

Using myVRS Navigator Training Catalog

Using myVRS Navigator e-courses, process guides and job aids, are available in the [Commonwealth of Virginia Learning Center \(COVLC\)](#). Each e-course provides an overview and demonstrations of how to complete tasks in myVRS Navigator. Process guides and job aids are available for learners who prefer hard copies of resource materials.

To access an e-course, click the course link below; then log in to the COVLC to be directed to the selected course. Process guides and job aids are attached to the associated e-course. In addition, e-courses, process guides and related documents can be searched individually using keyword: **Navigator** or the title of the course or document.

Be sure to review the Q&A at the end of this document for more information about the COVLC and my VRS Navigator training courses.

Introduction to myVRS Navigator	
<p>E-course Topics:</p> <ul style="list-style-type: none"> - Demo 1: Security Awareness - Demo 2: First Time Log-In - Demo 3: Dashboard Functionality - Demo 4: Search - Demo 5: Screen Functionality - Demo 6: Secure Messaging - Demo 7: Workflow - Demo 8: Online Help - Demo 9: Reports 	<p>Related Documents:</p> <ul style="list-style-type: none"> - Introduction to myVRS Navigator Process Guide - myVRS Navigator Employer Reports Job Aid
Enroll and Maintain Employees	
<p>E-course Topics:</p> <p>Enroll Employees</p> <ul style="list-style-type: none"> - Demo 1: Plan Determination Tool - Demo 2: Enroll Employee - Demo 3: Enroll Contract Employee - Demo 4: Enroll ORP Eligible Employee & Acknowledge Plan Election <p>Maintain Employees</p> <ul style="list-style-type: none"> - Demo 1: Add New Information to Records - Demo 2 Correct Existing Information - Demo 3 Maintain Contract Employees - Demo 4: Merge Person Accounts - Demo 5: SSN Correction - Demo 6: Certify Retirement 	<p>Related Documents:</p> <ul style="list-style-type: none"> - Enrolling a New Employee Process Guide - Acknowledging ORP-Eligible Employee Election - Adding New Information to Employee Records Process Guide - Enrolling and Maintaining Contract Employees Process Guide - Enrolling and Maintaining Employees using Batch Processing Process Guide - Changing Salary Using the Salary Report as a Template Process Guide - Maintaining Employer-Sponsored Hybrid 403(b) Option Information in myVRS Navigator Process Guide - Merge Person Accounts Employer Process Guide - Using the Plan Determination Tool Process Guide - Certifying Retirement in myVRS Navigator

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Managing Contacts	
<p>E-course Topics:</p> <ul style="list-style-type: none"> - Demo 1: Create Contact - Demo 2: Create User Contact - Demo 3: Unlock User Account - Demo 4: Update Contact Demographics - Demo 5: Update Security Profile - Demo 6: Cancel User Account 	<p>Related Documents:</p> <ul style="list-style-type: none"> - Employer Roles and myVRS Navigator Security Access Job Aid - Managing Contacts Process Guide
Purchase of Prior Service	
<p>E-course Topics:</p> <ul style="list-style-type: none"> - Demo 1: Create & Certify Eligibility in myVRS Navigator - Demo 2: Purchases Processed in myVRS Navigator - Demo 3: Sick Leave Conversion in myVRS Navigator - Demo 4: Purchases Processed in myVRS 	<p>Related Documents:</p> <ul style="list-style-type: none"> - Certifying Military Service Using the DD Form 214 Job Aid - Estimating Purchase of Prior Service Costs Process Guide - Purchase of Prior Service Process Guide
Contribution Confirmation and Payment Scheduling	
<p>E-course Topics:</p> <ul style="list-style-type: none"> - Demo 1: Create Snapshot - Demo 2: Review Snapshot - Demo 3: Reconcile Snapshot - Demo 4: Confirm Snapshot - Demo 5: Schedule and Approve Payments - Demo 6: Manage Accounts Receivable 	<p>Related Documents:</p> <ul style="list-style-type: none"> - Contribution Confirmation Process Guide - Interpreting the Snapshot Download File Job Aid - Schedule and Approve Payments Process Guide

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 the *Employer Roles and myVRS Navigator Security Access* job aid.

How do I determine the myVRS Navigator courses to take?

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Discuss with your human resource department or finance department the role or roles you will be assigned in myVRS Navigator. The role(s) you are assigned will help you determine which courses are applicable to you.

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 can also print or view a transcript of the courses you have taken. The [COVLC Overview](#) video provides step-by-step user instructions.

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 edu@varetire.org to request an accessible format. For more information about website accessibility and Section 508 compliance, review VRS' [web policy](#).

Support



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