



VA NEBRASKA–WESTERN IOWA HEALTH CARE SYSTEM EMPLOYEE EDUCATION FY 2009 MANDATORY REVIEW TOPICS **THERE ARE TWO ONLINE PARTS**

Part 1 is the VA (National) LMS - <https://www.lms.va.gov> - which includes:

- ◆ VA Information Security Awareness – due every 365 days (check your personal due date)
- ◆ VA Privacy Awareness Training – due every 365 days (check your personal due date)

This course requires that a substitute be selected to complete. To select a substitute to add to your Learning Plan, follow steps below:

1. Click on the words VA Privacy Awareness Training
2. Scroll down to Substitutes
3. Click on arrow (▶) on left side of Substitutes
4. Select VHA Privacy Policy Web Training by clicking the **Add to Learning Plan** button on the right side.
5. Scroll up to top of the page
6. Click on “Learning” on the blue bar at the top of the page
7. Click on **Go to Content** button – for VHA Privacy Policy Web Training
8. Click on the VHA Privacy Policy Training Link
9. Read through course and click Exit in top right corner once completed. Answer OK when asked if you really want to exit the course.

- ◆ IntegratedEthics-Ethics in Healthcare – one time completion – due by 9/30/09
- ◆ No Fear Act – due every 730 days (check your personal due date)
- ◆ Prevention of Sexual Harassment – due every 730 days (check your personal due date)
- ◆ Others as assigned on Learning Plan – check for items assigned with a personal due date; this is particularly important for NEW employees who are required to complete certain courses.

Part 2 – My Peak (VISN 23) LMS - <https://vaww.visn23.med.va.gov/peak/Desktop.aspx> - (due 9/30/2009) which includes:

- ◆ **NWIHCS – All** Tab :
 - Patient Safety Goals
- ◆ **VISN 23 – All** Tab:
 - Compliance Review
 - Customer Service
 - Emergency Management
 - Employee Ethics
 - Fire Safety
 - GEMS Awareness Training
 - Hazardous Materials Management
 - Infection Control
 - Medical Equipment Management
 - Patient Abuse
 - Patient Rights
 - Reporting Incidents
 - Safety Management
 - Security Management
 - Utilities Management
- ◆ **NWIHCS – Targeted** Tab: (Nurses at Omaha will be notified if required)
 - NWI Blood Administration
 - NWI Blood Glucose Monitoring
 - NWI Pain Assessment
 - NWI Patient Restraints

NOTES:

- Use a personal computer (PC) with speakers.
- Do NOT use a thin client.
- Avoid using the green back arrow (upper left of the screen) as it will kick you out of LMS.
- NEW Employees - your access to LMS may take 15-30 days after your start date.
- You will receive 90, 60 and 30 day expiration reminders if you have entered your e-mail address.
- The LMS courses may be accessed from home but the VA firewall may prevent you from accessing or completing the courses.
- PC settings (ie: Java and pop-up blocker) may affect accessing the course or updating the completion date. Contact an LMS administrator (See phone numbers on pages 4).

PART 1 – VA (NATIONAL) LMS

How to Access the VA (National) LMS (2 options)

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

or

Click on the Intranet (<http://vaww.visn23.med.va.gov/nwi>):

1. Click on the VISN 23 Intranet link directly under the seal
2. Scroll down the blue column to Education and hover over it
3. Click on Learning Management System in the drop down menu that appears
4. VA (National) LMS is the first bullet

Steps to Login at the VA LMS Home Page

1. Enter your User ID – **your USER ID is your LASTNAME.FIRSTNAMEmmdd**
LASTNAME = Your last name all in caps – no hyphen, followed by a period (.), no spaces
FIRSTNAME = Your first name all in caps, no spaces
mm = The two digit number of your birth month, no spaces
dd = The two digit number of your birth date, no spaces
(Example: Jane Doe, DOB 5/1/65 = **DOE.JANE0501**)
2. Enter your Password – the very first time you log into the LMS, all passwords will be set as **Password#1**.
 - a. For that first time, you will be required to **change** this temporary password (Password#1). Remember the password you create (it will be good for 90 days, after 90 days you will be required to create a new password using the previous one as your “old” password) *Please write your user ID and password below.*
 - b. Click the **Apply Changes** button.
 - c. Click the **Login** button on the Success page.
 - d. Enter USER ID and your NEW Password.
3. Click **LOGIN**
4. If the **AutoComplete** dialog box appears asking if you want Windows to remember the password, click on the **No** button.
5. The first time you log into LMS, you will also be asked to create security questions/answers.

Your User ID: _____

Your Password: (you might find it helpful to write down the date you changed your password.)

Update Your LMS Profile

1. After logging into the LMS for the first time, click **UPDATE YOUR PROFILE**.
2. Fill in your correct Outlook email address (the system needs your correct email address to send you your password if you forget it and to send you expiration reminders).
3. Enter your direct supervisor's last name, click on **Search** (scroll down to see results) and select correct supervisor then click **SUBMIT**.
4. Click the **Close** button in the “Your user profile has been updated” window.

Accessing Your Learning Plan and Learning Plan Content

1. From the VA LMS Main Menu, click on “Learning” on the blue bar at the top of the page to open your Learning Plan.
2. Remove the filters on the Learning Plan page by clicking on the drop down menu on the *Group Plan by:* and selecting None; clicking the drop down menu on the *Items:* **and** the *Required* sections and selecting All .
The Learning Plan has six columns.
 - a. Title column: This is the title of the course. You can click on the course name to view Item Details about the course.
 - b. Type column: Online, Instructor Led or Other.
 - c. **Required by column**: lists the date the item must be completed by. When you *successfully* complete the course, the date due will change.
 - d. Status column: Indicates training item status – either available or in progress. (Note – this column will never say complete as mandatory topics are always “in progress” from year to year).
 - e. Action column: Provides buttons for available actions for each item.
3. From your Learning Plan, find a title of the training you wish to complete.
 - a. Click on the **Go to Content button**. When you click on the **Go to Content** button, the Content Structure window opens. Each course has specific parts to complete.
 - i. VA Information Security Awareness – read course and answer questions embedded within the material.
 - ii. VA Privacy Policy Web Training – read course. Refer back to page 1 of this flyer re: picking privacy training substitutes.
 - iii. No Fear Act –
 1. Read slides, go back to the Content Structure window.
 2. Complete required exam.
 - iv. Sexual Harassment – has three parts to complete:
 1. Read course. Click on **Begin Final Exam**.
 2. Complete post test.
 3. Click on **end of course activity instructions** link.
Click on the **Exit** link in the text under step 1 on that page.

HELP and Other Information:

1. If you forget your password:
 - a. Click on the *I Forgot My Password link* on the VA (National) LMS Login Page
 - b. Type in your USERNAME “**LASTNAME.FIRSTNAME**mdd”, click submit.
 - c. Answer your security question and click submit.
 - d. A temporary password will be emailed to the address you have previously entered in LMS. (Note: if you have not entered an email address into your profile, you will not be able to receive this temporary password and will have to have it reset by an LMS Administrator).

2. Printing Completion Certificates – FOR YOUR PERSONAL USE ONLY
 - e. Click on “Learning” on the blue bar at the top of the page.
 - f. Click the *Learning History* sub-menu link (below the blue bar at the top of the page)
 - g. Click the **Print Completion Certificate** button.
 - h. Click the Printer icon in the certificate window to print.
 - i. Click the OK button in the Print Window.
 - j. Click the Close (X) button to close the certificate window.
3. For more VA LMS information including User Guides and Supervisor Guides:
 - k. Click on the *InsideLMS* link, <http://www.insidelms.va.gov> ,from the VA LMS Login page or the User Home Page.
4. Once you are in the LMS:
 - a. Clicking on the **Help** button in the upper right portion of a specific page gives you help for that page.
 - b. Clicking on the *Help* link at the top right of any VA LMS page gives you overall help for the VA LMS.
 - c. Clicking on the *Home* link at the top right of any VA LMS page returns you to the VA LMS Home page.
5. Search Catalog – if you are interested in other, non-mandatory courses or are told to assign a course to your Learning Plan:
 - a. Locate the Search Catalog above the blue bar across the top of your home page
 - b. Type in a key word or phrase and click Go
 - c. Search results will appear. Locate the item/course of interest and click on the **Add to Learning Plan** button.

LMS Administrators/Contacts:

- Kelly Loftus x5333/OM
- Jean Meyer Hoagland x4482/OM
- Paula Zielinski x4477/OM
- Sharon Fusco x6717/LN
- Nancy Brock x2352/GI
- Judy Janovec x2456/GI

PART 2 - MY PEAK (VISN23) LMS

HOW TO ACCESS MY PEAK

Enter the web address, <https://vaww.visn23.med.va.gov/peak/Desktop.aspx> in your web browser's address bar and click GO

or

Click on the Intranet Explorer (<http://vaww.visn23.med.va.gov/nwi>)

1. Click on the *VISN 23* Intranet link directly under the seal
2. Scroll down the blue column to Education and hover over it
3. Click on Learning Management System in the drop down menu that appears
4. *My Peak (VISN 23) LMS is the second bullet*

Login to the My Peak (VISN 23) LMS

1. Click the *Sign-in* link in the top left-hand corner of the page.
2. If this is the very first time you are logging into My Peak, you will be required to enter your *SSN* (without spaces or dashes). You will then be required to enter your network *username and password* (the login you use every morning to login to the system). On subsequent log ins to My Peak, you can elect to log in by SSN or by network username and password
3. Press the ENTER key on your keyboard or click the **Sign-in** button

Navigating in My Peak (VISN 23) LMS

1. Completed Training - Near the middle left is the Completed Training Box. This will show the training you have completed.
2. Mandatory Training – In the top right is the Mandatory Training Box. For FY09, you will use the following tabs: NWIHCS – ALL ; VISN23 – ALL ; and NWIHCS – Targeted (see page #1 of this flyer for specific courses).

Completing a Lesson in My Peak (VISN 23) LMS

1. Click the *open* link next to the lesson you wish to complete.
2. On the course information screen, click on the **View Lesson** button. View lesson then click the **Exit** button.
3. Click the **Take Test** button. After you have completed the test with a passing score, click the **Back** button.
4. If you choose to complete the evaluation, Click on the **Complete Evaluation** button and complete the evaluation. Click on the **Submit Survey** button.
5. Click on the *My Portal link* in the very top left corner to go back to your home page.
6. The course you have just completed should have recorded automatically under Completed Training.

HELP

Click the *Help link* in the top right-hand corner or contact your local Education Department.

My Peak Contacts:

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