

myVRS Navigator Training Overview

Training for *myVRS Navigator* is available in the VRS University. The training is web-based and available 24 hours a day, seven days a week. You can take courses at your convenience, using your office or home computer. Training also includes supplementary materials such as job aids and process guides. The courses enable you to perform your VRS-related responsibilities using *myVRS Navigator*.

How do I access *myVRS Navigator* training?

These E-learning courses are available in the Commonwealth of Virginia Learning Center (COVLC).

If you work for a:	You will access <i>myVRS Navigator</i> courses through:
School	VRS University https://covlc.virginia.gov/Default.aspx
Political subdivision	VRS University https://covlc.virginia.gov/Default.aspx
State agency that has its own Commonwealth of Virginia Learning Center (COVLC)	Your agency Commonwealth of Virginia Learning Center If your agency is on this domain administrator list , you will be taken to your agency's own home page in the COVLC when you log in. Your COVLC administrator will need to pull courses from the VRS University into your COVLC for you to view.
State agency that does not have its own Commonwealth of Virginia Learning Center (COVLC)	VRS University https://covlc.virginia.gov/Default.aspx If you do not have log-in credentials, send an e-mail to externalVLC@varetire.org requesting registration. Be sure to include your full name and work e-mail address.

Log in using the unique log-in credentials you received via e-mail or use the [Forgot Login ID?](#) and [Forgot Password?](#) links on the log-in page.

What *myVRS Navigator* courses are available?

VRS has designed 5 courses for employers, with each course focusing on a specific process in *myVRS Navigator*. View the [myVRS Navigator Training Course Catalog](#) for the list of courses and descriptions. All *myVRS Navigator* courses can be found in the VRS University by typing *myVRS Navigator Training Curriculum* in the Search field.

What other *myVRS Navigator* training resources are available?

In addition to the online courses, VRS has designed process guides and job aids for employers. These are printable reference documents, provided for learners who prefer hard copies of resource materials for reading and note-taking. These resources are attached to the appropriate course, and you can reference them at any time while taking the course. The process guides and job aids are searchable in the VRS University by the using the curriculum name (*myVRS Navigator Training Curriculum*) or by searching the specific document name.

How do security roles relate to *myVRS Navigator* training?

Role-based security is a feature that enables employers to automatically manage access to *myVRS Navigator* and VRS data based on the work employees perform. Your organization will assign one or more roles to you that represent your VRS-related responsibilities. These roles define the data you can view, create and update in *myVRS Navigator*. The roles for employers are described in Employer Roles and *myVRS Navigator Security Access* job aid, which is available in the VRS University.

How do I determine the *myVRS Navigator* courses to take?

Discuss with your human resource department or finance department the role or roles you will be assigned in *myVRS Navigator*. Then review the [myVRS Navigator Training Course Catalog](#) to determine which courses you would need.

How long are *myVRS Navigator* courses?

The length of the course is determined by the type of information you need. The courses include demonstrations for each task. You may view some or all of the demonstrations.

Are the courses graded?

The courses do not include any type of assessment. However, you must complete a security assessment in *myVRS Navigator* as one of the steps to logging in for the first time. You must achieve a minimum score of 80 percent on the security assessment to gain access to *myVRS Navigator*. View the Security Awareness demonstration in the *Introduction to myVRS Navigator Course* to prepare for this required assessment.

Can I print a list of the training courses I have completed?

You can print a certificate of completion after you complete each course. You also can print a transcript of all courses you have taken and the scores you received. Your training record is saved in the Transcript section of the VRS University.

Does anyone else have access to my training records?

A small group of employees at VRS will have access to your training activity. Your employer also may request reports on the training activity of its employees.

Accessibility

If you are unable to access *myVRS Navigator* online training materials due to a disability, contact VRS at externalVLC@varetire.org to request an accessible format. For more information about website accessibility and Section 508 compliance, review VRS' [web policy](#).

Support

If you have questions or comments about *myVRS Navigator* training, contact VRS Education and Training at externalVLC@varetire.org.