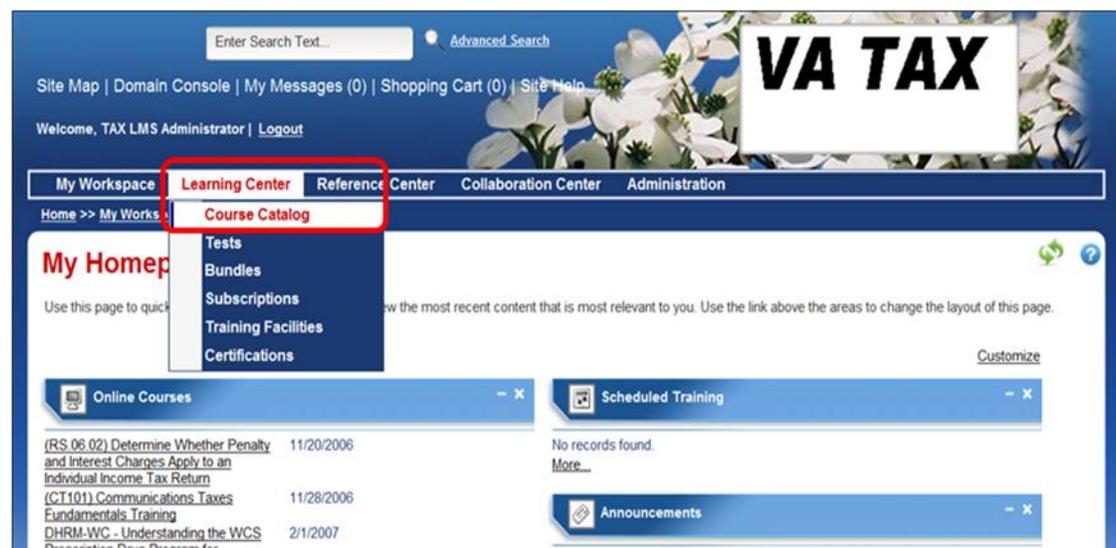
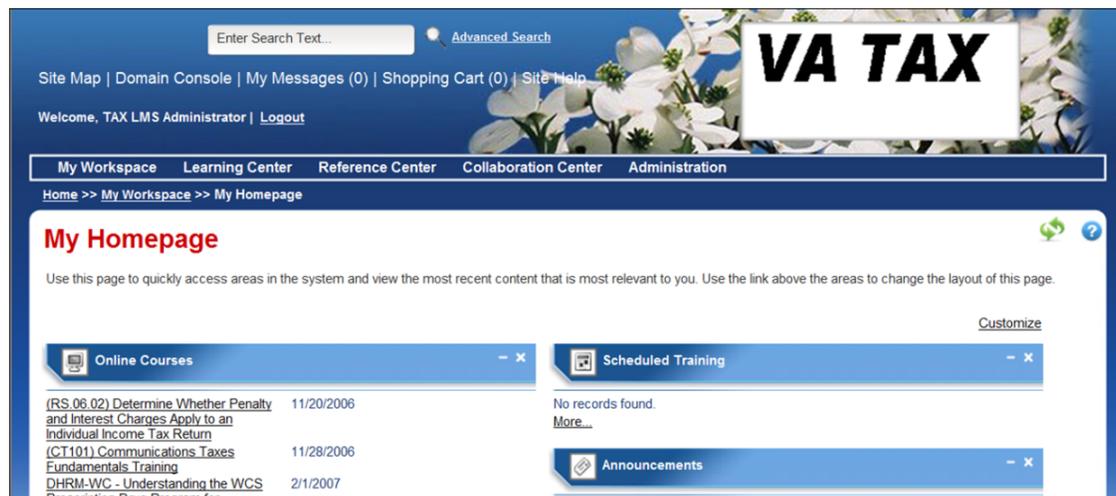


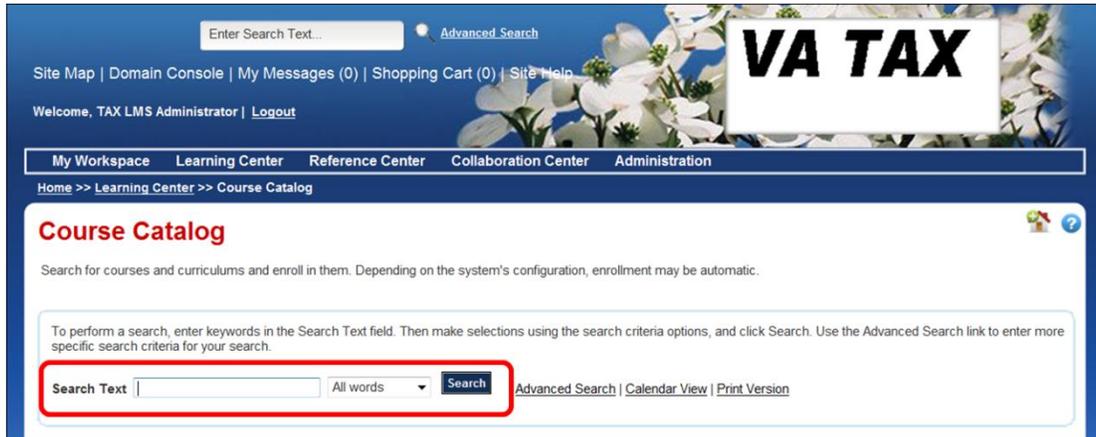
Access a Course in the LMS / KC

Within the TAX Learning Management System (also known as the Knowledge Center, KC, or LMS) is a course catalog, which allows you to quickly locate a specific course and launch it. To locate a course:

- Step 1.** Open the TAX Knowledge Center Login Page (<https://covkc.virginia.gov/tax/external>).
- Step 2.** Enter your **Login ID** and **Password**.
- Step 3.** Click the **Log In** button. The *TAX Knowledge Center Home Page* opens.



- Step 4.** From the **Learning Center** menu, select **Course Catalog**. The *Course Catalog* window opens.

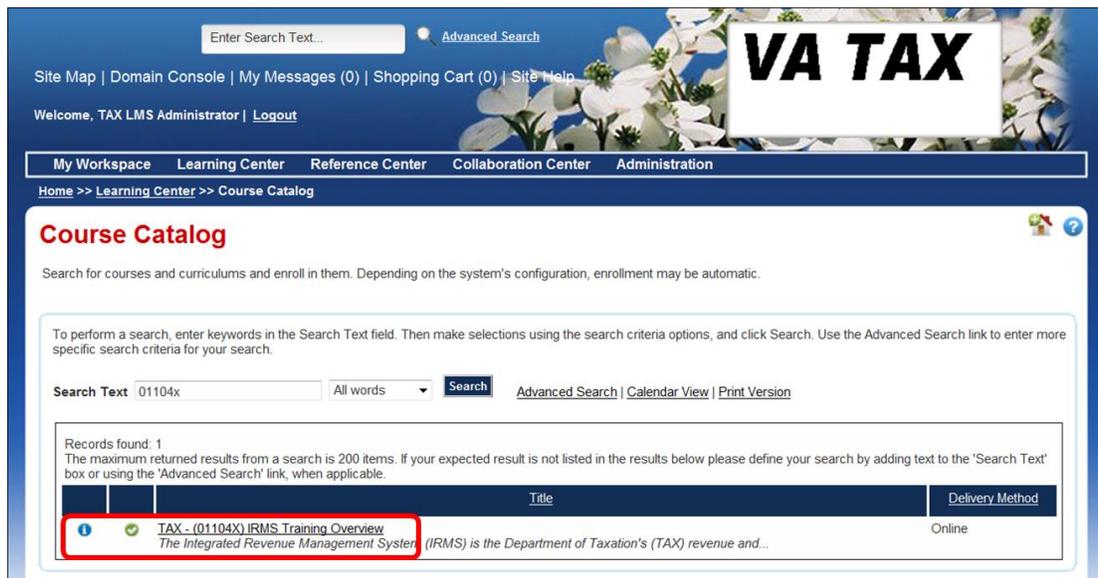


Step 5. Type a keyword or several keywords associated with your course's title in the **Search Text** field to search for the course.

Using keywords such as “business tax”, “individual income” or “IRMS” may prompt the LMS to return a *list* of courses matching the keyword(s) entered. Using a more specific keyword, such as the course ID number for example, will return a more refined result.

Step 6. Click the **Search** button.

All courses containing the keyword(s) you entered (in their title or description) display in the lower-left frame of the *Course Catalog* window.



Step 7. Click the course title link of the lesson you want to take. The course's window opens.

Enter Search Text... [Advanced Search](#)

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Welcome, TAX LMS Administrator | [Logout](#)

My Workspace | Learning Center | Reference Center | Collaboration Center | Administration

Home >> Learning Center >> Course Catalog >> TAX - (01104X) IRMS Trainin...

TAX - (01104X) IRMS Training Overview

[Return](#)

[Manage](#) [Required Training](#) [Save Shortcut](#)

TAX - (01104X) IRMS Training Overview Type: SCORM 1.2

Course Provider : Virginia Department of Taxation (TAX)
 Cost : \$0.00
 Locale : English (United States)

Duration (Hours) : 0.25
 Credit(s) : None

The Integrated Revenue Management System (IRMS) is the Department of Taxation's (TAX) revenue and tax management system. To prepare new IRMS users, a comprehensive training program was developed that utilizes multiple delivery methods. In this lesson, you will learn how to complete the IRMS training program and about the online help available to you.

Access Item
[What's this?](#)

Other Options Hide/Show Options

Curriculums

| | |
|--|--------|
| TAX - IRMS - Commissioner of the Revenue - Direct File | \$0.00 |
| TAX - IRMS - Commissioner of the Revenue - Local File | \$0.00 |
| TAX - IRMS - Director of Finance | \$0.00 |

Step 8. Click the **Access Item** button.

NOTE: If you have already taken this course, you will not see an **Access Item** button. Instead, you will see an **Open Current Attempt** button and an **Open New Attempt** button. Open Current Attempt allows you to resume or review the course you previously accessed. Open New Attempt should be used if you are required to take the course once again for additional credit (such as an annual course completion requirement).

Enter Search Text... [Advanced Search](#)

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Open Current Attempt [What's this?](#)

Open New Attempt [What's this?](#)

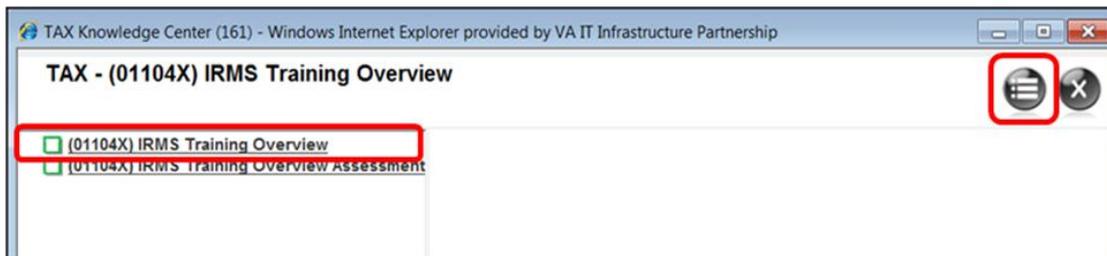
[View Certificate](#)

Other Options Hide/Show Options

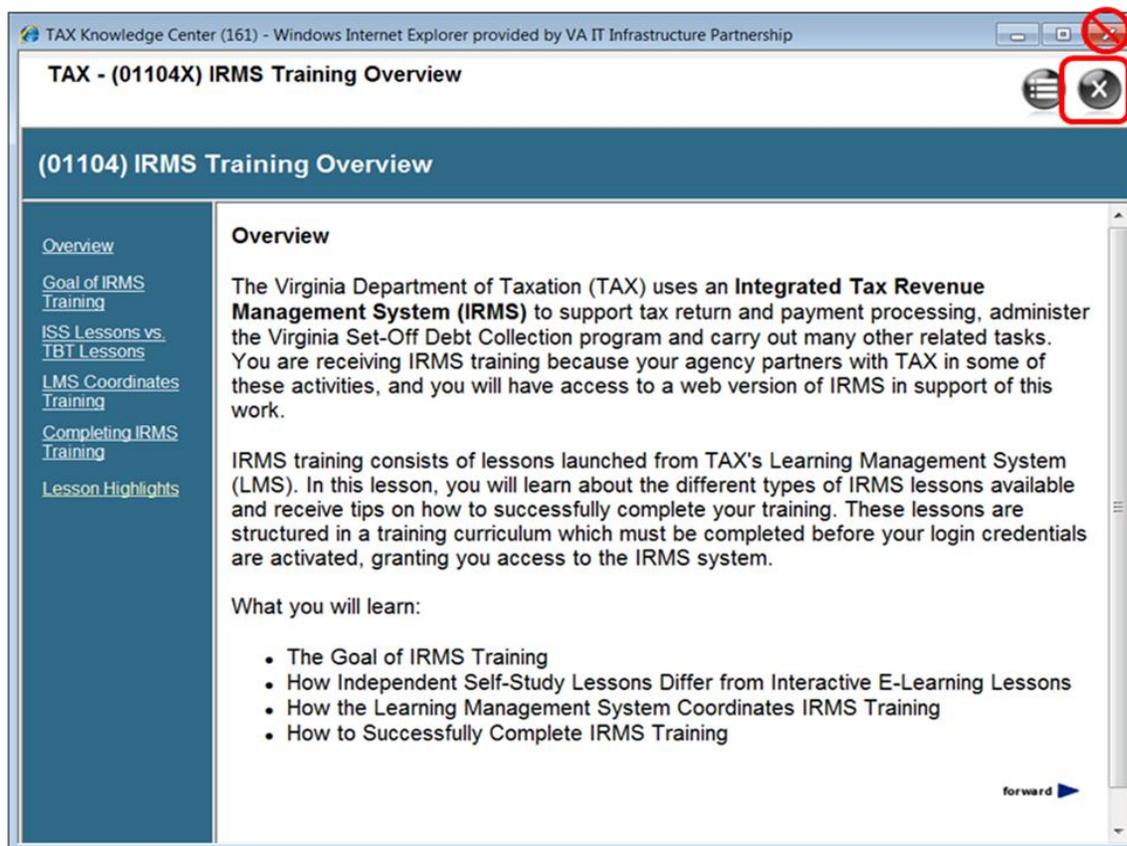
Curriculums

| | |
|--|--------|
| TAX - IRMS - Commissioner of the Revenue - Direct File | \$0.00 |
| TAX - IRMS - Commissioner of the Revenue - Local File | \$0.00 |
| TAX - IRMS - Director of Finance | \$0.00 |

After clicking the **Access Item** button (or Open Current Attempt or Open New Attempt button), the course will either launch automatically or open in a new window as shown here.

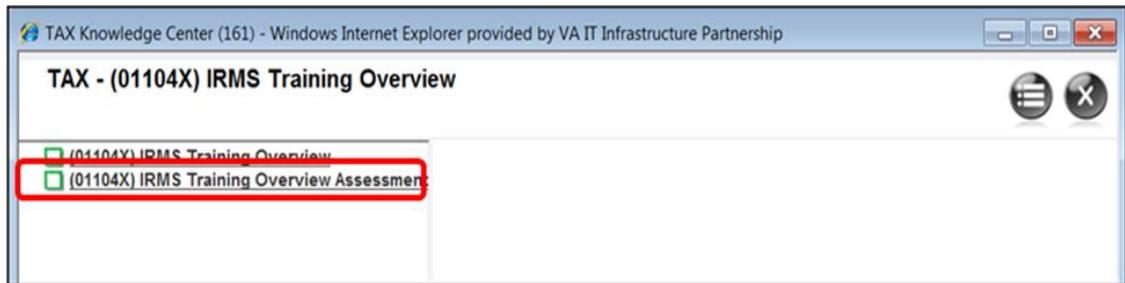


Step 9. If this window appears, click the course link on the left to launch the course. **NOTE:** This window is divided into two panes. If you do not see the course link on the left, click the  button on the right. This toggle button alternately displays and hides the contents of the left pane.

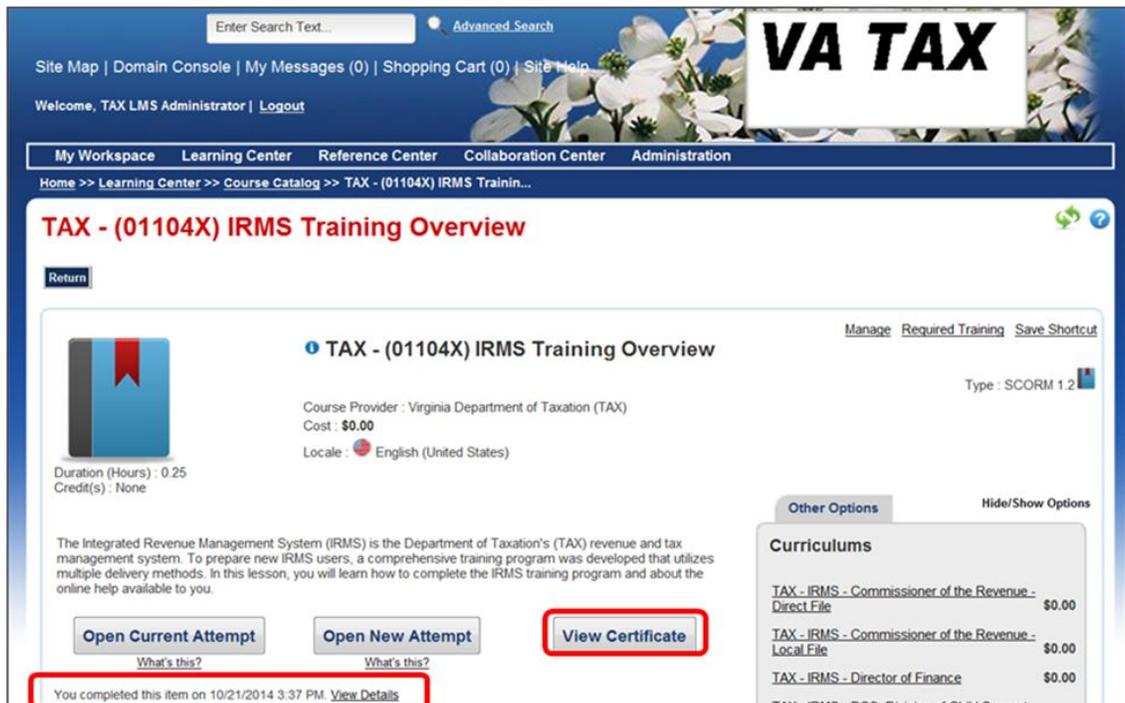


Step 10. When you finish the course, close it with the course's exit button.

Step 11. Depending upon the course, you may be returned to the window shown below. If a separate assessment (quiz) link appears here, you must also complete the assessment to receive course credit. Click the link for the assessment.



Step 12. When you have finished all parts of the course, you can click the exit button  in the course window. **Do not use** the Windows  button to close the course.



When you have successfully completed the course, the course information window shows the date and time you completed it. You can click the **View Details** link to see more information. You can also click the **View Certificate** button to view or print your course completion certificate.