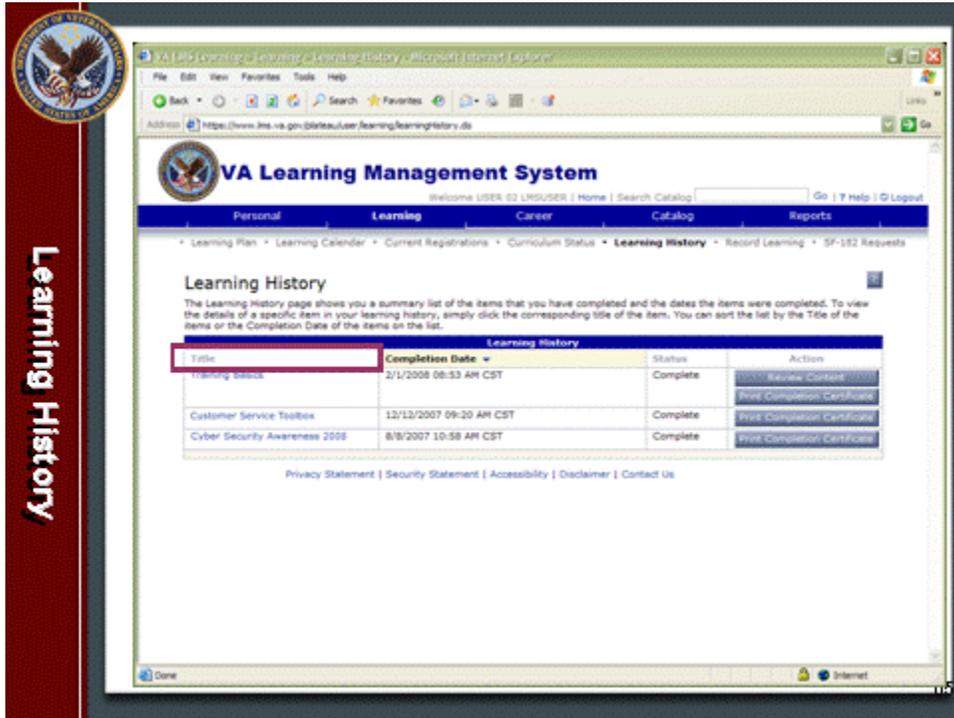
Viewing Your Learning History

The screenshot displays the VA Learning Management System interface. The main menu bar includes Personal, Learning, Career, and Reports. The Learning sub-menu is expanded, showing options for Learning Plan, Learning Calendar, Current Registrations, Curriculum Status, Learning History, Record Learning, and SF-152 Request. The Learning History link is highlighted with a red box. Below the menu, the Learning Plan section is visible, showing a list of items with columns for Title, Type, Required By, Status, Action, and Remove. The items listed include:

Title	Type	Required By	Status	Action	Remove
Give "em the Pickle" Video Training Kit		2/28/2008	Available	Go to Content	
101 Medication Tips for People with Diabetes					
Accounting for Corporations - FSN0222			In progress Must be registered	Go to Content Request Schedule	
Acquisition Forum					
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 (CCM)			Not available		
Performance Support			Available	Go to Content	
Adult Learning Principles			Must be registered	Request Schedule	
Testing and Instrumenting Cf Applications - 109340_eng		8/30/2007	In progress	Go to Content	

The Learning sub-menu options appear below the Main Menu bar. We'll click the Learning History sub-menu link.

Viewing Your Learning History



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" page displays a summary list of completed items. The table below shows the details of three completed training items.

Title	Completion Date	Status	Action
Training Basics	2/1/2008 08:53 AM CST	Complete	Review Content Print Completion Certificate
Customer Service Toolbox	12/13/2007 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".

This opens the Learning History page with a summary list of educational items, displaying the Title, Completion Date, Status, and Action for your completed training items.

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

If we want the completed training items sorted alphabetically, we would click the column heading of Title.

Viewing Your Learning History

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
Cyber Security Awareness 2008	8/8/2007 10:58 AM CST	Complete	Print Completion Certificate
Customer Service Toolbox	12/12/2007 09:20 AM CST	Complete	Print Completion Certificate
Training Basics	3/1/2008 08:53 AM CST	Complete	Review Content Print Completion Certificate

Privacy Statement | Security Statement | Accessibility | Disclaimer | Contact Us

The selected column title is shaded and in bold. Now we'll click on the heading again to view titles in descending alphabetical order, or from Z to A.

Viewing Your Learning History

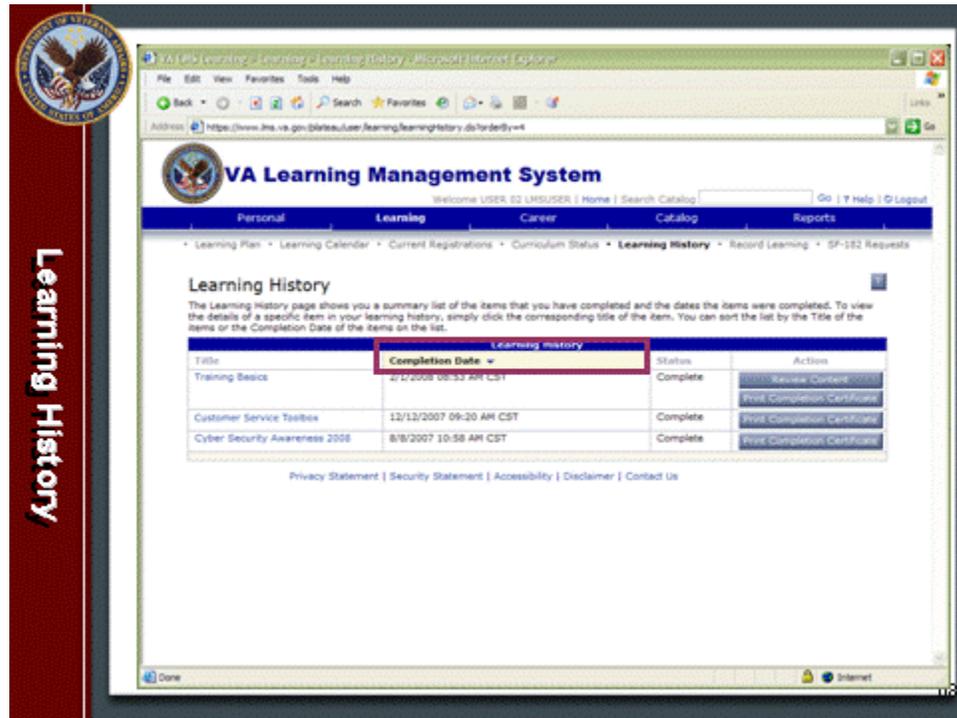
The screenshot shows the VA Learning Management System interface. The page title is "VA Learning Management System" and the user is logged in as "USER 82 LMSUSER". The navigation menu includes "Personal", "Learning", "Career", "Catalog", and "Reports". The "Learning History" page displays a table of completed learning items. The table has four columns: "Title", "Completion Date", "Status", and "Action". The "Completion Date" column header is highlighted with a red box. The table lists three items: "Training Basics", "Customer Service Toolbox", and "Cyber Security Awareness 2008".

Title	Completion Date	Status	Action
Training Basics	2/1/2008 10:53 AM CST	Complete	Review Content Print Completion Certificate
Customer Service Toolbox	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

Clicking the column heading switches between ascending, A - Z and descending, Z - A alphabetic order.

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

Viewing Your Learning History



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" page displays a table of completed items. The "Completion Date" column is highlighted in bold and shaded, indicating it is the current sort order. The table lists three items: "Training Basics", "Customer Service Toolbox", and "Cyber Security Awareness 2006". Each item is marked as "Complete" and has a "Print Completion Certificate" button.

Title	Completion Date	Status	Action
Training Basics	2/1/2008 08:33 AM CST	Complete	Print Completion Certificate
Customer Service Toolbox	12/12/2007 09:20 AM CST	Complete	Print Completion Certificate
Cyber Security Awareness 2006	8/8/2007 10:58 AM CST	Complete	Print Completion Certificate

We see the column heading is in bold and shaded. The column is sorted in ascending, or most recent completion date order. Clicking the column heading switches between ascending, or most recent, and descending, or earliest completion date order. If we click the heading again. . .

Viewing Your Learning History

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 "Learning History" section is active, displaying a table of completed items. The table is sorted by completion date, with the earliest date at the top. The table has four columns: Title, Completion Date, Status, and Action. The "Training Basics" row is highlighted with a red border.

Title	Completion Date	Status	Action
Cyber Security Awareness 2008	8/8/2007 10:58 AM CST	Complete	Print Completion Certificate
Customer Service Toolbox	12/12/2007 09:20 AM CST	Complete	Print Completion Certificate
Training Basics	3/1/2008 08:53 AM CST	Complete	Review Content Print Completion Certificate

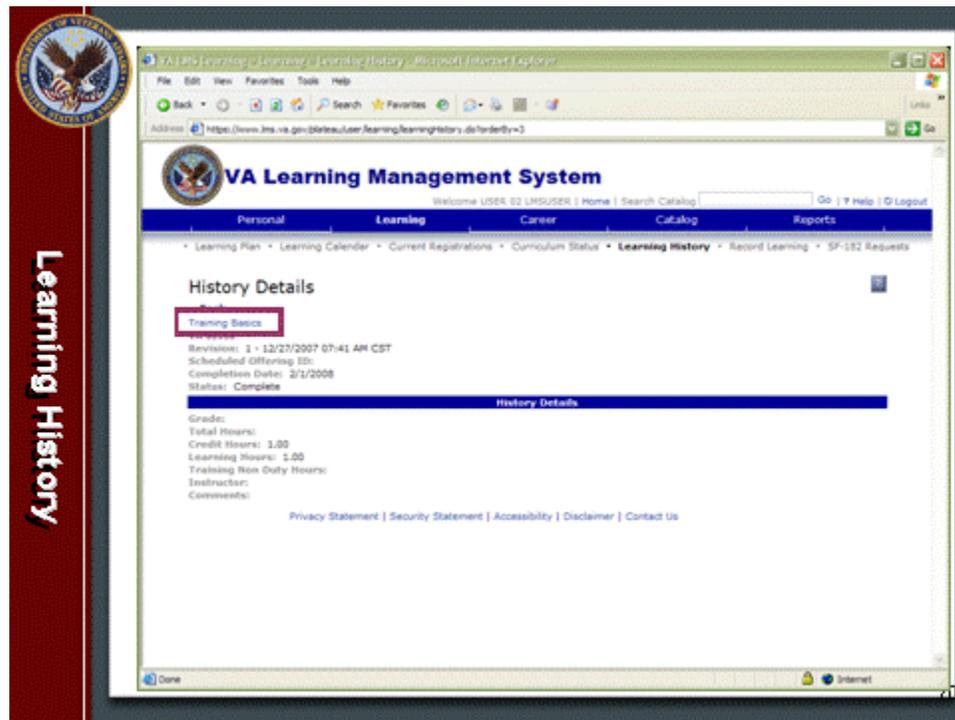
At the bottom of the page, there are links for Privacy Statement, Security Statement, Accessibility, Disclaimer, and Contact Us.

. . . the column will be sorted by the earliest completion date.

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

For example, I'll click the course named "Training Basics" from Mr. LMSUSER's training history.

Viewing Your Learning History



The screenshot displays the VA Learning Management System interface. On the left, a vertical red banner contains the text "Learning History" and the VA seal. The main content area shows the "History Details" for a training item titled "Training Basics". The details include:

- Revisions: 1 - 12/27/2007 07:41 AM CST
- Scheduled Offering ID:
- Completion Date: 2/1/2008
- Status: Complete

Below this information is a section titled "History Details" with the following data:

- Grade:
- Total Hours:
- Credit Hours: 3.00
- Learning Hours: 5.00
- Training Non Duty Hours:
- Instructor:
- Comments:

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

And we are presented with the History Details for that item. To view the Item Details, we'll click the title of the training item again.

An important thing to remember here is that if you used the external event recorder options to report a course completion, additional details cannot be viewed.

Viewing Your Learning History

The screenshot displays the VA Learning Management System interface. On the left, a vertical red banner contains the text "Learning History" and the VA seal. The main content area shows the "Item Details" page for a training item. A red box highlights a "Back" link. Below it is the "Item Summary" section, which includes the following information:

Training Basics		
Item Summary		
VA 63960		
Revision: 1 - 12/27/2007 07:41 AM CST		
Description: training demo for LMS training only		
Length:	Audience:	Contact:
Training Non Duty Hours:	Source:	Learning Hours: 1.00
Goals:	Credit Hours: 1.00	Delivery Method:
+ Subject Areas (0 Found)		
+ Prerequisites (0 Found)		
+ Substitutes (0 Found)		
+ Competencies (0 Found)		
+ Related Documents (0 Found)		

At the bottom of the page, there are links for Privacy Statement, Security Statement, Accessibility, Disclaimer, and Contact Us. The browser's address bar shows the URL: <https://www.lms.va.gov/plateau/learn/common/viewItemDetails.do?componentID=44&componentID=63960&revisionDate=119676>.

And we see the Item Details.

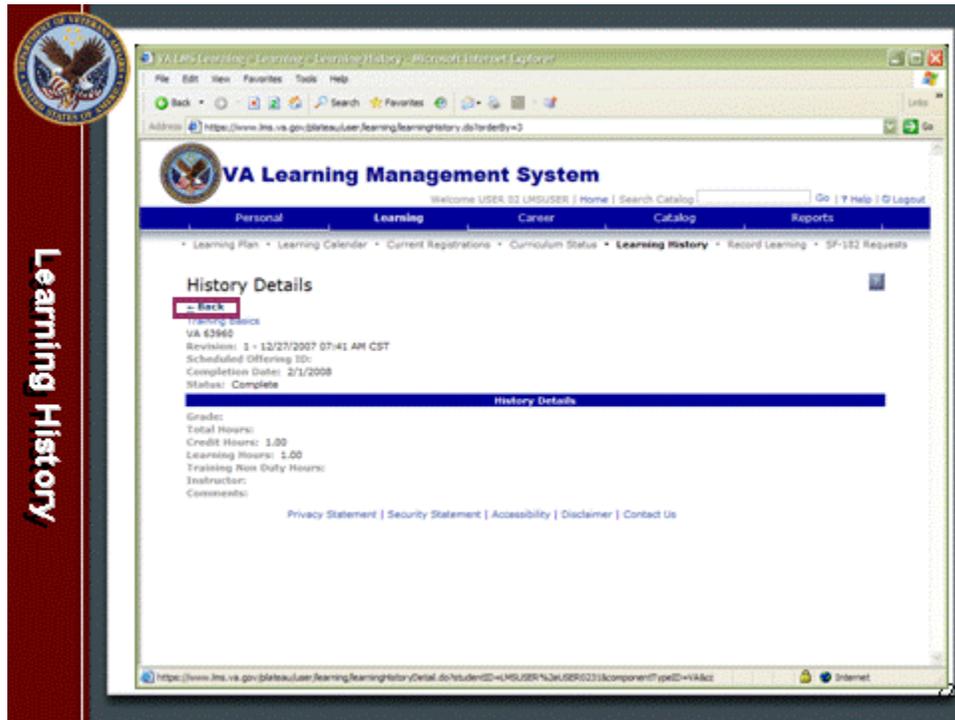
To return to the History Details screen, click the Back link.

Remember, DO NOT use the browser's Back and Forward navigation buttons.

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

All navigation in the VA LMS must use the controls within the VA LMS window.

Viewing Your Learning History



The screenshot displays the VA Learning Management System interface in a Microsoft Internet Explorer browser window. The browser's address bar shows the URL: <https://www.jms.va.gov/State/Lear/learning/learninghistory.do?studentId=3>. The system header includes the VA logo and the text "VA Learning Management System". Below the header, there are navigation tabs for "Personal", "Learning", "Career", "Catalog", and "Reports". The "Learning" tab is active, and a sub-menu shows "Learning History" selected. The main content area is titled "History Details" and contains the following information:

- [Back](#) (highlighted with a red box)
- Training Device: VA 63960
- Revisions: 1 - 12/27/2007 07:41 AM CST
- Scheduled Offering ID:
- Completion Date: 2/1/2008
- Status: Complete

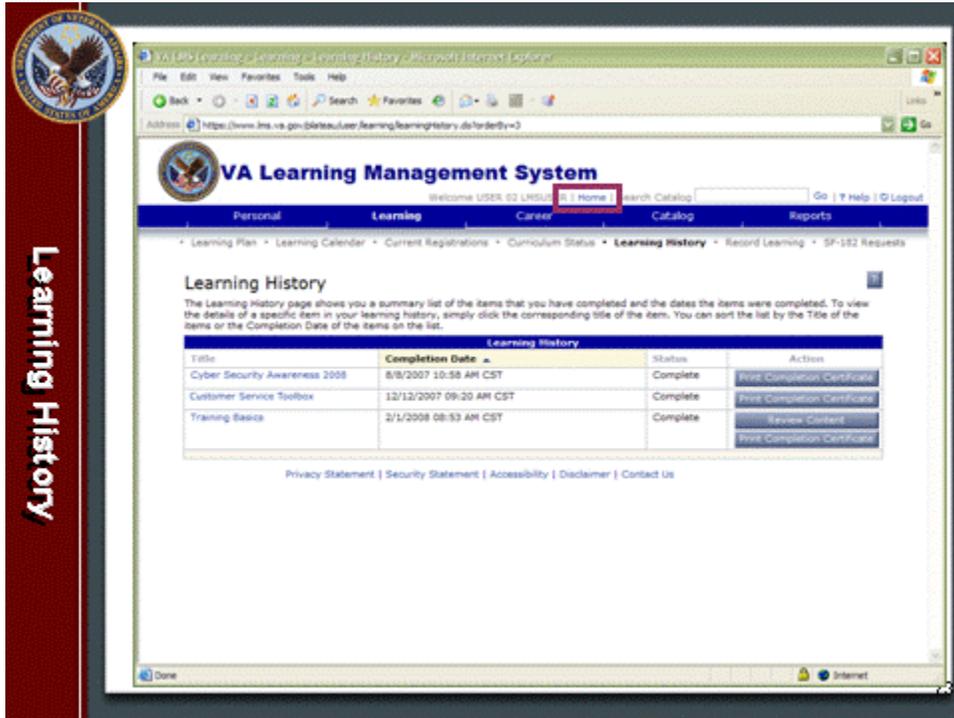
Below this information is a blue bar with the text "History Details". Underneath, the following details are listed:

- Grade:
- Total Hours:
- Credit Hours: 3.00
- Learning Hours: 1.00
- Training Non Duty Hours:
- Instruction:
- Comments:

At the bottom of the page, there are links for "Privacy Statement", "Security Statement", "Accessibility", "Disclaimer", and "Contact Us". The browser's status bar at the bottom shows the full URL and the "Internet" icon.

To return to the Learning History screen, we'll again click the Back link.

Viewing Your Learning History



The screenshot displays the VA Learning Management System (LMS) interface. The browser address bar shows the URL: <https://www.lms.va.gov/StateUser/learning/learninghistory.do?orderby=3>. The page title is "VA Learning Management System". The navigation bar includes links for Personal, Learning, Career, Catalog, and Reports. The "Learning History" page is active, showing a summary of completed items. A red box highlights the "Home" link in the navigation bar.

Learning History

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
Cyber Security Awareness 2008	8/8/2007 10:58 AM CST	Complete	Print Completion Certificate
Customer Service Toolbox	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

Privacy Statement | Security Statement | Accessibility | Disclaimer | Contact Us

You can also use the Main Menu navigation bar to go elsewhere in the VA LMS, such as the VA LMS homepage. I'll click Home to do just that.

Printing Certificates

The screenshot shows the VA Learning Management System (LMS) homepage. The browser window is titled "VA LMS Learning System - Personal - Home - Microsoft Internet Explorer". The address bar shows "https://www.lms.va.gov/02lmsuser/personal/ViewPersonalHome.do". The main menu includes "Personal", "Learning", "Career", "Catalog", and "Reports". The "Learning" link is highlighted with a red box. The page content includes a welcome message for "USER 02 LMSUSER" dated 2/7/2008, a "Please UPDATE YOUR PROFILE" notice, and a "Learning Plan" table. The "Learning Plan" table lists several items with their completion dates:

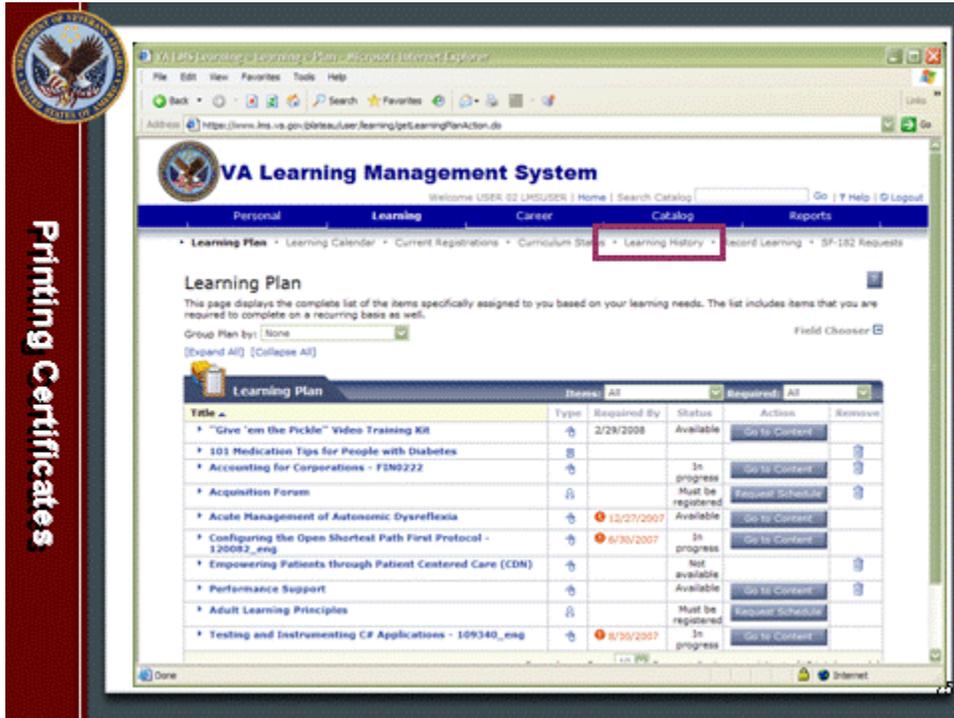
Title	Type	Acquired By
Configuring the Open Shortest Path First Protocol - 120082_eng		8/30/2007
Testing and Instrumenting CE Applications - 109340_eng		8/30/2007
Acute Management of Autonomic Dysreflexia		11/27/2007
"Give 'em the Piddle" Video Training Kit		2/29/2008
VA Online Travel Card Training		3/24/2008

A vertical banner on the left side of the screenshot reads "Printing Certificates".

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.

Printing Certificates



The screenshot shows the VA Learning Management System interface. The navigation menu includes Personal, Learning, Career, Catalog, and Reports. The 'Learning History' link is highlighted with a red box. The main content area displays the 'Learning Plan' page, which lists various training 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		2/28/2008	Available	Go to Content	
101 Medication Tips for People with Diabetes			In progress	Go to Content	
Accounting for Corporations - FS0222			Must be registered	Request Schedule	
Acquisition Forum			Available	Go to Content	
Acute Management of Autonomic Dysreflexia		12/27/2007	Available	Go to Content	
Configuring the Open Shortest Path First Protocol - 120082_eng		6/30/2007	In progress	Go to Content	
Empowering Patients through Patient Centered Care (CCN)			Not available		
Performance Support			Available	Go to Content	
Adult Learning Principles			Must be registered	Request Schedule	
Testing and Instrumenting CF Applications - 109340_eng		6/30/2007	In progress	Go to Content	

Next, in the Learning sub-menu, click the Learning History link.

Printing Certificates

The screenshot displays 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, showing a summary of completed items. The table below lists three items, each with a "Print Completion Certificate" button in the "Action" column.

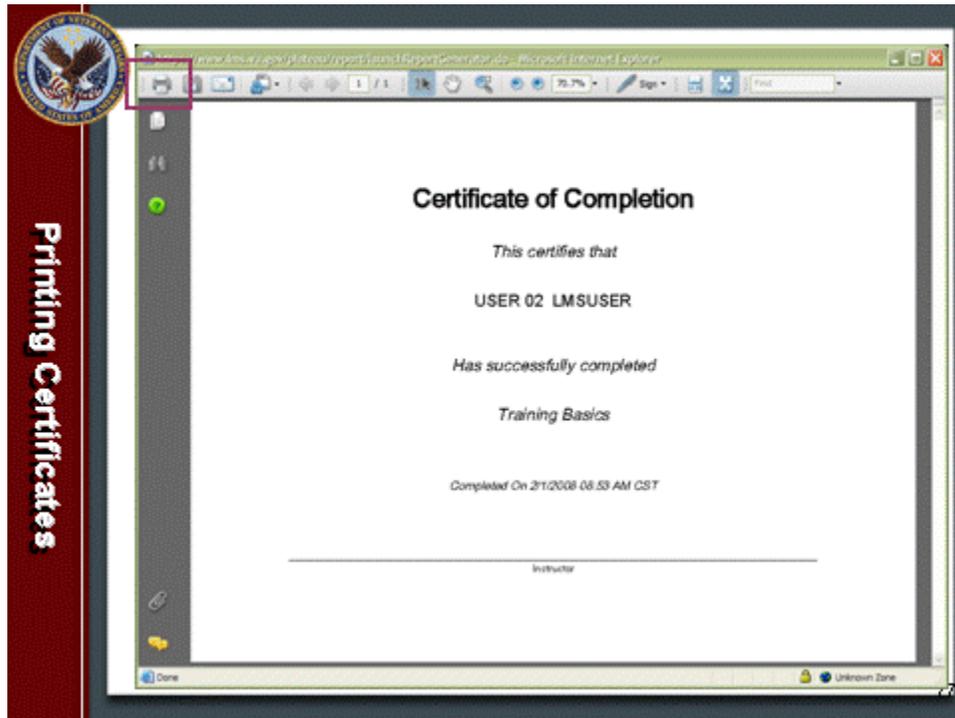
Title	Completion Date	Status	Action
Training Basics	2/1/2008 08:53 AM CST	Complete	Print Completion Certificate
Customer Service Toolbox	12/12/2007 09:20 AM CST	Complete	Print Completion Certificate
Cyber Security Awareness 2006	8/8/2007 10:58 AM CST	Complete	Print Completion Certificate

The personal Learning History shows opens.

As we can see, our fictional training user 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.

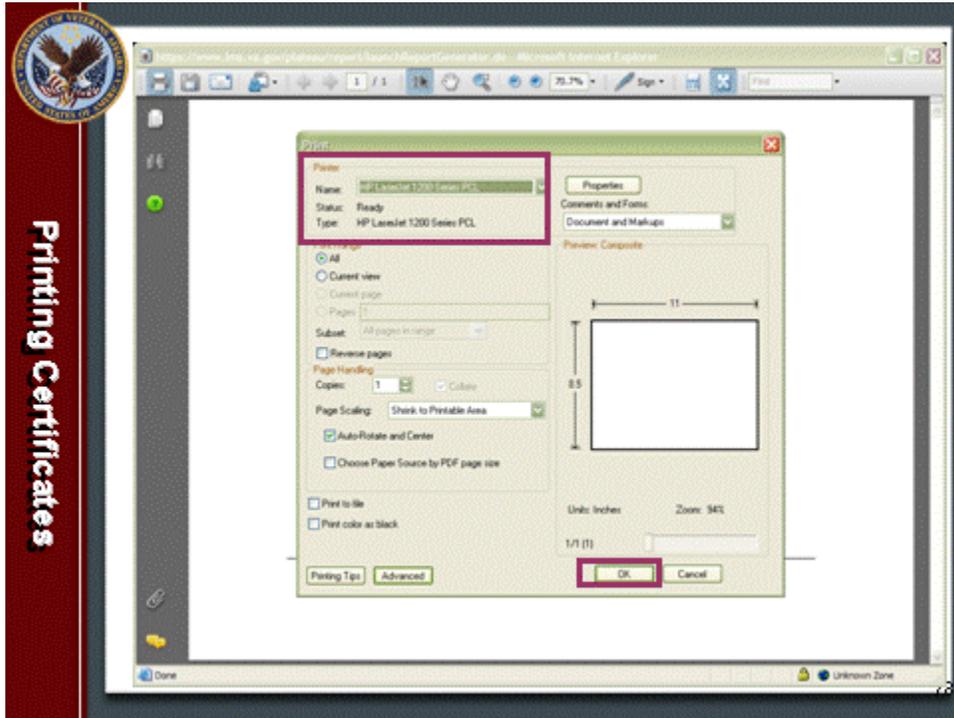
Printing Certificates



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.

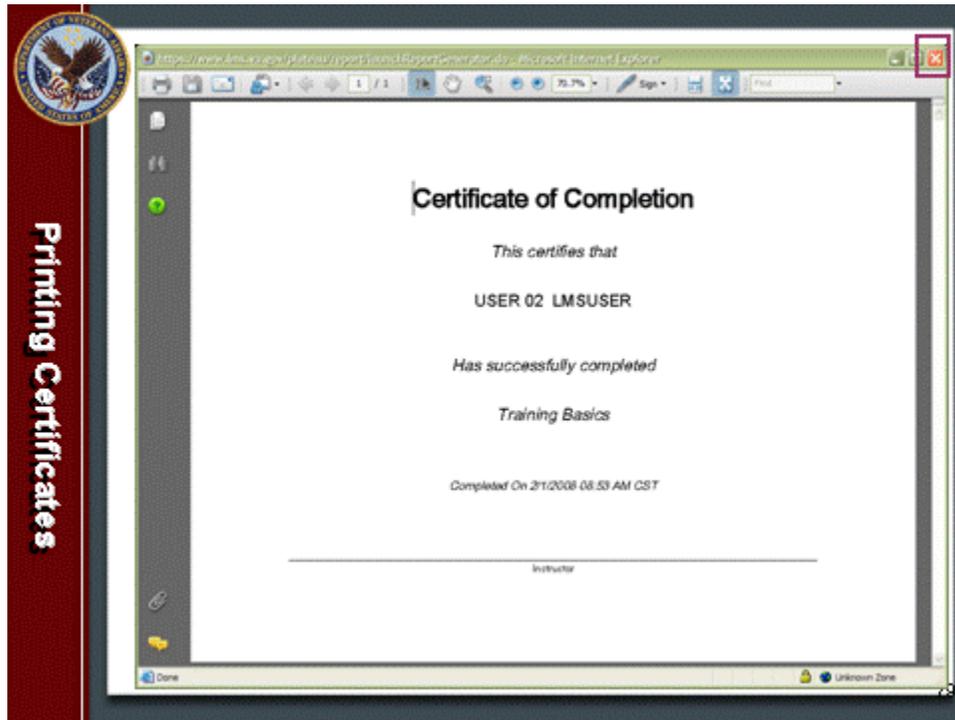
To print the certificate, in the top menu, click the printer icon.

Printing Certificates



Select the desired printer and . . . click the OK button.

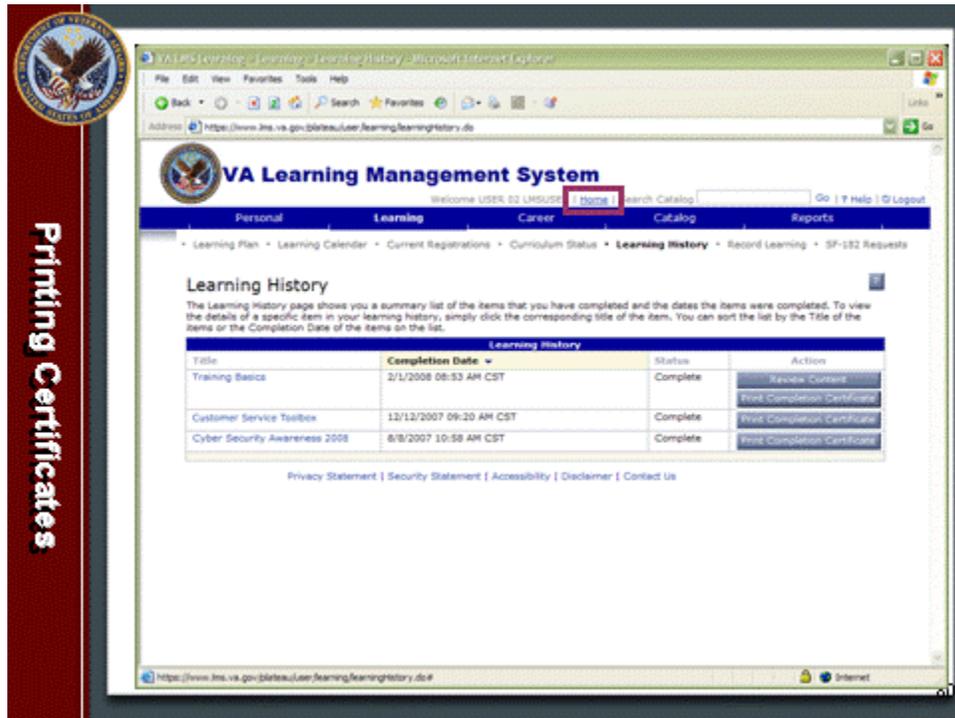
Printing Certificates



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

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

Printing Certificates



The screenshot shows the VA Learning Management System interface. The browser address bar displays <https://www.lms.va.gov/blateau/learn/learning/history.do>. The page title is "VA Learning Management System" and the user is logged in as "USER: 02 LMSUSER". The navigation bar includes links for "Personal", "Learning", "Career", "Catalog", and "Reports". The "Learning" menu is expanded, showing "Learning Plan", "Learning Calendar", "Current Registrations", "Curriculum Status", "Learning History", "Record Learning", and "SP-152 Requests". The "Learning History" section contains 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
Customer Service Toolbox	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". A vertical red banner on the left side of the screenshot contains the text "Printing Certificates".

Click Home to return to the VA LMS homepage.

Reports

The screenshot displays the VA Learning Management System (LMS) interface. On the left side, there is a vertical red banner with the text "Personal Training Reports" and the VA Department of Veterans Affairs logo. The main content area is titled "VA Learning Management System" and includes a navigation menu with links for Personal, Learning, Career, Catalog, and Reports. The Reports link is highlighted with a red box. Below the navigation menu, the user is welcomed as "USER 02 LMSUSER" and is prompted to "UPDATE YOUR PROFILE". There are sections for Alerts, Learning Plan, and Curriculum Status. The Learning Plan section contains a table with the following data:

Title	Type	Required By
Configuring the Open Shortest Path First Protocol - 120082_eng		8/30/2007
Testing and Instrumenting CE Applications - 109340_eng		8/30/2007
Acute Management of Autonomic Dysreflexia		12/27/2007
"Give 'em the Pickle" Video Training Kit		2/28/2008
VA Online Travel Card Training		3/24/2008

The Curriculum Status section shows a table with the following data:

Title
VA Online Travel Card Training

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.

Reports

Personal Training Reports

VA Learning Management System

Welcome USER 02 LMSUSER | Home | Search Catalog | Go | ? Help | G 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
Learning History
Learning Hours
Learning Needs
Learning Plan
Succession Planning
Tuition
User Information

Privacy Statement | Security Statement | Accessibility | Disclaimer | Contact Us

https://www.lms.va.gov/bleau/report.html?report.do=search?ope=4&tabID=report&selectorName=PauserLearningHistory

The Reports screen shows a list of available personal reports. Depending on the report selected, various options are displayed. For this demonstration, we'll click the Learning History report link.

Reports

Personal Training Reports

VA Learning Management System

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

Personal Learning Career Catalog Reports

Reports

[Back to Browse Reports](#)

Run User Learning History

Report Title: User Learning Hist

Report Header: IDP Planning

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

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

Our fictitious user, Mr. LMSUSER would like to title this report, Individual Development Plan, so he types “IDP Planning” in the Report header field.

Reports

The screenshot displays the VA Learning Management System interface. The page title is "Reports" and the sub-page is "Run User Learning History". The form includes the following fields and options:

- Report Title: User Learning Hst
- Report Header: SDP Planning
- Report Footer: (empty)
- Report Destination: Browser Local File
- Report Format: XML CSV HTML PDF
- Mask User IDs
- Page Break Between Records
- Completed Date From: (empty)
- Completed Date To: (empty)
- Report Type: Summary Detail
- Include: Item Events External Events Both
- Print Comments: Yes No
- Sort Items: Completion Date Item ID

A vertical banner on the left side of the screenshot reads "Personal Training Reports".

For the Report Destination, we'll leave the default option of browser selected, but we'll change the Report format to PDF for ease in printing this report.

Reports

Department of Veterans Affairs
VA Learning Management System

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

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

Done

Personal Training Reports

In the Completed Date From field, we'll type: "September 30, 2006" ...

Reports

Department of Veterans Affairs
VA Learning Management System
Welcome USER 02 LMSUSER | Home | Search Catalog | Go | ? Help | Q 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

Completed Date From:

Completed Date To:

Report Type: Summary Detail

Include: Item Events External Events Both

Print Comments: Yes No

Sort Items: Completion Date Item ID

Personal Training Reports

...and we'll set the ending date using the Completed Date To: field by typing "09/30/2007".

Reports

Department of Veterans Affairs

VA Learning Management System

Welcome USER 82 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

Completed Date From:
(MM/DD/YYYY)

Completed Date To:

Report Type: Summary Detail

Include: Item Events External Events Both

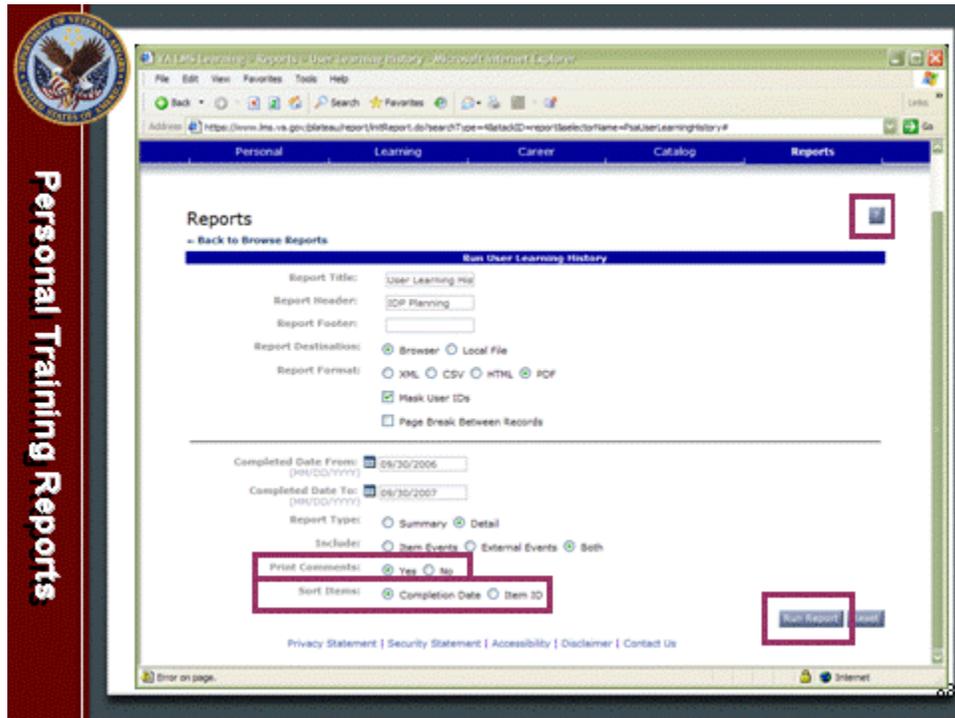
Print Comments: Yes No

Sort Items: Completion Date Item ID

Personal Training Reports

We'll set the Report type to Detail, and leave the default Include setting at Both.

Reports



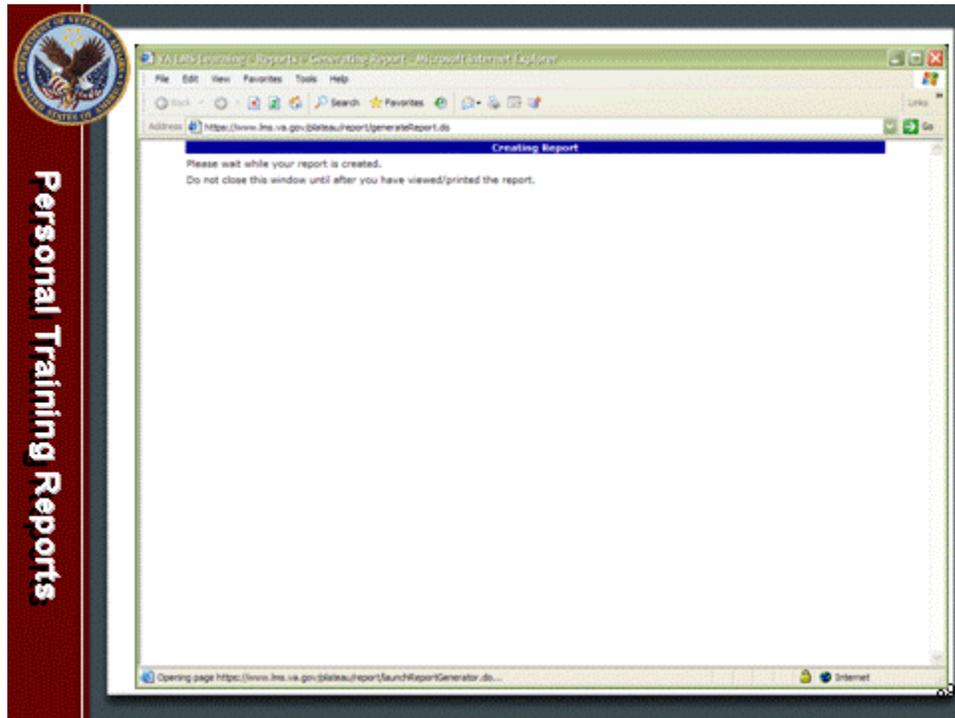
Next, we'll change the Print Comments option to Yes. And we'll, leave the Sort Items option set to Sort by Completion Date.

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 as we did here.

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.

Now that we have selected all the criteria for our report, we'll click the Run Report button.

Reports



A Generating Report screen briefly appears.

Reports

The screenshot shows a web browser window displaying a report titled "User Learning History". The browser's address bar shows the URL: <https://www.ams.us.gov/dotnet/report/ReportGenerator.do>. The report content includes a table with the following data:

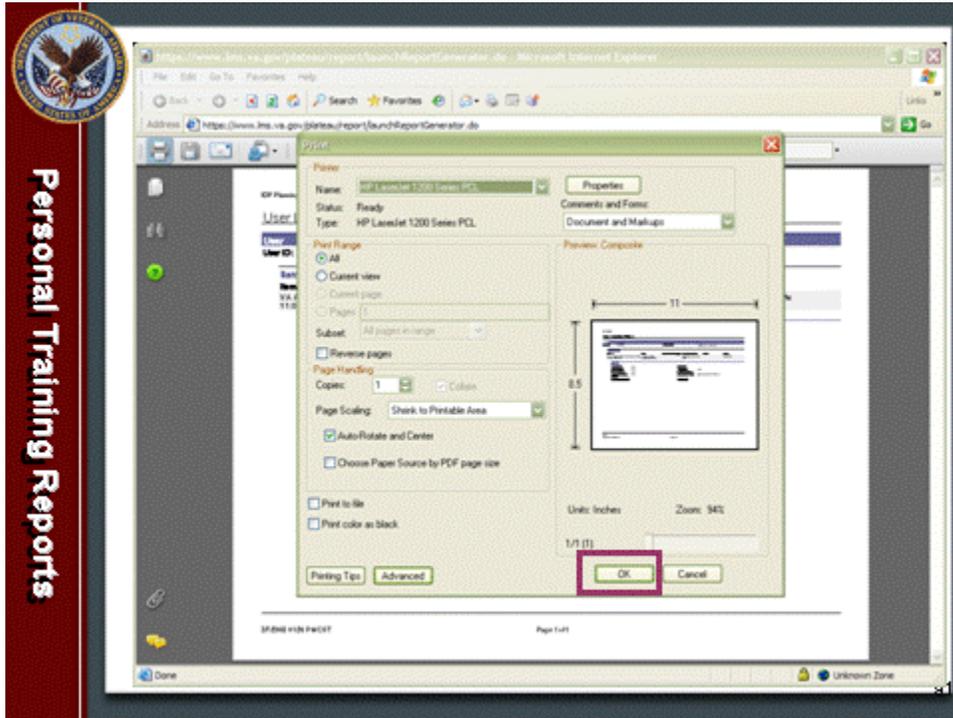
User ID	User Name	LMSUSER, USER ID			
Item Events					
Item ID	Title	Scheduled Offering ID	Completion Date	Grade	Status
116 Awareness2008 (Rev 1 - 5/6/2007)	Cyber Security Awareness 2008		5/6/2007 10:58 AM CST		Complete
Details			Instructor:	Tuition (\$):	
Total Hours:	0.00			0.00	
Credit Hours:	1.00				
Learning Hours:	1.00		Last Update User:		
Typing Test Duty Hours:	0.00		Last Update Time:	6/23/2007 03:27 PM CST	
Early Meeting Code:			Comments:		

At the bottom of the report, it says "SPRING 1108 PM CST" and "Page 1 of 1".

Next, the report appears with the name of the report in the top left-hand corner. At this point, you could save this as a file or print the report. Depending on the selected format, the report can be printed by clicking File, selecting Print, and then clicking the Print or OK button.

Since we created this as a PDF, we will print the report in a PDF format. To do that, we'll click the Printer icon in the PDF toolbar.

Reports



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

Reports

The screenshot shows a web browser window displaying a report titled "User Learning History". The browser's address bar shows the URL: <https://www.jms.us.gov/StatefulReport/ReportGenerator.do>. The report content includes a table with columns: User ID, User Name, LMSUSER, USER ID, Item ID, Title, Scheduled Offering ID, Completion Date, Grade, and Status. A single row is visible with the following data:

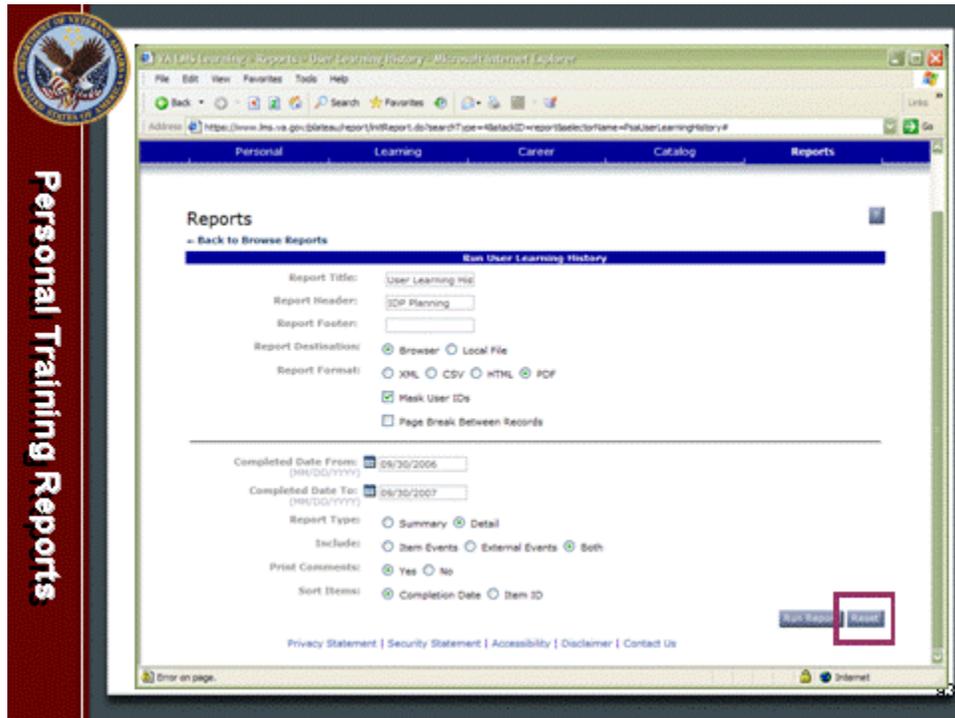
User ID	User Name	LMSUSER	USER ID	Item ID	Title	Scheduled Offering ID	Completion Date	Grade	Status
18	Alexandra2008	Plax1	582007	1130	Cyber Security Awareness 2008	582007	10:58 AM CST	0.00	Complete

Below the table, there are sections for "Details" and "Comments". The "Details" section lists: Total Hours: 0.00, Credit Hours: 1.00, Learning Hours: 1.00, Training Non Duty Hours: 0.00, and Early Warning Code. The "Comments" section lists: Instructor: Tullon, B; Last Update User: and Last Update Time: 02/10/07 03:27 PM CST.

A vertical banner on the left side of the browser window reads "Personal Training Reports". The browser window's title bar and close button are highlighted with a red box.

Once the report finishes printing, close the window.

Reports



The VA LMS window still shows the Run User Reports Screen. To clear the customized settings for this report and return to the default settings, click the Reset button.

Reports

Personal Training Reports

Reports

[Back to Browse Reports](#)

Run Your 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

Completed Date From:

Completed Date To:

Report Type: Summary Detail

Include: Item Events External Events Both

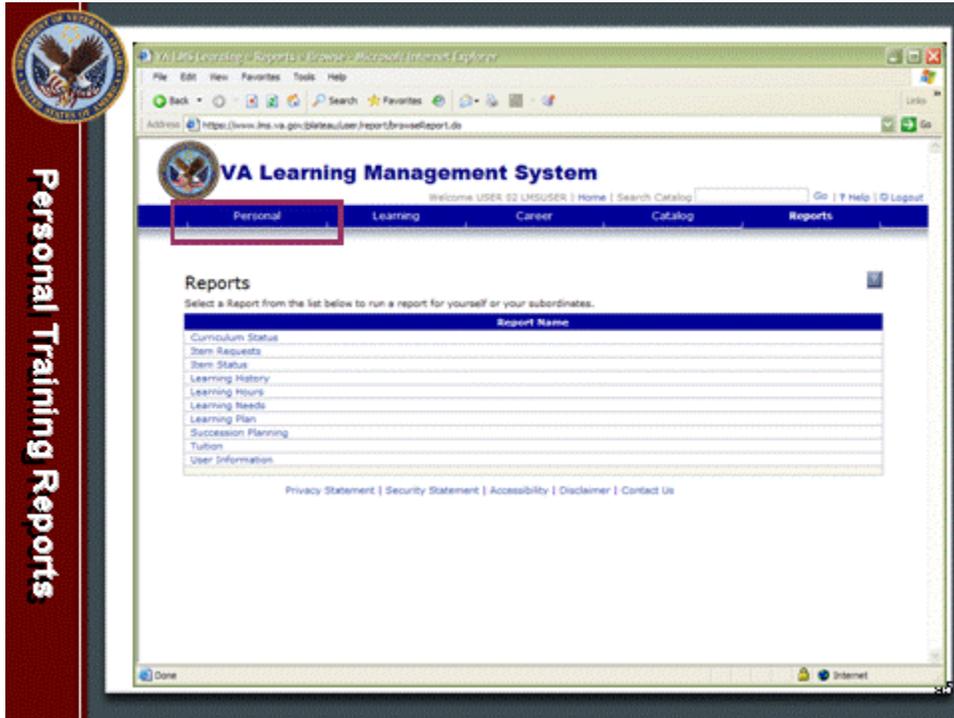
Print Comments: Yes No

Sort Items: Completion Date Item ID

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

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

Reports



The screenshot displays the VA Learning Management System interface. On the left, a vertical red banner reads "Personal Training Reports" next to the VA seal. The main content area is titled "Reports" and includes a list of report options:

Report Name
Curriculum Status
Item Requests
Item Status
Learning History
Learning Hours
Learning Needs
Learning Plan
Succession Planning
Tuition
User Information

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

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

Reports

Personal Training Reports

VA Learning Management System

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 hyperlinks 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!

Curriculum

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

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		11/27/2007
"Give 'em the Pickle" Video Training Kit		2/28/2008
VA Online Travel Card Training		3/24/2008

Curriculum Status	
Title	
VA Online Travel Card Training	

Whether updating your profile, printing completion certificates or obtaining reports for your own records or for sharing with others, The VA LMS provides you with a variety of tools and resources to manage your personal VA LMS user account and records.

Learning Plan

The screenshot displays the VA Learning Management System (LMS) interface. The browser window title is "VA LMS Learning - Personal - Home - Microsoft Internet Explorer". The address bar shows "https://www.lms.va.gov/StateUser/personal/ViewPersonalHome.do". The main navigation menu includes "Personal", "Learning" (highlighted with a red box), "Career", "Catalog", and "Reports". The "Learning" sub-menu includes "Home", "Approvals", "Profile", and "Regional Settings".

The main content area is titled "Welcome USER 02 LMSUSER" and includes a "Please UPDATE YOUR PROFILE" section. Below this, there 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:

Title	Type	Required By
Configuring the Open Shortest Path First Protocol - 120082_eng		8/30/2007
Testing and Instrumenting CE Applications - 109340_eng		8/30/2007
Acute Management of Autonomic Dysreflexia		11/27/2007
"Give 'em the Piddle" Video Training Kit		2/28/2008
VA Online Travel Card Training		3/24/2008

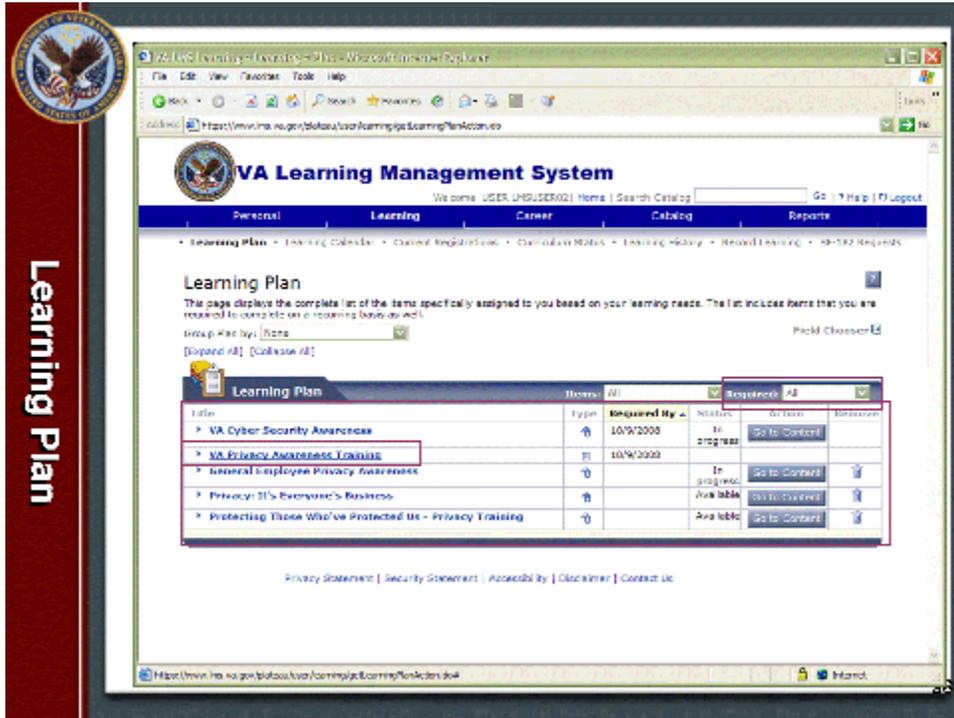
The "Curriculum Status" section includes a table with the following data:

Title
VA Online Travel Card Training

A vertical red banner on the left side of the screenshot contains the text "Learning Plan" written vertically.

I'm going to quickly cover one or two additional key points. To do that, I'm going to navigate back to the Learning Plan by clicking on the Learning link in the main menu.

Learning Plan



The screenshot displays the VA Learning Management System interface. A vertical red banner on the left side contains the text "Learning Plan" in white. The main content area shows a table titled "Learning Plan" with the following columns: Title, Type, Suggested By, Status, Actions, and Instructor. The table lists several courses, including "VA Cyber Security Awareness", "VA Privacy Awareness Training", "General Employee Privacy Awareness", "Privacy 101: Everyone's Business", and "Protecting Those Who've Protected Us - Privacy Training". The "Suggested By" column is set to "ALL".

Title	Type	Suggested By	Status	Actions	Instructor
VA Cyber Security Awareness	Instructor	10/9/2008	In progress	Go to Content	
VA Privacy Awareness Training	Computer	10/9/2008	In progress	Go to Content	
General Employee Privacy Awareness	Instructor		Available	Go to Content	
Privacy 101: Everyone's Business	Instructor		Available	Go to Content	
Protecting Those Who've Protected Us - Privacy Training	Other		Available	Go to Content	

The first thing I'd like you to do when you are presented with your learning plan is to change the Required: option from "Next 90 Days" to "ALL".

With ALL selected, you can see everything on your learning plan and when it is due. Looking at the columns in your learning plan: The Title column lists the course titles for each item in your learning plan. As we mentioned when viewing the Learning History, this column can be sorted alphabetically by clicking on the column heading.

In the Type column, you may see several types of icons that represent the different ways that courses are offered: An icon of a person's head and shoulders indicates an instructor-led class, an icon of a computer mouse indicates an online course. If the person and the mouse appear together, this indicates a blended training item, one that is both instructor-led and has online sections. An icon of a typed page indicates training that is not instructor-led or taken online; this training is called other.

The Required By column lets you know the date by which this training item must be completed. This column can also be sorted, by clicking on the column heading, you can sort by Required by date, bringing those due the soonest to the top of the list.

The Status column indicates whether each training item is in progress, available, pending approval, etc.

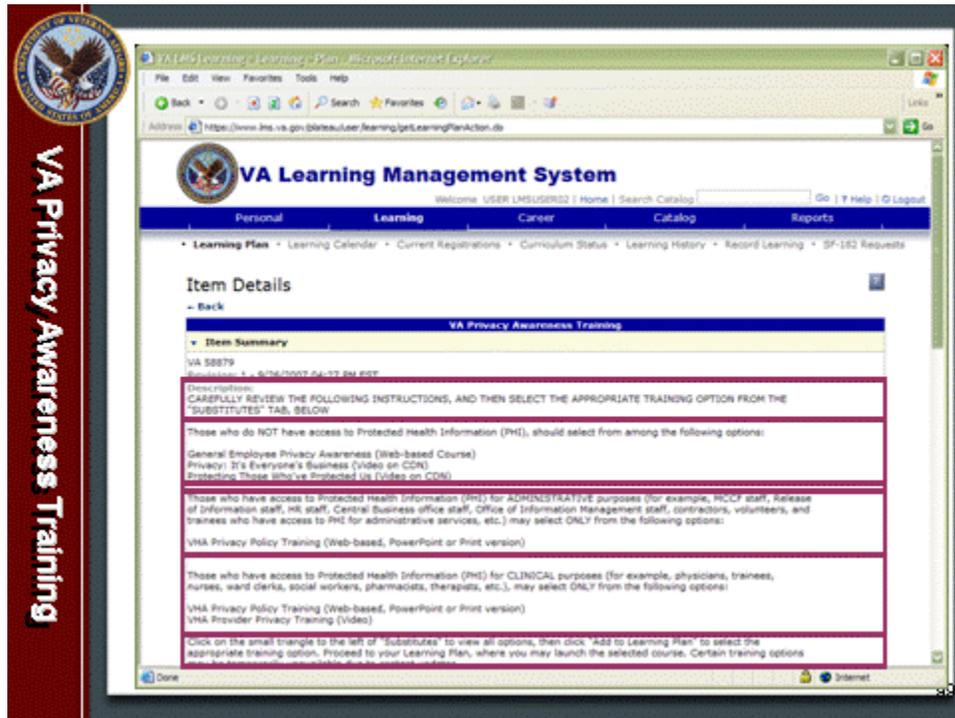
The Action column provides a button labeled with an action you can take on the training items on your learning plan. These include Go to Content, Request Schedule, Request Approval, and so on.

And finally, the Remove column displays a clickable trash can icon when you are permitted to remove training items from your learning plan.

Now that you are familiar with the basic features and layout of the Learning Plan,

I'd like to show you a few important points specific to the VA Privacy Awareness Training. To view the Item Details for the VA Privacy Awareness training, I'll click on the title.

VA Privacy Awareness Training



When this item's details are displayed, we are presented with some very important information. Please be sure to review this information carefully. In this first section, it tells us that "Those who do NOT have access to Protected Health Information (PHI), should select from among the following options:

- General Employee Privacy Awareness (Web-based Course)
- Privacy: It's Everyone's Business (Video on CDN)
- Protecting Those Who've Protected Us (Video on CDN)

In these next two sections it presents Privacy training options for two additional audiences based on their access to Protected Health Information. Be sure to read these carefully to decide which Privacy training option you should select. I'm going to scroll down just a bit. . . .

VA Privacy Awareness Training

VA Privacy Awareness Training

VA LMS Learning - Learning Plan - Microsoft Internet Explorer

Address: <https://www.lms.va.gov/blateauser/learning/getLearningPlanAction.do>

Those who do NOT have access to Protected Health Information (PHI), should select from among the following options:

- General Employee Privacy Awareness (Web-based Course)
- Privacy: It's Everyone's Business (Video on CDN)
- Protecting Those Who've Protected Us (Video on CDN)

Those who have access to Protected Health Information (PHI) for ADMINISTRATIVE purposes (for example, HCCF staff, Release of Information staff, HR staff, Central Business office staff, Office of Information Management staff, contractors, volunteers, and trainees who have access to PHI for administrative services, etc.) may select ONLY from the following options:

- VHA Privacy Policy Training (Web-based, PowerPoint or Print version)

Those who have access to Protected Health Information (PHI) for CLINICAL purposes (for example, physicians, trainees, nurses, ward clerks, social workers, pharmacists, therapists, etc.) may select ONLY from the following options:

- VHA Privacy Policy Training (Web-based, PowerPoint or Print version)
- VHA Provider Privacy Training (Video)

Click on the small triangle to the left of "Substitutes" to view all options, then click "Add to Learning Plan" to select the appropriate training option. Proceed to your Learning Plan, where you may launch the selected course. Certain training options may be temporarily unavailable due to content updates.

Length:	Audience:	Contact:
Training Non Duty Hours:	Source:	Learning Hours: 1.00
Goals:	Credit Hours: 0.00	Delivery Method: Blended Learning

Assignment Information

Required Date: 10/9/2008	Assignment Type: Required
Completion Date: 10/11/2007 (VA - COMPLETE)	Assignment Date: 10/3/2007
Days Remaining: 65	Assigned By: Admn (System AP)
Origin: Curriculum	

- Subject Areas (1 Found)
- Prerequisites (0 Found)
- Substitutes (0 Found)**
- Competencies (1 Found)
- Related Documents (0 Found)

Privacy Statement | Security Statement | Accessibility | Disclaimer | Contact Us

In this section, we see that to view those Privacy training options we need to click on the small triangle to the left of "Substitutes".

VA Privacy Awareness Training

VA Privacy Policy Training (Web-based, PowerPoint or Print version)

Those who have access to Protected Health Information (PHI) for CLINICAL purposes (for example, physicians, trainees, nurses, ward clerks, social workers, pharmacists, therapists, etc.), may select ONLY from the following options:

VA Privacy Policy Training (Web-based, PowerPoint or Print version)
VA Provider Privacy Training (Video)

Click on the small triangle to the left of "Substitutes" to view all options, then click "Add to Learning Plan" to select the appropriate training option. Proceed to your Learning Plan, where you may launch the selected course. Certain training options may be temporarily unavailable due to content updates.

Length: Training Non Duty Hours: Credits:	Audience: Source: Credit Hours: 0.00	Contact: Learning Hours: 1.00 Delivery Method: Blended Learning
---	--	---

Assignment Information

Required Date: 9/30/2008	Assignment Type: Required
Completion Date:	Assignment Date: 9/29/2007
Days Remaining: 55	Assigned By: Admin (System AP)
Origin: Curriculum	

Subject Areas (1 Found)

Prerequisites (0 Found)

Title	Action
General Employee Privacy Awareness	Add to Learning Plan
Privacy: It's Everyone's Business	Add to Learning Plan
Protecting Those Who've Protected Us - Privacy Training	Add to Learning Plan
Protecting Those Who've Protected Us - Privacy Training video (CDN)	Add to Learning Plan
VA Privacy Policy Training - (PowerPoint Option)	Add to Learning Plan
VA Privacy Policy Training - Print	Add to Learning Plan
VA Privacy Policy Web Training	Add to Learning Plan
VA Provider Privacy Training	Add to Learning Plan

When we do that, the Substitutes section is expanded and we are presented with the list of Privacy Awareness training options.

Now that you've determined which option will suit your Privacy Awareness training needs, click the corresponding Add to Learning Plan button in the Action column. Doing so will add that training item to your learning plan.

Let's return to the Learning Plan. To do that, we'll scroll up. . . .

VA Privacy Awareness Training

The screenshot shows a web browser window displaying the VA Learning Management System. The page title is "VA Privacy Awareness Training". The page content includes a "Item Summary" section with the following details:

- Item ID: VA 58879
- Revision: 1 - 5/26/2007 04:27 PM EST
- Description: CAREFULLY REVIEW THE FOLLOWING INSTRUCTIONS, AND THEN SELECT THE APPROPRIATE TRAINING OPTION FROM THE "SUBSTITUTES" TAB, BELOW

Those who do NOT have access to Protected Health Information (PHI), should select from among the following options:

- General Employee Privacy Awareness (Web-based Course)
- Privacy: It's Everyone's Business (Video on CD)
- Protecting Those Who've Protected Us (Video on CD)

Those who have access to Protected Health Information (PHI) for ADMINISTRATIVE purposes (for example, HCCP staff, Release of Information staff, HR staff, Central Business office staff, Office of Information Management staff, contractors, volunteers, and trainees who have access to PHI for administrative services, etc.) may select ONLY from the following options:

- VHA Privacy Policy Training (Web-based, PowerPoint or Print version)

Those who have access to Protected Health Information (PHI) for CLINICAL purposes (for example, physicians, trainees, nurses, ward clerks, social workers, pharmacists, therapists, etc.), may select ONLY from the following options:

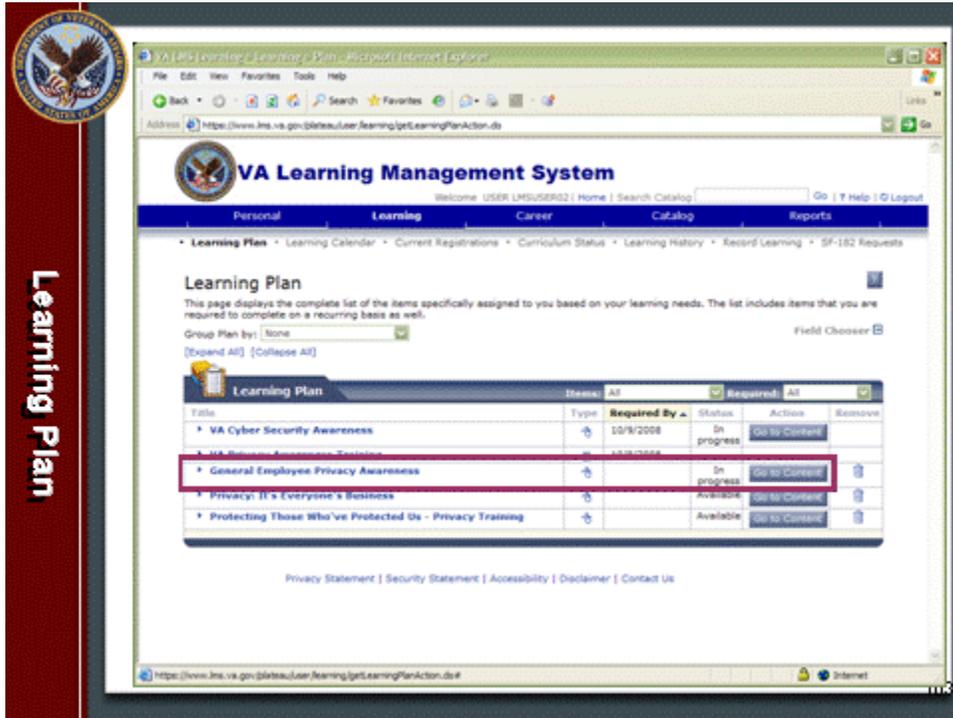
- VHA Privacy Policy Training (Web-based, PowerPoint or Print version)
- VHA Provider Privacy Training (Video)

Click on the small triangle to the left of "Substitutes" to view all options, then click "Add to Learning Plan" to select the appropriate training option. Proceed to your Learning Plan, where you may launch the selected course. Certain training options may be temporarily unavailable due to content updates.

A red box highlights the "- Back" link located below the "Item Details" heading.

. . . and click on the Back link under Item Details.

VA Privacy Awareness Training

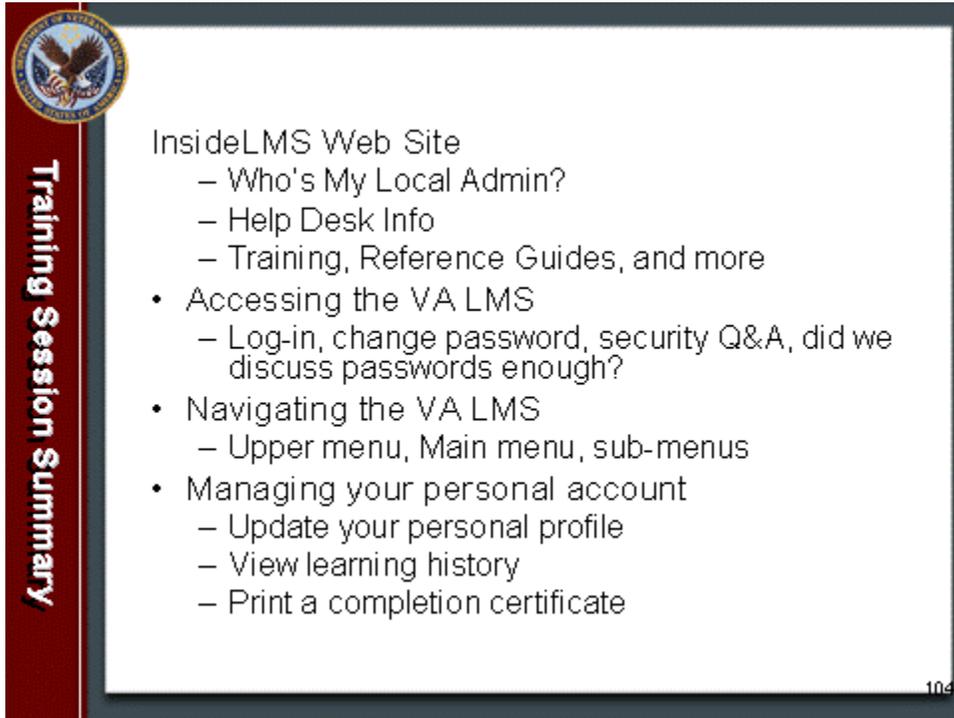


The screenshot displays the VA Learning Management System interface. The page title is "VA Learning Management System" and the user is logged in as "USER LMSUSER02". The navigation menu includes "Personal", "Learning", "Career", "Catalog", and "Reports". The "Learning Plan" section is active, showing a list of items assigned to the user. The table below lists the items, with the "General Employee Privacy Awareness" item highlighted by a red box. The "Go to Content" button in the Action column for this item is also highlighted.

Title	Type	Required By	Status	Action	Remove
VA Cyber Security Awareness		10/8/2008	In progress	Go to Content	
General Employee Privacy Awareness			In progress	Go to Content	
Privacy: It's Everyone's Business			Available	Go to Content	
Protecting Those Who've Protected Us - Privacy Training			Available	Go to Content	

Generally speaking, once an item has been added to your Learning Plan, you would click the Go to Content button in the Action column for that item to launch that course.

Conclusion

A slide titled "Training Session Summary" with a red vertical bar on the left containing the title and a circular logo at the top. The logo features an eagle with wings spread, holding an olive branch and arrows, with the text "DEPARTMENT OF VETERANS AFFAIRS" around it. The main content is a bulleted list of topics covered in the training session.

Training Session Summary

- InsideLMS Web Site
 - Who's My Local Admin?
 - Help Desk Info
 - Training, Reference Guides, and more
- Accessing the VA LMS
 - Log-in, change password, security Q&A, did we discuss passwords enough?
- Navigating the VA LMS
 - Upper menu, Main menu, sub-menus
- Managing your personal account
 - Update your personal profile
 - View learning history
 - Print a completion certificate

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During this training session, we took a tour of the InsideLMS site, where we learned how to locate a local VA LMS Administrator, we learned the location of the VA LMS Help Desk information, and we found some good resources for end users such as online training tutorials, reference guides, and more.

We learned about accessing the VA LMS, specifically logging in, changing passwords, creating a security Q&A, and why we use strong passwords and how to create them.

We also learned how to move through the VA LMS using the upper menu, main menu, and sub-menus.

We learned how to manage our VA LMS Personal profiles by updating our personal profile information with our supervisor and email information, viewing learning histories, and printing completion certificates.

And we've even touched on viewing your VA LMS Learning Plan and discussed some key points with regard to the VA Privacy Awareness training.

VA LMS Training Resources



Resource Information

- To receive credit for attending this session, use the following link to
 1. go to the InsideLMS web site,
 2. go to the User's Page,
 3. click on one of the Record Training links to,
 4. log on to the VA LMS,
 5. and follow the instructions to self-certify:
 - www.insidelms.va.gov
- To access additional VA LMS training resources, please visit
 - The InsideLMS User Page at: <http://www.insidelms.va.gov/UserRole@vaLMS-userrolebook@vaLMS-book@vaLMS.htm>
 - The VA LMS, Search the Catalog for "user" and click "Go"

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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VA LMS training and informational resources.