

eVA Training

Frequently Asked Questions (FAQs)

November 19, 2021



What is “Learning as a Journey”?

- “Learning as a Journey” provides a pathway for users to follow to ensure they get the training they need to successfully use eVA.
- All training falls into two (2) main categories:
 - **Self-paced Training.** The majority of the training will fall into this category. It is available 24/7 in the Virginia Institute of Procurement’s Learning Management System (LMS) so users can fit training into their schedule when it’s convenient.
 - **Virtual Instructor-Led Training (VILT).** This training is an interactive, live training session with an instructor. You are required to complete all self-paced training before you are able to sign-up for a VILT session. Additional information about this is available in the [VILT Information Guide](#). **Note: UMW will be holding In House Training and will not be participating in the VILT**
- For more information about the different learning journeys, please visit the [eVA Transition Training](#) page.
- All journeys are available to all end users, but we do recommend that you enroll in the Learning Journey that most closely aligns with your duties in eVA before exploring any other Learning Journey(s).

Are all the learning journeys available on the same day?

- No, the release of the learning journeys will be staggered. This way we can provide you with the training as it becomes available instead of waiting until all the training is ready.

I noticed some information in the training is incorrect. What should I do?

- We know that the training is not perfect so we do plan on making changes to correct some of the information.
- We are planning to make additional changes to our training assets after 01/03/2022. We are not able to incorporate these changes now as this would cause a delay in finalizing other assets.
- To assist you with the comprehension of the assets, [this is a list of anticipated changes](#). This list is not final. We will provide updates when applicable.
- Along with the content changes, we will also be updating the training materials to include the new logo.

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How does a learner access the training?

- All self-paced training is in the Virginia Institute of Procurement (VIP) LMS.
- You will be required to self-register in the VIP LMS if you do not already have an account. For more information about this process, please refer to [Accessing eVA Training in the LMS Guide](#).
- Once you are in the LMS, you will click on the eVA Training section then you will select the Learning Journey most applicable to your role. Please see the [Accessing eVA Training in the LMS Guide](#) for more information.

What should I do after I complete the self-paced training?

- After you have completed your learning journey's self-paced training in the LMS, you will need to participate in Virtual Instructor-Led Training (VILT).
- For additional information about this process, please refer to the [VILT Information Guide](#).

Who do I contact if I have questions?

- If you are a general user please contact your supervisor or procurement manager at your agency/entity.
- If you are a Procurement Manager, please contact your [Account Executive](#).
- Please **do not** contact eVA Customer Care with training or LMS questions.