

VA Data Security Training

Each person involved in the research protocol is required to take the following training modules:

- 1) Information Security 201 for Research and Development Personnel
- 2) VA Cyber Security Awareness
- 3) VHA Privacy Policy Web Training


Note: if you do not have any of the above courses loaded on your Learning Plan search for courses through the search catalog feature on the upper right hand of your profile page (see snap shot of page below)


Remember: after completing courses remember to print out completion certificates through the Learning History tab (see snap shot of page below) and forward a copy of your completion certificates to **VA Research Service (151), Q202** so that we may update your personnel file appropriately.


Thank you!



HOW-TO GUIDE FOR LMS USERS

HOW DO I...?	FOLLOW THESE STEPS!	HELPFUL HINTS 
<p>Access the LMS?</p>	<ol style="list-style-type: none"> 1. Go to www.lms.va.gov 2. Enter your User ID—your User ID is your LASTNAME.FIRSTNAME + the month and day of your birth (EXAMPLE #1: User VALMS, DOB 12/25/55 = VALMS.USER1225) (EXAMPLE #2: User2, VALMS, DOB 4/1/71 = VALMS.USER20401) 3. Enter your Password—the first time you log into the LMS, all passwords will be set as Password#1 4. Click LOGIN 	<p>Remember: your User ID should be entered in ALL CAPS, otherwise you will get an error message and be asked to re-enter this information correctly.</p> <p>Be sure to use your given first name (NOT your nickname). Check your Pay stub.</p> <p>For those with hyphenated last names (e.g. VALMS-VAUSER), drop the hyphen (VALMSVAUSER.USER0101)</p> <p>After you log into the LMS for the first time, you will be prompted to create a new “strong” password using the following rules:</p> <ul style="list-style-type: none"> • The length of the password must be between 8 and 40 characters. • The password must contain the following types of characters: <ul style="list-style-type: none"> ○ English lower case letters. ○ English uppercase letters. and at least one of the following: <ul style="list-style-type: none"> ○ Arabic numerals(0,1,2,...9). ○ Non alphanumeric special characters (!@#\$\$%^&*()-_+=\{\}\[\]<>?/";:) • The password cannot contain User ID (login ID) • The password cannot contain user's first name and last name

HOW DO I...?	FOLLOW THESE STEPS!	HELPFUL HINTS 
Update My LMS Profile?	<ol style="list-style-type: none"> 1. After logging into the LMS (see instructions above), click UPDATE YOUR PROFILE 2. Fill in your correct VA email address 3. Select your direct supervisor using the name search feature (by first and last name), then click SUBMIT 	<p>YOU MUST ENTER YOUR CORRECT VA EMAIL ADDRESS IN THE UPDATE YOUR PROFILE section of the LMS so that related training notifications can be routed to you appropriately</p> <p>YOU MUST ENTER YOUR DIRECT SUPERVISOR'S NAME ACCURATELY IN THE LMS so that training approvals and notifications can be processed in a timely manner</p>
View My Learning Plan?	<ol style="list-style-type: none"> 1. After logging into the LMS (see instructions above), click LEARNING menu on the big blue bar. Your learning plan will appear on the screen) 	Or click on the “go to Learning Plan” button on the right side of the screen
Search the LMS Catalog?	<ol style="list-style-type: none"> 1. After logging into the LMS (see instructions above), click CATALOG menu or enter a keyword in the Search box in the upper right and click GO.. 2. Click on ADVANCED CATALOG SEARCH, then enter the information you have related to that course 	<p>In order to maximize your catalog search, make sure that you have as much accurate information about the item you are searching as possible.</p> <p>Whenever possible, search by the numeric item number for the specific training item you're looking for so that you can find it quickly and easily!</p>
Add a course to my learning plan?	<ol style="list-style-type: none"> 1. Click CATALOG at the top of the screen. This will take you to a place where you can browse for learning items organized by subject. 2. Alternatively you can click on “ADVANCED CATALOG SEARCH” or “SIMPLE SEARCH” and search for an item by title or keyword. Once you have found an item you wish to add to your plan, click “ADD TO LEARNING PLAN”. 	<p>Not all items can be automatically added to your learning plan depending on how that particular item or course is managed in the LMS</p> <p>You can usually self-register for an online course and add it to your own learning plan, and some classroom-based training may also allow self-registration</p> <p>For LMS items that do not allow self-registration, you will need to follow the LMS prompts to request registration pending appropriate approval from your supervisor or an LMS administrator.</p>

HOW DO I...?	FOLLOW THESE STEPS!	HELPFUL HINTS 
Remove items from my learning plan?	<ol style="list-style-type: none"> 1. If you have elected to add learning items to your plan and you would like to remove some or all, go to your learning plan under the “LEARNING” link. 2. If you have a trash can under the “REMOVE” column next to an item on your plan, you can remove the item by clicking on the trash can. 3. Confirm that you want to delete the item and it will be removed. 	<p>You can only remove items from your Learning Plan that you have added yourself. All items that have been assigned to you by someone else can only be removed by an approved administrator</p> <p>Supervisors can remove assigned learning from their direct reports' learning plans only if they added the item</p>
View My Learning History?	<ol style="list-style-type: none"> 1. After logging into the LMS (see instructions above), click LEARNING at the top of the screen. 2. Click on LEARNING HISTORY 	<p>This feature allows you to see all completed courses in one location. You may also print copies of training certificates (when applicable) and review online content for any refresher training needs you may have.</p>
Print My Learning History	<ol style="list-style-type: none"> 1. After logging into the LMS (see instructions above), click REPORTS at the top of the screen. 2. Click on LEARNING HISTORY 3. Set report parameters (date range, etc.) as appropriate 4. Click RUN REPORT 	<p>The learning history report is best viewed as a PDF file but you can select other formats based on your needs and how you intend to use the data</p>



VA Learning Management System

Welcome ANGELA CASAS | [Home](#) | [Search Catalog](#) [Go](#) | [? H](#)

[Personal](#) [Learning](#) [Career](#) [Catalog](#) [Reports](#)

- [Home](#) ▪ [Approvals](#) ▪ [Profile](#) ▪ [Regional Settings](#)

Welcome ANGELA CASAS

4/18/2008

Please [UPDATE YOUR PROFILE!](#)

To ensure automatic notifications are properly processed by the VA-LMS (e.g., learning assignments, registration approvals), click the hyperlink above upon first use of the VA-LMS and enter your work email address and the name of your supervisor. Please review your entire Profile periodically to update the information as changes occur.

Get the Most from Your Learning Management System

Visit the [Inside LMS](#) communications web site, the singular source of information and guidance for the national audience of both the learners and those responsible for VA LMS administration. You can expect to find thorough up-to-date coverage of announcements, policies, training, and initiatives based on your needs.

Alerts

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

Learning Plan

The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan.

Curriculum Status

The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.

Educational Calendar

- [VAKN](#)
- [VBN](#)
- [Conferences](#)

Search VA LMS Online Help

- Click the Help link in the upper right corner of this Home Page to search comprehensive VA LMS Administrator online help.
- Click the Help link available within each window to access page or field-specific online help relative to the activity you are processing.

Support and Assistance

Contact your local VA LMS Administrator for log-on and other assistance. For additional support, contact the VA

Alerts

You have no alerts at this time.

Catalog

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

Learning Plan		Learning Plan
Title	Type	Required By
12 LMS Admin Training Series: Trouble shooting user issues/ Help Desk role		8/14/2008
VA Cyber Security Awareness		11/11/2008
VA Privacy Awareness Training		11/11/2008
No FEAR (Notification & Federal Employee Antidiscrimination & Retaliation) Act		12/17/2008
Prevention of Sexual Harassment		12/31/2008

Curriculum Status	Go to Curriculum Status
Title	
VA All Employee Mandatory Training	

New Items

- [IS-1900 NDMS Federal Coordinating Center Operations Course»](#)
- [FAST Recorded Section 4 Training»](#)



VA Learning Management System

Welcome ANGELA CASAS | [Home](#) | Search Catalog [Go](#) | [? H](#)

[Personal](#)

[Learning](#)

[Career](#)

[Catalog](#)

[Reports](#)

- [Learning Plan](#)
- [Learning Calendar](#)
- [Current Registrations](#)
- [Curriculum Status](#)
- **[Learning History](#)**
- [Record Learning](#)

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.

Learning History			
Title	Completion Date ▼	Status	Action
06 LMS Admin Training Series: LMS Administrator and POC Role, Log on, and Menus	3/25/2008 11:35 AM CST	Complete	Review Content Print Completion Certificate
VHA Privacy Policy Training - Print	11/13/2007 04:38 PM CST	Completed for Continuing Education Units	Review Content Print Completion Certificate
VA Privacy Awareness Training	11/13/2007 04:38 PM CST	Complete	Print Completion Certificate
VA Cyber Security Awareness	11/13/2007 10:26 AM CST	Complete	Review Content Print Completion Certificate

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