

VanEd LMS Platform

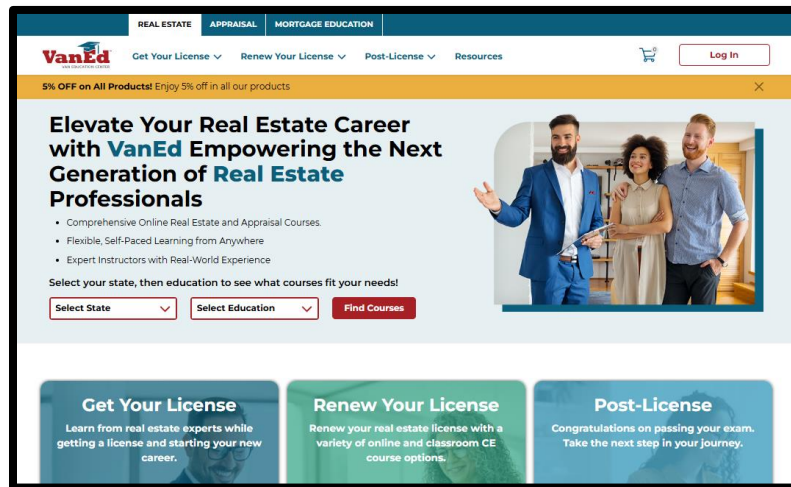
Limited Manager-Level User Guide

This document will guide you through the features and benefits made available with limited manager access.

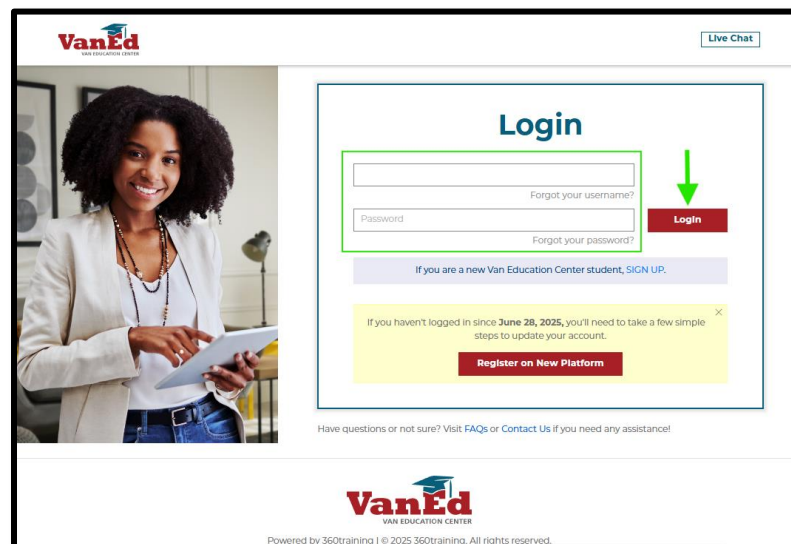
STEP 1

LOGIN

Go to www.vaned.com and click LOGIN.



Enter your Email Address and Password, then click **Login**.



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[Chat with us live on our website](#)

support@360training.com

800-313-8751

OR

You can also login through <https://lms.360training.com/lms/login.do>. Enter your Username and Password, then click LOGIN.

LOGIN

Please enter your Username and Password below.

Username:

Password:

[FORGOT?](#)

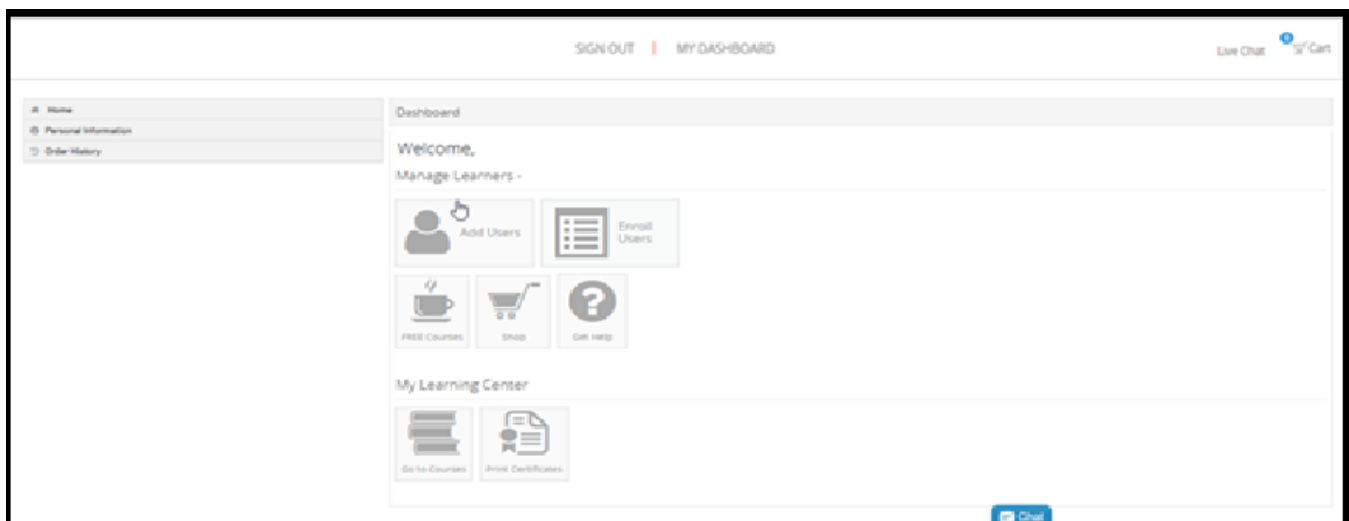
[LOGIN](#)

STEP 2

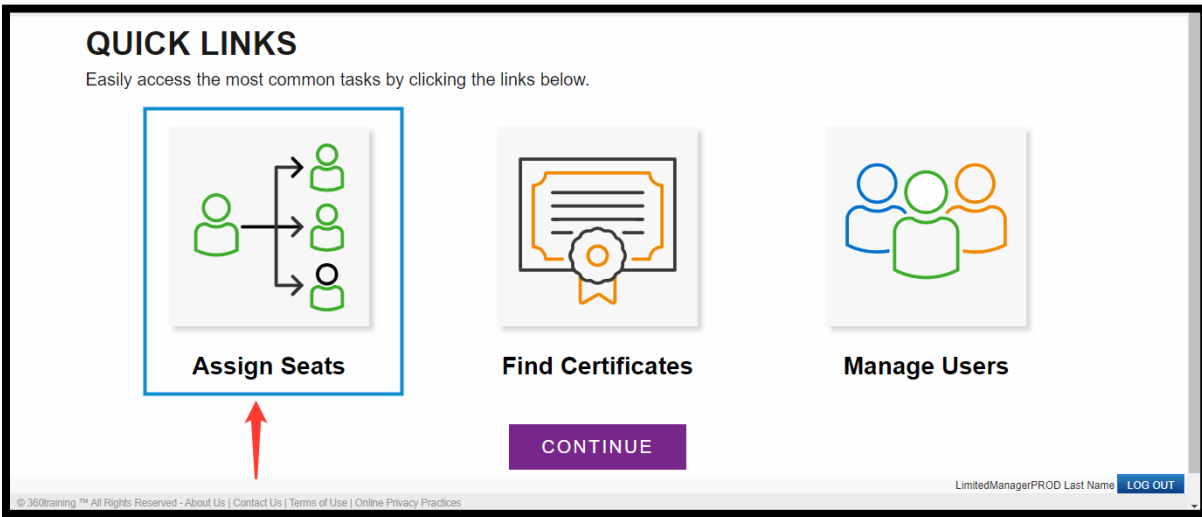
VIEW YOUR DASHBOARD (Desktop View)

Once you have logged in with your credentials, you will see your dashboard.

Once you select ADD USERS or ENROLL USERS, you will be taken to the manager view of the training platform to access reports, change user profile details, and print or download user completion cards and certificates you have been granted access to modify.



On a mobile compatible device, this is the view of your Dashboard:



STEP 3

MANAGE USERS

Once you select ADD USERS or ENROLL USERS on desktop devices or ASSIGN SEATS on mobile devices, you will be taken to the Limited Manage-access view of the training platform.

Limited Manager-level access shows three tabs in the top right corner of the screen:

- Users & Groups
- Plan & Enroll
- Profile

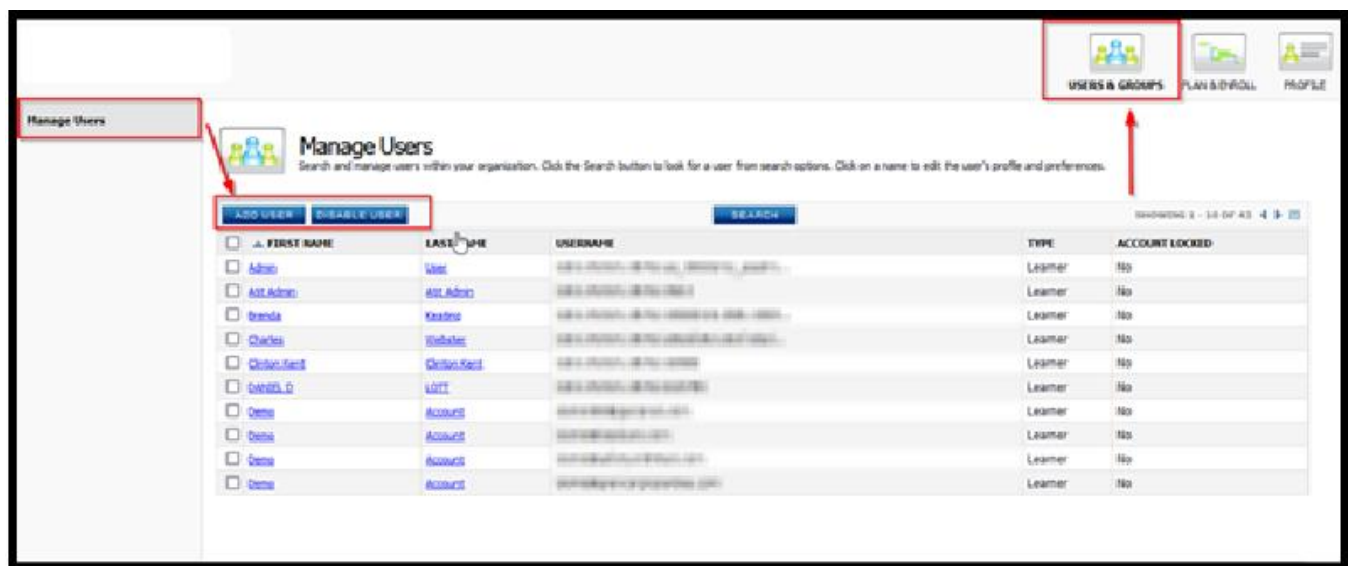
USERS & GROUP

You can navigate to this page by clicking ENROLL USERS or ADD USERS on desktop, or ASSIGN SEATS on mobile, or after logging into the training platform.

BUY MORE COURSES

You can purchase more courses for your employees by clicking Buy More Courses.

Select ADD USERS to view the profile details of the learner.



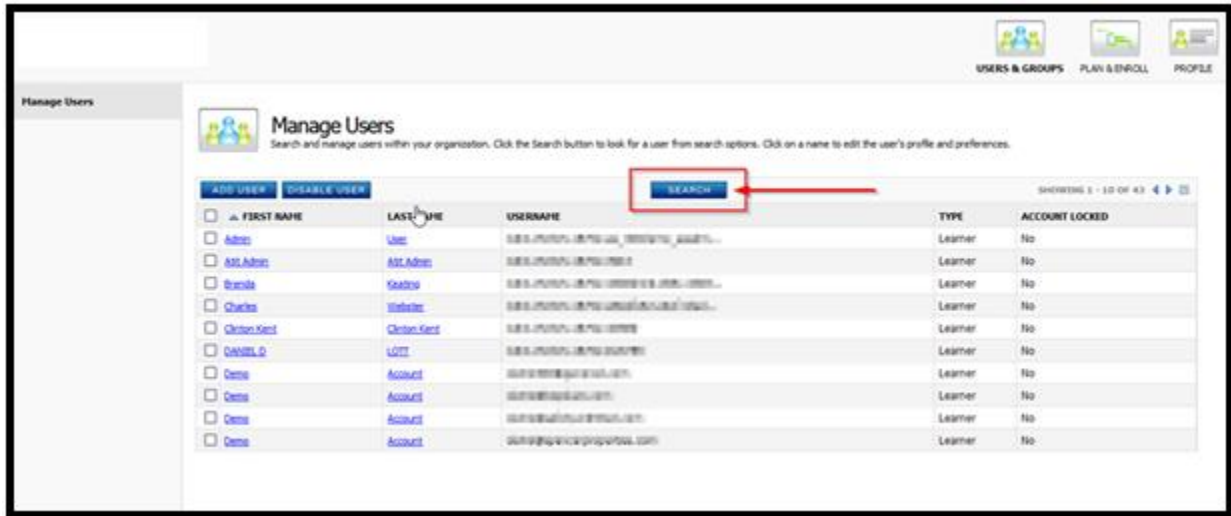
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Click the SEARCH button to search by username, first name, last name, or email address.

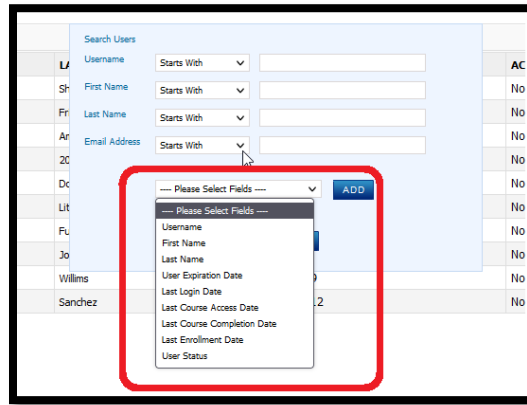


Enter your search parameters.

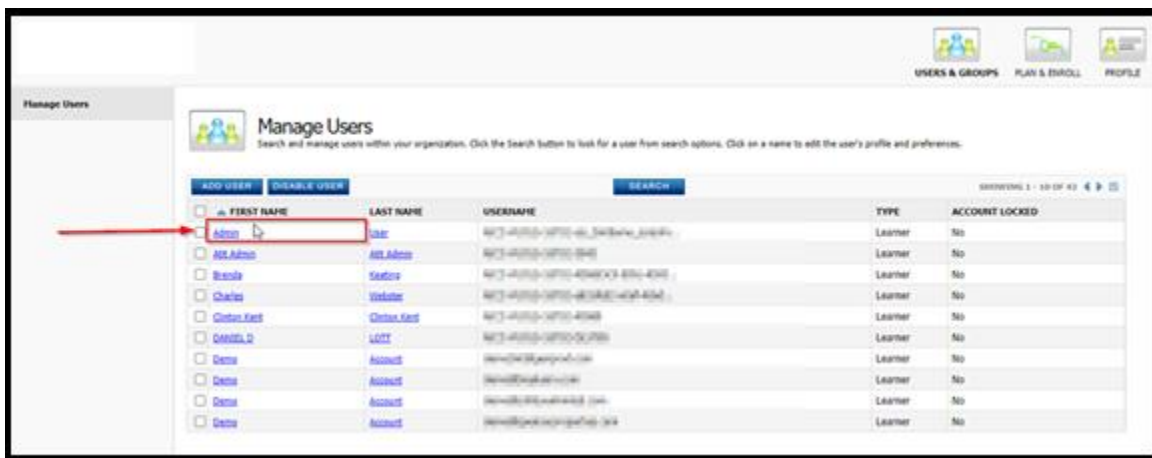
SEARCH TIPS: Inadvertently adding a space at the end of a name or email address may cause the search to return unexpected results. Make sure there are no spaces after any text you type in search fields. You can also leave all the fields blank to search to see all the users in your account. We suggest changing the selection criteria to “Contains” in order to receive the most relevant results.



To select additional search options or fields, click ADD for fields such as user expiration date, last login date, last course access date, last course completion date, last enrollment date, and user status.



Click the first name of a user to view their user details.



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This opens the user profile page.

NOTE: You can edit all user details, including password, except for username.

The screenshot shows the 'Manage User - Information' page. The sidebar on the left has a 'Manage Users' link. The main content area has a 'LOGIN AS LEARNER' button. The form is for a user named 'Admin' with email 'A000VUCUS-18752-ws_280name_admin'. The form includes fields for First Name, Middle Name, Last Name, Phone, Ext., Address 1, City, State / Province, Zip Code, Country, E-Mail Address, Mobile Phone, Address 2, City, State / Province, Zip Code, and Country. The form is for a user named 'Admin' with email 'A000VUCUS-18752-ws_280name_admin'.

You also have the option to lock, expire or disable a user account by clicking the YES or NO option.

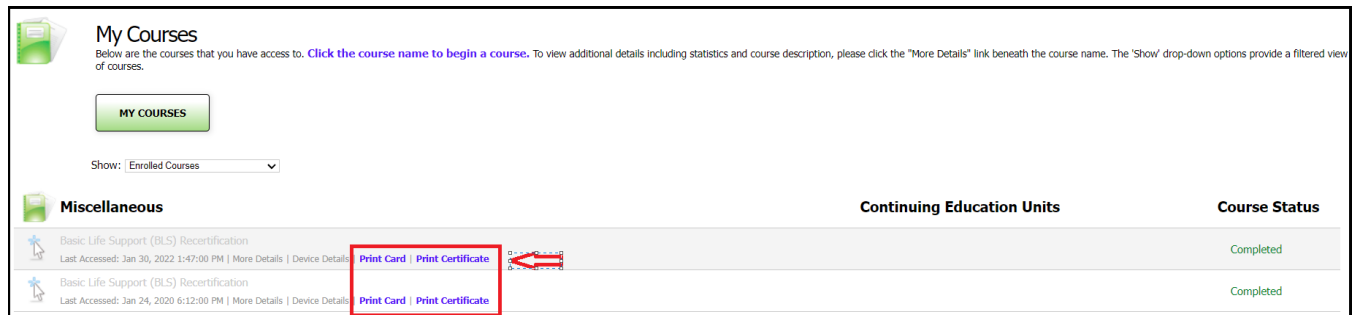
NOTE: NO is selected by default.

The screenshot shows the 'Manage User - Information' page, specifically the 'LOGIN INFORMATION & ACCOUNT SETTINGS' section. The section includes fields for User Name, Password, Confirm Password, Account Locked, Account Expired, Account Disabled, Change Password On Next Login, and Expiration Date. The 'Account Locked', 'Account Expired', and 'Account Disabled' options are set to 'No'.

Click the LOGIN AS LEARNER button to access course completion records.

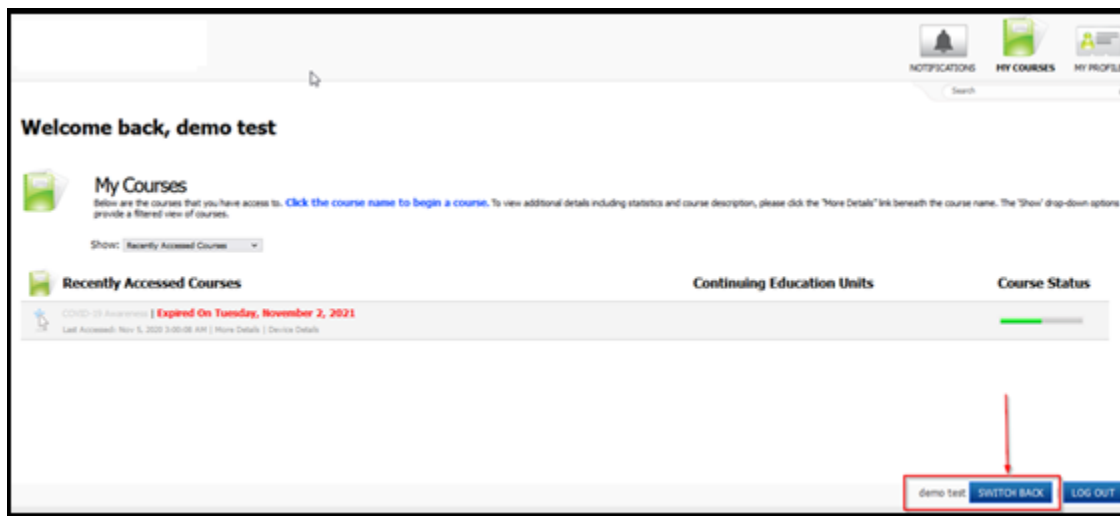


In this view, you will see the user's list of Enrolled Courses. To access the Certificate of Completion for a course, click PRINT CERTIFICATE.



	Continuing Education Units	Course Status
Miscellaneous		
Basic Life Support (BLS) Recertification Last Accessed: Jan 30, 2022 1:47:00 PM More Details Device Details	Print Card Print Certificate	Completed
Basic Life Support (BLS) Recertification Last Accessed: Jan 24, 2020 6:12:00 PM More Details Device Details	Print Card Print Certificate	Completed

To leave the LOGIN AS LEARNER view, click the SWITCH BACK button at the bottom right-hand corner of the page. This will take you back to your manager-level access page.



Welcome back, demo test

My Courses
Below are the courses that you have access to. Click the course name to begin a course. To view additional details including statistics and course description, please click the "More Details" link beneath the course name. The "Show" drop-down options provide a filtered view of courses.

Show: Recently Accessed Courses

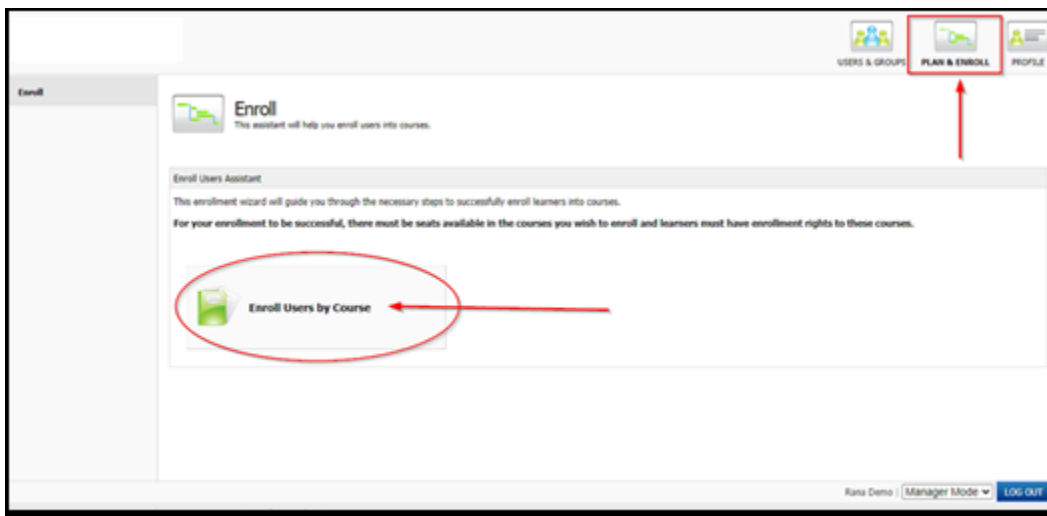
Recently Accessed Courses	Continuing Education Units	Course Status
COVID-19 Awareness Expired On Tuesday, November 2, 2021 Last Accessed: Nov 5, 2020 3:00:00 AM More Details Device Details		Completed

demo test SWITCH BACK LOG OUT

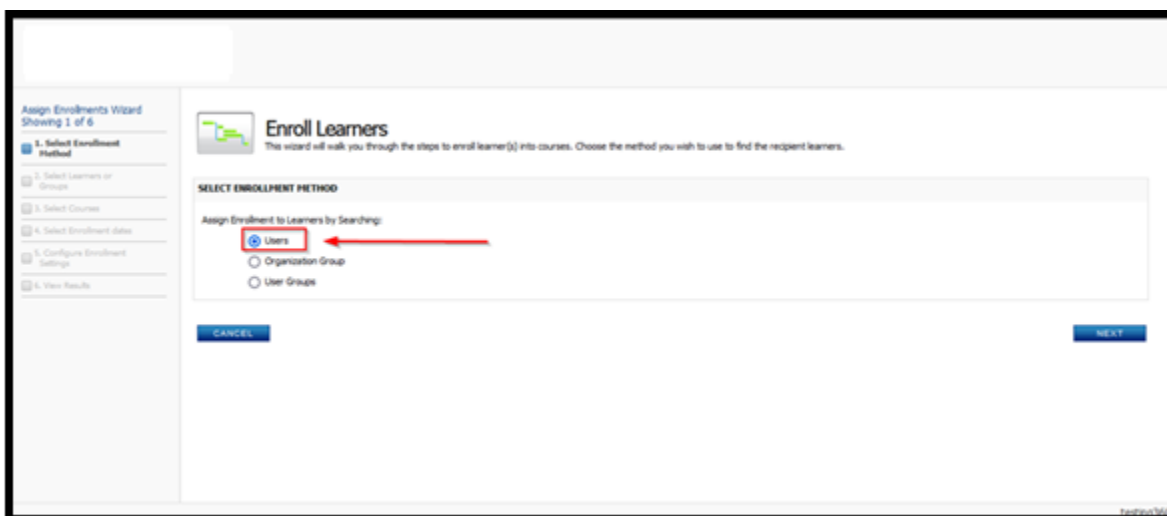
PLAN & ENROLL

1. Click Enroll Users by Course
2. Search for a user by first name, last name, or email address
3. Select the user whom you want to assign a course to
4. Click NEXT
5. Search for the course you want to enroll the user in
6. Select the correct course
7. Enter the start and end date

NOTE: The end date cannot be more than 365 days past the initial date of enrollment.



Then select USERS.



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You can search for the user you want to enroll by first name, last name, or email address.

The screenshot shows the 'Assign Enrollment - Select Learners' page. A search modal is open, allowing users to search for learners by First Name, Last Name, or Email Address. The modal has a 'SEARCH' button and a 'CANCEL' button. The background page shows a sidebar with steps 1 through 6, and a main area with a 'FIRST NAME' dropdown and a 'SEARCH' button. A 'CANCEL' button is also visible at the bottom left of the main area.

SEARCH TIPS: Inadvertently adding a space at the end of a name or email address may cause the search to return unexpected results. Make sure there are no spaces after any text you type in search fields. You can also leave all the fields blank to search to see all the users in your account.

Select the user you want to enroll by clicking the box next to their name, then click NEXT.

The screenshot shows the 'Assign Enrollment - Select Learners' page with a list of learners. The table has columns for First Name, Last Name, Email Address, and Account Locked. There are four rows of data, each with a checkbox in the First Name column. The 'NEXT' button is visible at the bottom right.

<input type="checkbox"/> FIRST NAME	LAST NAME	EMAIL ADDRESS	ACCOUNT LOCKED
<input type="checkbox"/> demo	test	test@testdemo.com	No
<input type="checkbox"/> demo	two	demo2@demo.com	No
<input type="checkbox"/> demo	one	demoone@demo.com	No
<input type="checkbox"/> demo	three	demothree@demo.com	No

Choose the course you want to enroll the user in by searching by course name:

The screenshot shows the 'Assign Enrollment - Select Courses' wizard. A search modal is open, allowing the user to search for courses by Course Name, Contract Name, Business Key, and Max Expiration Date. The modal has 'CANCEL' and 'SEARCH' buttons. The background shows the wizard steps on the left and a table with columns: COURSE NAME, BUSINESS KEY, SEATS, USED, REMAINING, EXP. DATE, and SUBSCRIPTION. The table currently shows 'No records found. Click on the search button to do so.'

Select the desired course from the results.

The screenshot shows the 'Assign Enrollment - Select Courses' wizard with search results. The search modal is closed, and the table now displays two results. The table has columns: COURSE NAME, BUSINESS KEY, COURSE DESCRIPTION, TOTAL SEATS, USED, REMAINING, EXP. DATE, and SUBSCRIPTION. The results are:

COURSE NAME	BUSINESS KEY	COURSE DESCRIPTION	TOTAL SEATS	USED	REMAINING	EXP. DATE	SUBSCRIPTION
<input type="checkbox"/>		DEMO for 360 Training - Unlimited	0	0	Unlimited	02/29/2024	
<input type="checkbox"/>		DEMO for 360 Training - Unlimited	0	0	Unlimited	02/29/2024	

The wizard steps on the left and the 'SEARCH' button are visible. The table also shows 'SHOWING 1 - 2 OF 2'.

Next, enter a start and end date for the course. The end date cannot be more than 365 days past the initial date of enrollment.

Assign Enrollments Wizard
Showing 4 of 6

- 1. Select Enrollment Method
- 2. Select Learners or Groups
- 3. Select Courses
- 4. Select Enrollment Dates**
- 5. Configure Enrollment Settings
- 6. View Results

Assign Enrollment - Duration of Enrollments

The course start and end date specify when learners can access the course. You can drag and drop courses in the order it should display to your learners.

ALL COURSES

Start Date End Date

INDIVIDUAL COURSES

	Start Date	End Date	Contract End Date
Learn2Serve: TAC Seller Server Training			01/28/2024

CANCEL **PREVIOUS** **NEXT**

On the final screen of the training plan assignment, you can choose to Send Enrollment Confirmation to Learner by choosing YES. Click FINISH to complete the enrollment. You must click FINISH to ensure the course(s) is assigned.

Assign Enrollments Wizard
Showing 5 of 6

- 1. Select Enrollment Method
- 2. Select Learners or Groups
- 3. Select Courses
- 4. Select Schedule
- 5. Configure Enrollment Settings**
- 6. View Results

Assign Enrollment - Assignment Options

Select options for this course enrollment. Duplicate enrollments will be either updated to the new enrollment in this training plan or ignored per your selection.

SUMMARY

Duplicates ☐ Ignore ☒ Update

Notify Me upon confirmation ☒ Yes ☐ No

Send Enrollment confirmation to Learners ☐ Yes ☒ No

CANCEL **PREVIOUS** **FINISH**

Once you've clicked FINISH, you will see a confirmation screen confirming the enrollment was successful.

BUY MORE COURSES

To purchase additional seats for your organization, click BUY MORE COURSES Tab on the menu bar.

DASHBOARD **BUY MORE COURSES** USERS & GROUPS PLAN & ENROLL PROFILE

Manage Users

Search and manage users within your organization. Click the Search button to look for a user from search options. Click on a name to edit the user's profile and preferences.

ADD USER **DISABLE USER** **SEARCH**

SHOWING 1 - 1 OF 1

<input type="checkbox"/>	FIRST NAME	LAST NAME	USERNAME	TYPE	ACCOUNT LOCKED
<input type="checkbox"/>	Test	Test	testaclsrmb	Learner, Manager	No

For Immediate Assistance:

PROFILE

To view your profile, click the PROFILE button at the top right of the screen. Here you will find your login information.

My Profile
My Preferences

Profile
Below you may update your profile. Update the fields you wish to change and click on the 'Save' button to save your changes.

CUSTOMER PROFILE

Customer Name: 360 Vendor Demo
First Name: Vendor
Last Name: Admin
Phone: Provide Phone Number
Ext.: Provide Extension
Address 1: Provide Street Address
City: Provide City
State: Armed Forces Americas
Zip Code: Provide Zip/Postal Code
Country: United States

Website URL: Provide Website URL
Email Address: admin@360vendor.com
Account Status: ☒ Active ☐ Inactive
Address 2: Provide Street Address
City: Provide City
State: Armed Forces Americas
Zip Code: Provide Zip/Postal Code
Country: United States

Rana Demo | Manager Mode |

The bottom right-hand side of the screen allows you to switch between your Manager and Learner access modes. Learner mode will allow you to access your courses, Certificates of Completion or update your personal profile information.

Manage Users

Manage Users
Search and manage users within your organization. Click the Search button to look for a user from search options. Click on a name to edit the user's profile and preferences.

SHOWING 1 - 10 OF 42

<input type="checkbox"/>	FIRST NAME	LAST NAME	USERNAME	TYPE	ACCOUNT LOCKED
<input type="checkbox"/>	Admin	Unit	admin@360vendor.com	Learner	No
<input type="checkbox"/>	Admin	Admin	admin@360vendor.com	Learner	No
<input type="checkbox"/>	Admin	Admin	admin@360vendor.com	Learner	No
<input type="checkbox"/>	Admin	Admin	admin@360vendor.com	Learner	No
<input type="checkbox"/>	Admin	Admin	admin@360vendor.com	Learner	No
<input type="checkbox"/>	Admin	Admin	admin@360vendor.com	Learner	No
<input type="checkbox"/>	Admin	Admin	admin@360vendor.com	Learner	No
<input type="checkbox"/>	Admin	Admin	admin@360vendor.com	Learner	No
<input type="checkbox"/>	Admin	Admin	admin@360vendor.com	Learner	No
<input type="checkbox"/>	Admin	Admin	admin@360vendor.com	Learner	No

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