ACCESSING eVA TRAINING IN THE VIRGINIA INSTITUTE OF PROCUREMENT LEARNING MANAGEMENT SYSTEM

STEP ONE: CREATE AN ACCOUNT

1. Navigate to: https://vip.myabsorb.com/

2. If you already have an account, skip to STEP TWO. If you do not, continue following the below instructions. If you already possess a certification from VIP (VCA, VCO, VCM, or VCARM) you already have an account in the system and will need to click on the "Forgot Password" button shown in the screenshot below.

3. Click "Login" and then "Sign Up" (or, alternatively, "Forgot Password" if you have an account already.)

4. Fill out the registration form. IT IS REQUIRED THAT YOU UTILIZE YOUR WORK EMAIL TO ACCESS THE VIP LEARNING MANAGEMENT SYSTEM. If the form shows an error like the one below, or any other error, contact the LMS help desk at absorb@dgs.virginia.gov for assistance.
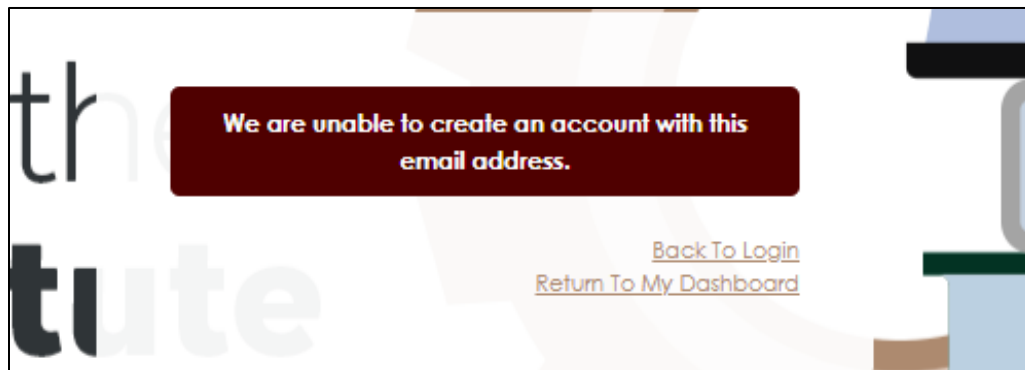
STEP TWO: ACCESS YOUR ACCOUNT

1. If you have just created an account, you will be sent an email detailing how to access your account for the first time.

2. Log in to your account using your Username (your email address) and Password credentials. If this is your first time logging in to the system, the first screen you will encounter is the VIP LMS Terms and Conditions. These must be agreed to before access to the system is possible.

STEP THREE: LOCATE AVAILABLE TRAINING

1. Welcome to the VIP LMS Dashboard! See the image below and description of the various areas of interest to those looking to access and complete eVA and other training items contained in the LMS. Notice also the three lines at the top right, clicking on these lines will grant you access to other areas of the system such as your Transcript, and VIP Certification List:

1. **Catalog:** The "Catalog" houses all courses you have not yet accessed but which are available for you to take – some courses have an associated cost.
2. **eVA Training:** A simplified version of the "Catalog" which directs you to all available eVA training you are not already enrolled in.
3. **My Courses:** Any course you have started or completed will be in the "My Courses" section.
4. **Resources:** The "Resources" section contains any documents which are available for all users in the system. Some resources may be accessible only after enrollment in certain courses.