



VA Learning Management System (VA LMS)

VA LMS User Quick Reference

How to Access the VA LMS

Double click on the VA LMS icon on your desktop display

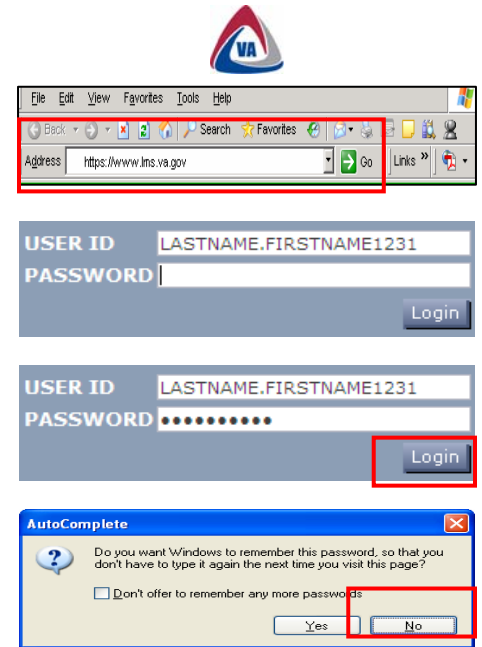
Or

Enter the web address, <https://www.lms.va.gov> in your web browser's address bar and click **GO**.

Login to the VA LMS Home Page for the First Time

From the VA LMS Login screen:

- Click in the **USER ID** box and enter your User ID.
NOTE: Your **User ID** is in this format: **LASTNAME.FIRSTNAMEmmdd**
 LASTNAME = Your last name all in caps – no hyphen, followed by a period (.)
 FIRSTNAME = Your first name all in caps
 mm = The two number month of your birth month
 (January = 01, June = 06, December = 12, etc.)
 dd = The two number day of your birth day (01, 15, 30, etc.)
- Click in the **PASSWORD** box and enter "Password#1". This is case sensitive.
- Click on the **Login** button.
- If the **AutoComplete** dialog box appears, click on the **No** button.

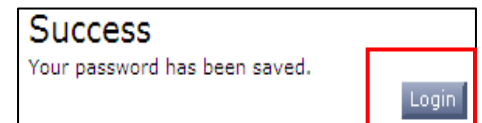
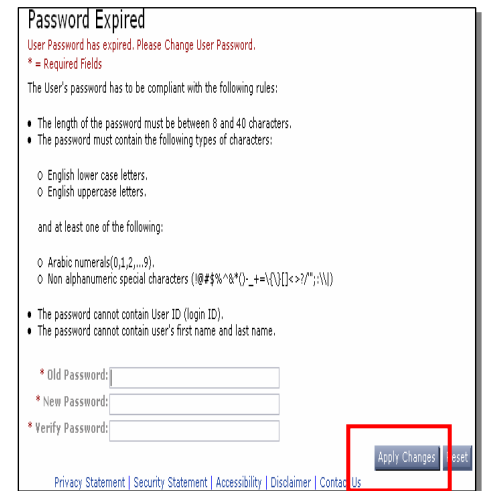


You Must Complete The Following Tasks When You Log In to the VA LMS for the First Time.

A. Change Your Password

Users logging in to the VA LMS for the first time use the temporary password "Password#1". After logging in, the **Password Expired** page appears and you must create a new password.

- Enter the temporary password you just used to login in the **Old Password** text entry field.
- Enter your new password in the **New Password** text entry field.
- Enter your new password **AGAIN** in the **Verify Password** text entry field.
NOTE: Your new password must meet VA "strong password" rules. The password must be 8-40 characters long, contain both capital and lower case letters, and include either a number or a special character such as: !@#%\$%^&*()_+=",.;?/><,. The password cannot contain your User ID, your first name, or your last name.
- Click the **Apply Changes** button.
- You will see a page telling you that your password change was successful.
- Click the **Login** button to login again using the new password you just created.



B. Login with Your New Password

Log in again using Steps 1, 2, and 3 from the - Login to the VA LMS Home Page for the First Time - section above. In Step 2, use the new password you just created.

C. Create Security Question and Answer

From the **Set Security Question** page:

- Enter a Security Question. This gives you added security.
- Enter a Security Answer. This is also case sensitive.
- Re-enter the Security Answer. To ensure you typed correctly.
- Click on the **Submit** button. You will then see the VA LMS User homepage.





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Tasks You Must Complete When You Log In to the VA LMS for the First Time - Continued.

- D. Update Your Profile to Set your E-mail Address and Select Your Supervisor
1. On the **VA LMS User Home Page**, click the [Update Your Profile](#) link.
 2. Type your correct E-mail address in the **Email Address** text entry field.
 3. Type your supervisor's first name in the in the First Name text entry field of the **Supervisor** section.
 4. Type your supervisor's last name in the in the Last Name text entry field of the **Supervisor** section.
 5. Click on the **Search** button
Your supervisor's name should now show in the **Search Results** box.
 6. Click on the **Select** link in front of your supervisor's name.
 7. Click on the **Submit** button. Your supervisor's name should now appear in the **Current Selection** box.

Please **UPDATE YOUR PROFILE!**

Submit

How to Properly Log Out of the VA LMS

When you are ready to log out of the VA LMS, click on the **Logout** link, located in the upper right-hand corner of any VA LMS page, to end your session.

Normal VA LMS Login

Use Steps 1, 2, and 3 from the - Login to the VA LMS Home Page for the First Time - section on page 1. In Step 2, use your new password.

Change Your Password

On the User Home page, click the **Personal** menu and then click on the **Profile** link. On the Profile page, click on the **Password** link. On the Password page, follow steps 1 through 6 in the - Change Your Password - section on page 1.

Accessing Your Learning Plan and Learning Plan Content

1. From the VA LMS Main Menu, click on the **Learning** tab.
When you click on the Learning tab, your Learning Plan opens.
2. From your Learning Plan, find the title of the training you wish to see. For that training item, go to the **Action column** and click on the **Go to Content** button. The **Content Structure** window opens.
3. In the Content Structure Window, you will see each piece of content (called a "content object link") that makes up that training. Click on any content object link to launch that piece of the training.

Note: There are many types of content objects and each will act differently. Once closed, you will return to the **Content Structure** page.

Learning

HELP

Clicking on the **Help** button in the upper right portion of a specific page gives you help for that page.

Clicking on the **Help** link at the top right of any VA LMS page gives you overall help for the VA LMS.

Clicking on the **Home** link at the top right of any VA LMS page returns you to the VA LMS Home page.

If you forget your password, click on the [I Forgot My Password](#) link on the VA LMS Login page.

For any other VA LMS problems, follow your facility's problem escalation or Help Desk procedures.

For more VA LMS information, click on the [InsideLMS](#) link from the VA LMS Login page or the User Home page.