How to Access the VA LMS

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:

1. 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.)

2. Click in the PASSWORD box and enter “Password#1”. This is case sensitive.
3. Click on the Login button.
4. 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.

   1. Enter the temporary password you just used to login in the Old Password text entry field.
   2. Enter your new password in the New Password text entry field.
   3. 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.
   4. Click the Apply Changes button.
   5. You will see a page telling you that your password change was successful.
   6. 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:
1. Enter a Security Question. This gives you added security.
2. Enter a Security Answer. This is also case sensitive.
3. Re-enter the Security Answer. To ensure you typed correctly.
4. Click on the Submit button. You will then see the VA LMS User homepage.

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.

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.

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.