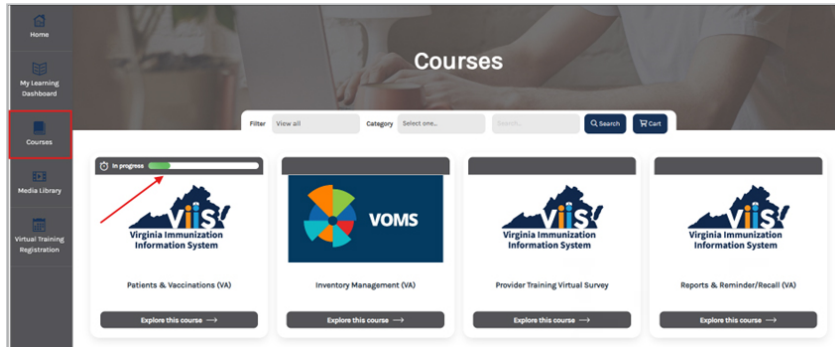




NAVIGATING THE LMS FOR EXISTING USERS

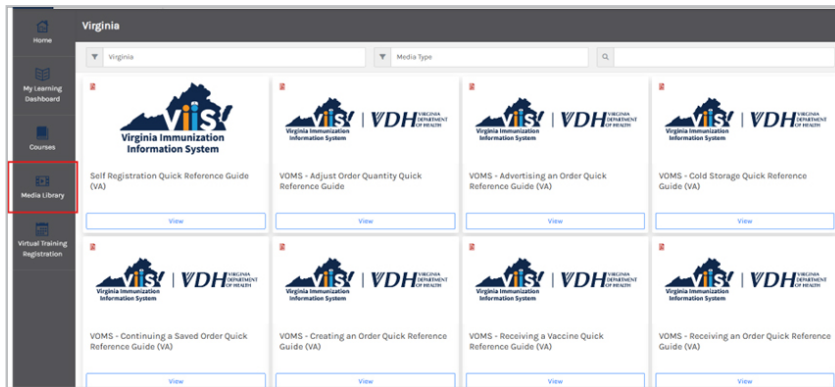
Navigating Courses

The courses that you have taken and the courses you need to take will be listed in this section. To start a course, click on **“Explore this course”** at the bottom of the tile.

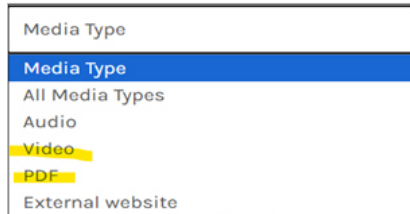


Navigating within the Media Library

1. Once logged into the LMS, click **“Media Library”** on the left, gray menu bar.
2. The Quick Reference Guides (QRG) will be displayed on this screen.



- You can adjust your search filters. Leave the first field as ‘Virginia’.
- Click in the **Media Type** field, select **Video** or **PDF** from the list.



- In the third search field, type the training topic you would like to view, i.e. VOMS, Patient search, Inventory, etc.
- Click on **“Watch”** at the bottom of the training tile to watch recorded trainings with audio.
- Click on **“View”** at the bottom of the training tile to read or print off guides.

Example:

