Learning History

Your learning history should include all learning events completed in the last five years.

If a learning event supports a certification, it should be contained in your learning history—regardless of the date you completed the learning event.

If your learning history is not complete, email us at LMS@dla.mil.

*"Education must have
an end in view,
for it is not an end in itself."*

Sybil Marshall

skillsoft

Skillsoft offers you maximum support for formal training and day-to-day informal learning needs.

Programs include:
- Business Skills
- IT Skills and Certifications
- Leadership Development
- Project Management
- Interpersonal Skills
- Communication Skills

books24x7

Instead of searching for hours on the Internet, find books on the subjects you need within a few keystrokes without worrying about the credibility of the source.

LMS Empowers You
to Manage Your Professional
Development

email questions to LMS@dla.mil

**DLA Training
800.458.7903
http://www.hr.dla.mil/training/**

LMS

**DLA
Learning
Management
System**

What is LMS?

The DLA LMS is a commercial off-the-shelf software package that provides capabilities for employees and supervisors to better manage the entire spectrum of learning—from planning to learning event execution within a single environment.

Students can:

• Browse courses
• View their My Learning Assignments
• Check their curriculum status
• Review their Learning History
• View their profile
• Run reports pertaining to self

Supervisors can view the same items as students and also:

• View subordinates' My Learning Assignments and Learning History
• Run reports on subordinates
• Receive notifications of overdue learning events for subordinates
• Receive learning event notifications for subordinates
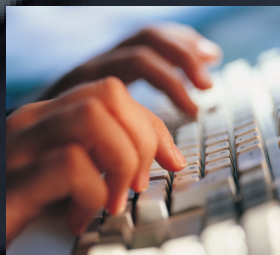
How Do I Get Started?

From the DLA Human Resources Web page at www.hr.dla.mil/tools, find and select **Learning Management System (LMS).**

This takes you to the LMS page. Select **Access the DLA Learning Management System (LMS)**.

First Time Users

DLA LMS automatically recognizes you by your Common Access Card (CAC). There are no logon IDs or passwords to remember.

LMS is available 24 hours a day, 7 days a week.

LMS Welcome Page

• View your My Learning Assignments
• View status of your current learning event registration
• View curriculum status
• View your Learning History
• Assess your knowledge or competency level
• Search or browse courses
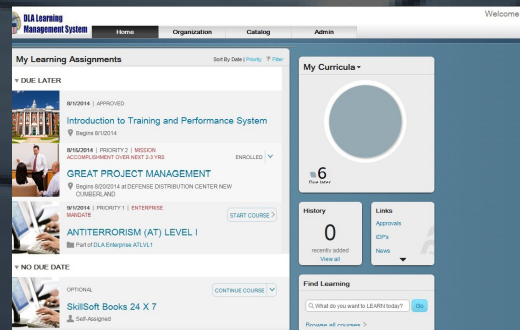
Can I Update my Profile?

Profile is your personal information page. It is important to choose your supervisor in LMS. This tells the DLA LMS who approves your training and receives information regarding your training requests.

1. From your LMS Home page, click on your name. Or, click the **Your Talent Profile is incomplete** in the Alerts section of your Home page.

⚠ Your Talent Profile is Incomplete
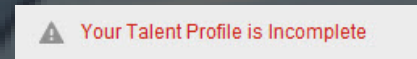
2. Click on the **Edit** icon beside the **Employee Information Box**.

3. Click the magnifier icon and the Search User screen will appear.

4. Complete the **Last Name** field. If the last name is common, complete the **First Name** field. Click **Search**.

5. Identify the name of your supervisor. Click **Select**.

6. Click **Save**.