



Navigation Guide

For the WeVax Training Portal

Index of Sections

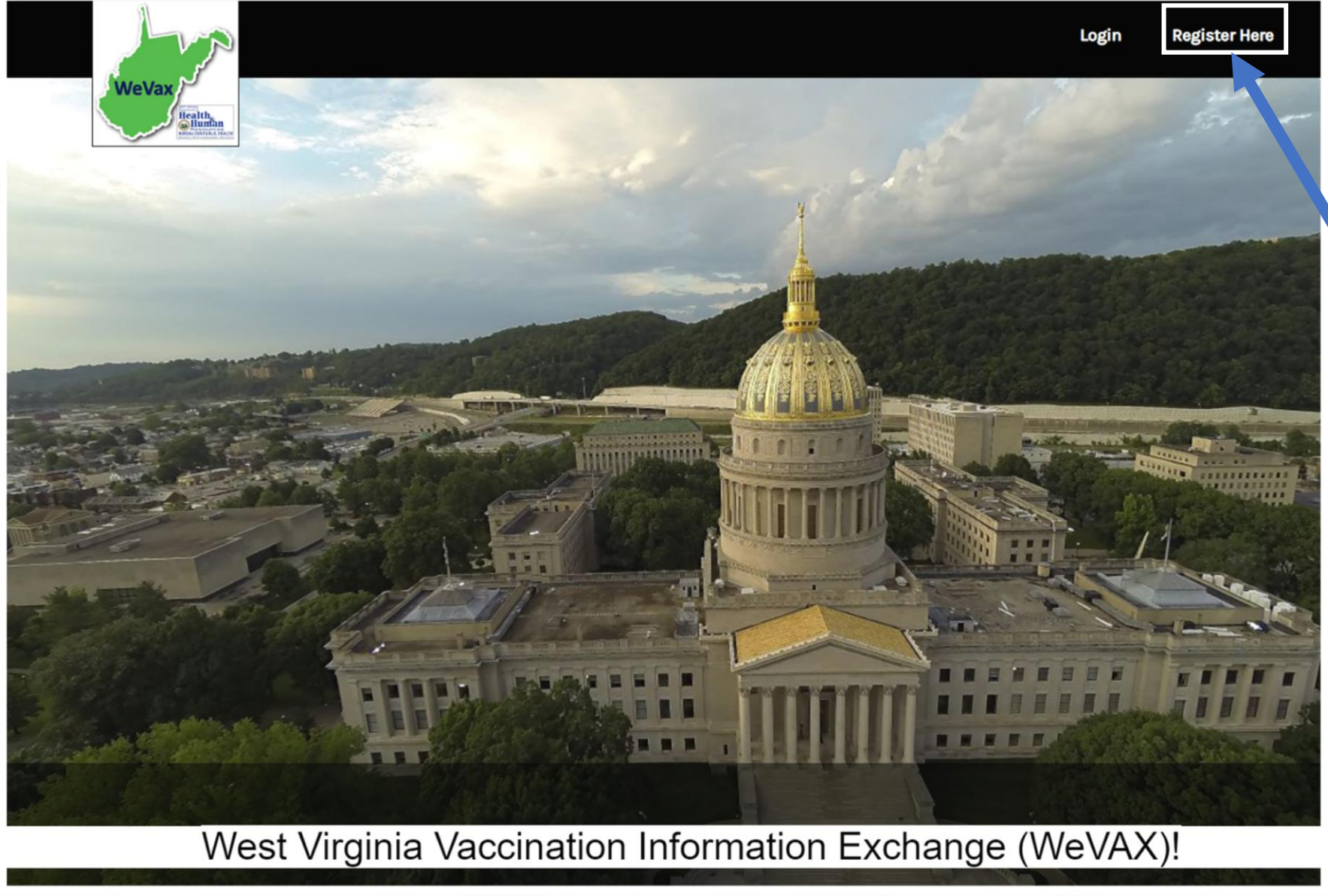
Each section below is hyperlinked within the document for easy navigation!

- [New User Registration](#)
- [Login and Review of Navigation Menu](#)
- [My Learning Dashboard](#)
- [Course Progress](#)
- [VOMS Navigation](#)
- [Media Center](#)

A decorative graphic consisting of several concentric, overlapping bands of color. The left side of the graphic is green, transitioning through yellow to orange on the right side. The bands are slightly offset from each other, creating a sense of depth and movement.

Section 1: New User Registration

Registration



Registration occurs the first time you login.

Directions:




Click 'Register Here'.

Register Based on Your Assigned Role



[Login](#) [Register Here](#)



VFC PROVIDERS (END-USERS)	NON-VFC PROVIDERS (END-USERS)	WV DOH STAFF
		
Register	Register	Register

New Users:

Review each description and then click 'Register' for your corresponding role.

Each role has specific online modules which are then assigned.

Register Based On Your Assigned Role



[Login](#) [Register Here](#)



Your registration choice will appear here.

Account Information

First Name *

Last Name *

Email *

Username *

Password *

Confirm Password *

County *

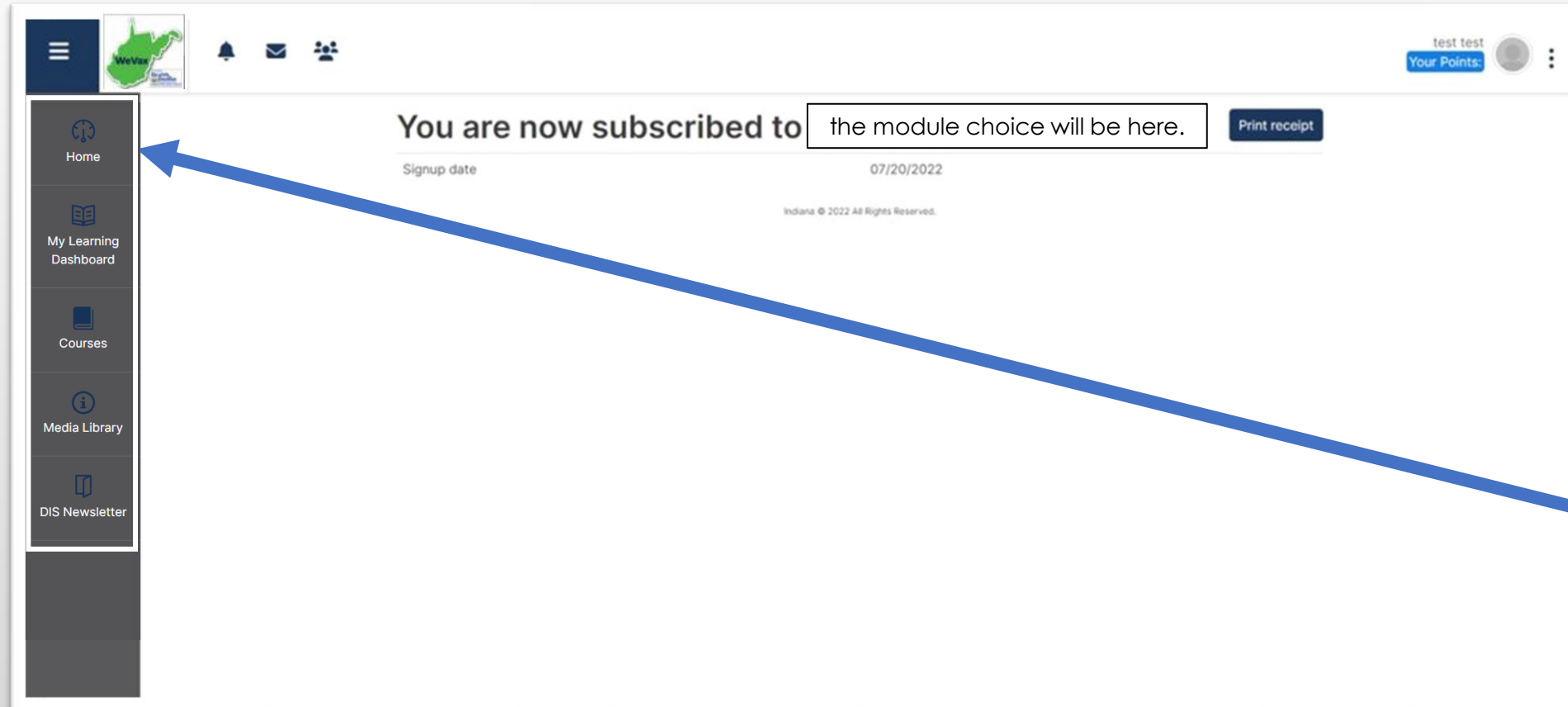
[Register](#)

Completion of each section is required.

Note:

The 'Password' must be at minimum 8 characters with upper & lowercase letters, a number, and a special character.

Registration Confirmation



Your module name will appear as confirmation on this page.

Click 'Home' on the left side menu to view the Welcome page.

When you register, you are automatically logged in.

******The next section will address how to login after you have registered, and then review the Navigation Menu.

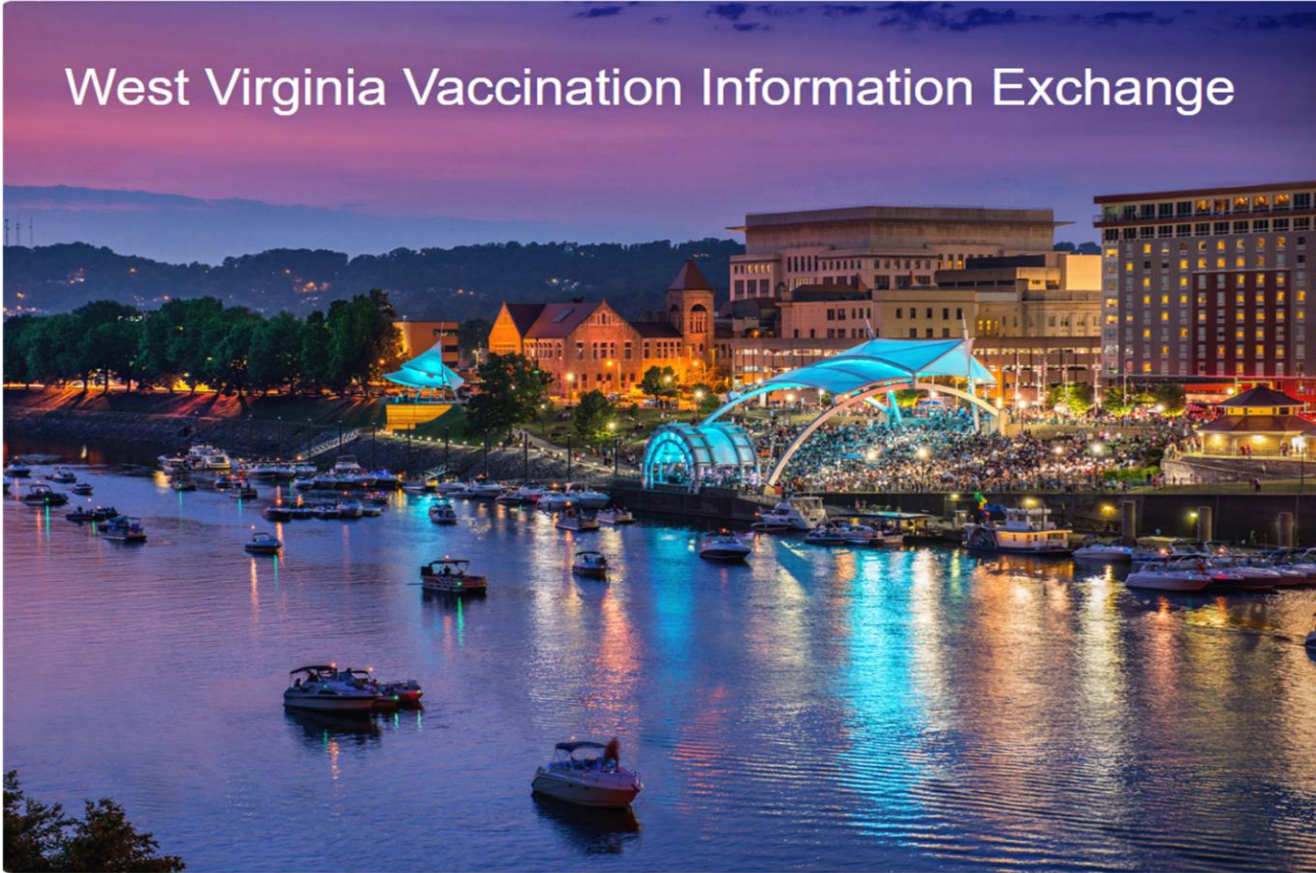


Section 2: Login and Review of the Navigation Menu

Login to your LMS

[Link to the West Virginia LMS: WeVax](#)

West Virginia Vaccination Information Exchange



Welcome to WeVAX Training Portal

Please login below

swilkers@stchome.com

1

.....

Submit

Reset Password

Directions:

1. Enter your username & password.

Reminder:

The LMS supports using Chrome, Edge, or Firefox web browsers.

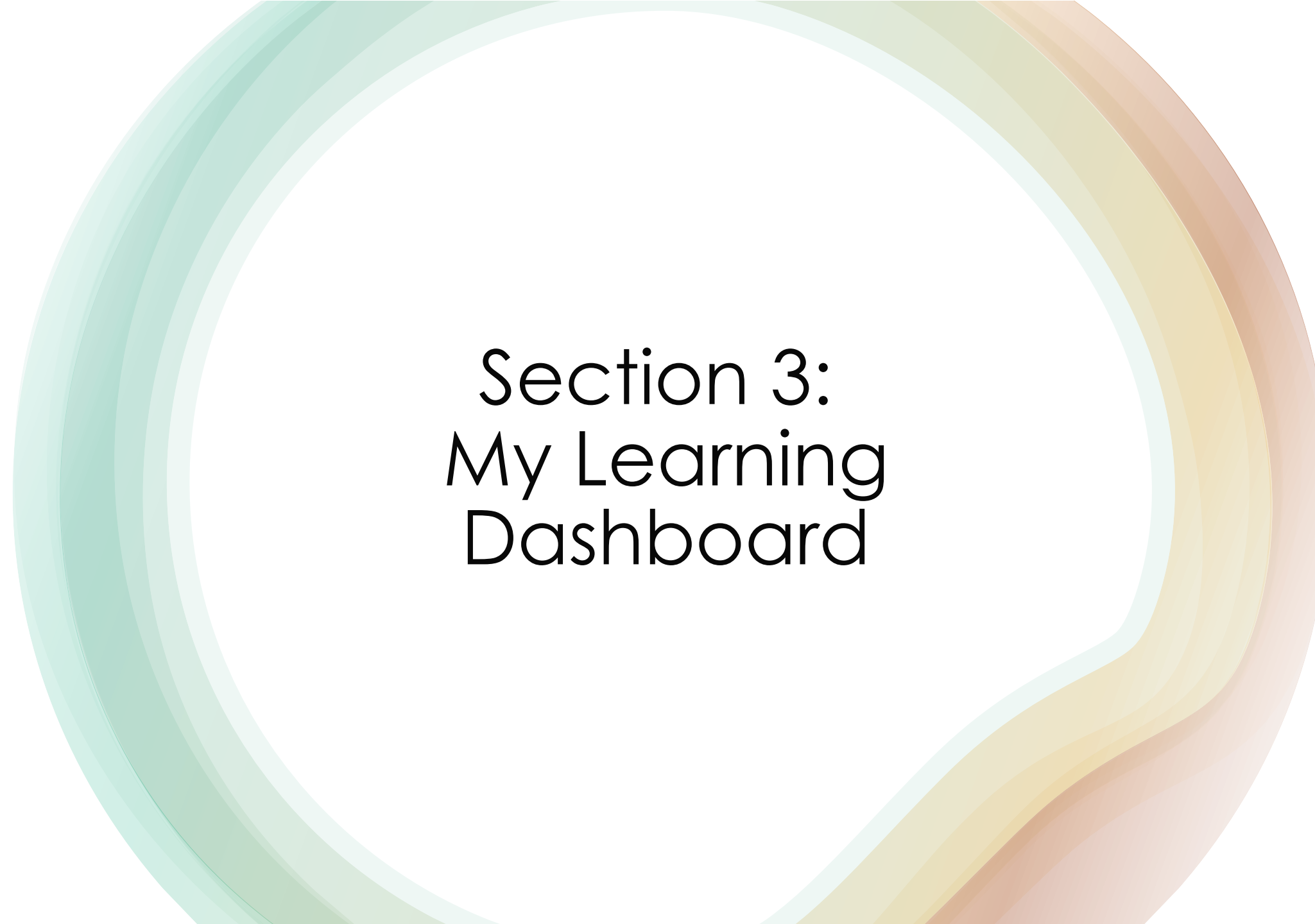
The Navigation Menu

The screenshot shows the WeVaX website interface. At the top left is a hamburger menu icon. Next to it is the logo for the West Virginia Department of Health & Human Resources, Bureau for Public Health, Division of Immunization Services. On the top right, it says "Shalimar Demo" and "Your Points: 1500". A vertical navigation menu on the left contains icons and labels for: Home, My Learning Dashboard, Courses, Media Library, and DIS Newsletter. A blue arrow points from the Media Library icon to a green map of West Virginia with "WeVax" written on it. Below the map is a paragraph: "WeVaX is your all access pass to information related to VFC courseware covering a spectrum of material and other products. Regularly updated with the most recent releases, WeVaX gives you 24x7 access to Immunization information, trainings, and documents." At the bottom, there are three logos: the West Virginia State Seal (with text "West Virginia Statewide Immunization Information System (SIIS)"), the MyIR logo, and the Health & Human Resources Bureau for Public Health logo (with text "Division of Immunization Services"). A blue arrow points from the Health & Human Resources logo to the right. At the bottom center, it says "Can't find what you're looking for? Contact stc_trainingservices.stchome.com". At the very bottom, it says "West Virginia © 2022 All Rights Reserved."

The Navigation Menu provides quick links to the individual LMS sections.

The Home Screen provides useful resources as well as a contact to the help desk with the immunization program.

Each icon listed is also hyperlinked to provide additional references.



Section 3: My Learning Dashboard

My Learning Dashboard – Available Courses

The screenshot displays the 'My Learning Dashboard' for a user named Shalimar Demo, who has 1500 points. The interface includes a sidebar with navigation options: Home, My Learning Dashboard (highlighted), Courses, Media Library, and DIS Newsletter. The main content area features a welcome message and a 'Your Points: 1500' indicator. Below this are three sections: 'Badges' with a trophy icon, 'Certificates' with a certificate icon, and 'Leaderboard' showing three users with their respective point totals (267800pts, 69600pts, and 66600pts). The 'Checklists' section has filters for 'All', 'Due Soon', 'Courses', 'Awards', 'Events', 'Videos', and 'Other'. The 'Course Progress' section shows a course titled 'Creating Orders' by VOMS, which is marked as 'Assigned' with 0% progress. A blue arrow points to the 'Assigned' label.

After first logging into the system, you will see courses 'Assigned', 'Recommended', or others which you have in progress..

As each lesson within the course is completed, you will see a progress bar mark your achievements through the course.

My Learning Dashboard – Types of Recognition

The screenshot displays the 'My Learning Dashboard' for a user named 'Shalimar Demo' with 1500 points. The dashboard features a navigation sidebar on the left with options: Home, My Learning Dashboard (highlighted), Courses, Media Library, and DIS Newsletter. The main content area includes a welcome message 'Welcome back, Shalimar' and a 'YOUR POINTS: 1500' indicator. Three numbered callouts (1, 2, 3) point to the 'Badges', 'Certificates', and 'Leaderboard' sections respectively. The 'Badges' section shows a trophy icon and a plus sign. The 'Certificates' section shows a certificate icon and a plus sign. The 'Leaderboard' section shows three users with their scores: 1st (267800pts), 2nd (69600pts), and 3rd (66600pts), along with a plus sign. Below these are sections for 'Checklists' (with filters: All, Due Soon, Courses, Awards, Events, Videos, Other) and 'Course Progress' (with a course 'Creating Orders' by VOMS, assigned, and 0% progress).

My Learning Dashboard' will also display:

1. Badges for various milestones

2. Certificates of Achievement

And

3. Leaderboard Activities.

My Learning Dashboard – Documented Achievements

The screenshot displays the 'My Learning Dashboard' interface. On the left is a dark sidebar with navigation icons and labels: Home, My Learning Dashboard (highlighted with a white box), Courses, Media Library, and DIS Newsletter. The top header includes the West Virginia Department of Health & Human Resources logo and the user's name 'Shalimar Demo' with 'Your Points: 1500'. The main content area features a large banner with the text 'Welcome back, Shalimar'. Below the banner is a horizontal navigation bar with three sections: 'Badges' (with a trophy icon and a plus sign), 'Certificates' (with a certificate icon and a plus sign), and 'Leaderboard' (with a 'Your Points: 1500' label and three profile icons labeled 1st, 2nd, and 3rd). Below this bar are two panels: 'Checklists' with filters for 'All', 'Due Soon', 'Courses', 'Awards', 'Events', 'Videos', and 'Other'; and 'Course Progress' showing a course 'Creating Orders' by 'VOMS' with an 'Assigned' status and 'Progress: 0%'. A blue arrow points from the 'Checklists' section towards the 'Certificates' section.

As you progress through your training, you will accumulate points, badges, and certificates documenting your achievements!

The leaderboard shows how your point total compares to other users of the WeVax LMS.

My Learning Dashboard - Examples of Certificates and Badges



Highest Quiz Score

These are examples of a certificate and a badge that can be issued. Some certificates have an expiration if training needs to be annually renewed.

Badges can be awarded for various milestones.



Section 4:
Selecting Courses and
Course Progress

Courses

The screenshot shows a web application interface for 'Courses'. At the top left is a navigation menu with 'Home', 'My Learning Dashboard', 'Courses' (highlighted), 'Media Library', and 'DIS Newsletter'. The top right shows the user 'Shalimar Demo' with 'Your Points: 1500'. The main header features the 'Courses' title and filters for 'View All', 'select a category', and a search bar. Below the header, four course cards are displayed, each with a 'YOU CALL THE SHOTS' graphic and a 'Explore this course' button. The courses are: Johnson & Johnson, Moderna, Pfizer-BioNTech, and Vaccine Administration (WV).

The list of available courses can be seen on this page.

Selecting Courses

Health Human SERVICES WEST VIRGINIA DEPARTMENT OF HEALTH DIVISION OF IMMUNIZATION SERVICES

Shalimar Demo
Your Points: 1500

Vaccine Administration (WV)

Provider Training

YOU CALL THE SHOTS

All COVID-19 registered providers, nurses, anyone that administers doses of the Moderna vaccine are required to complete this course.

This course will link to the Centers for Disease Control (CDC) website and require a review of a separate slide deck and test. Once you finish the slide deck, and complete the assessment, acknowledge your completion by answering the question and click the button **'Mark Complete'**.

Search Lessons...

Vaccine Administration

Progress

0 %

Vaccine Administration

After selecting your course module, you will select the lesson that you wish to complete.

Completion of Courses

The screenshot displays a user interface for a learning management system. At the top right, the user is identified as 'Shalimar Demo' with 'Your Points: 1500'. A green progress bar at the top indicates '100%' completion. On the left sidebar, the 'Courses' menu item is highlighted with a blue box. The main content area shows a course titled 'Vaccine Administration' with a 'Completed' status. A question is displayed: 'I reviewed the module/video under 'Lesson Links' (link on the right hand side of the page). If any associated tasks were present, they were also completed.' The user has selected 'True', which is marked with a green checkmark. Below the question, it says 'You got 1 of 1 points' with a star icon and '1/1'. A blue arrow labeled '1' points to the 'True' selection, and another blue arrow labeled '2' points to the 'Course' menu item in the sidebar. On the right, there is a 'Up Next...' section with a 'Mark Completed' button and a 'Lesson Links' section with a 'CDC Training' link. The footer contains the text 'West Virginia © 2022 All Rights Reserved.'

Directions:

1. Select the appropriate answer to your question here.
2. Click on course in the top left-hand corner to see your progress. This icon will also take you back to all courses.

Completion of Courses

The screenshot shows a Learning Management System (LMS) interface for a course titled "Vaccine Administration". At the top, a green progress bar indicates 100% completion. The user is identified as "Shalimar Demo" with "Your Points: 1500". A sidebar on the left contains navigation options: Home, My Learning Dashboard, Courses (highlighted with a white box), Media Library, and DIS Newsletter. The main content area features a quiz question: "I reviewed the module/video under 'Lesson Links' (link on the right hand side of the page). If any associated tasks were present, they were also completed." The question has two radio button options: "True" (selected and highlighted with a green checkmark) and "False". A blue arrow points to the "True" option. Below the question, it states "You got 1 of 1 points" with a green progress bar and a star icon. To the right, a "Lesson Links" section is highlighted with a blue box and a blue arrow. It contains a link labeled "CDC Training". Above this section, there is a "Mark Completed" button and a "Lesson Completed" status indicator. The footer of the page reads "West Virginia © 2022 All Rights Reserved."

Often, you will need to access external training or certifications.

In this example, the CDC training on the lesson is linked and you will need to confirm completion within the LMS as well as the CDC website to obtain full credit.

Course Progress

The screenshot displays a user interface for a course titled "Vaccine Administration (WV)". At the top right, the user is identified as "Shalimar Demo" with "Your Points: 2500". A left-hand navigation menu includes "Home", "My Learning Dashboard", "Courses" (highlighted), "Media Library", and "DIS Newsletter". The main content area features a "Provider Training" banner with the text "YOU CALL THE SHOTS" and an image of healthcare workers. Below the banner, text states: "All COVID-19 registered providers, nurses, anyone that administers doses of the Moderna vaccine are required to complete this course. This course will link to the Centers for Disease Control (CDC) website and require a review of a separate slide deck and test. Once you finish the slide deck, and complete the assessment, acknowledge your completion by answering the question and click the button 'Mark Complete'." At the bottom, a search bar labeled "Search Lessons..." is present. To the right, a "Progress" section shows a green circular gauge at "100 %" with a checkmark and the text "Vaccine Administration". A blue arrow points to the 100% progress indicator.

Here you are able to see your progress percentage on the right-hand side of the lessons.

Click on 'Courses' to go back to main course page.

A decorative graphic consisting of several concentric, overlapping bands of color. The left side features shades of green, transitioning to yellow and orange on the right side. The bands are slightly offset from each other, creating a sense of depth and movement.

Section 5: Course Navigation for VOMS Modules

VOMS Courses – Select your Course

The screenshot shows the VOMS Courses selection page. The sidebar on the left contains navigation links: Home, My Learning Dashboard, Courses (highlighted), Media Library, and DIS Newsletter. The main content area is titled "Courses" and includes a search bar and a grid of course cards. Each card displays the "YOU CALL THE SHOTS" logo, a course title, and an "Explore this course" button. The "Creating Orders" course card is marked as "ASSIGNED".

Course Title	Image/Logo	Button
Johnson & Johnson	Johnson & Johnson logo	Explore this course →
Moderna	Moderna vaccine logo	Explore this course →
Pfizer-BioNTech	Pfizer-BioNTech logo	Explore this course →
Vaccine Administration (WV)	YOU CALL THE SHOTS logo	Explore this course →
Vaccine for Children (VFC)	YOU CALL THE SHOTS logo	Explore this course →
Storage and Handling	YOU CALL THE SHOTS logo	Explore this course →
General Overview of Immunization Best Practices	YOU CALL THE SHOTS logo	Explore this course →
Creating Orders	VOMS logo with ASSIGNED tag	Explore this course →

The list of available courses can be seen on this page.

Progress also appears for the course as well as if it's 'Assigned' or 'Recommended'.

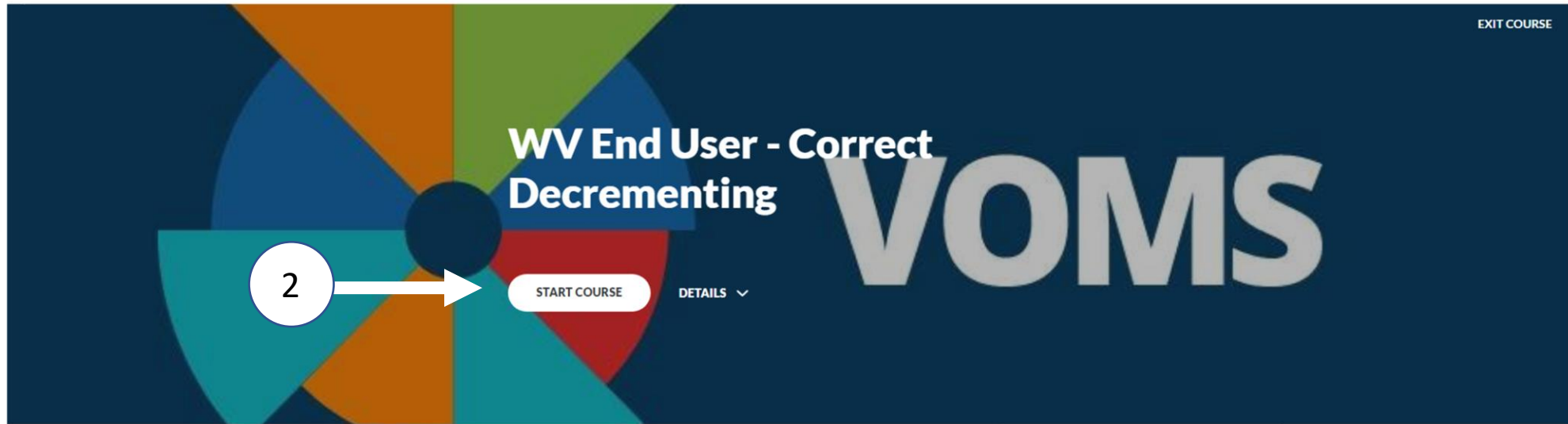
Expand the Course to Full Screen

The screenshot shows a user interface for a learning management system. At the top left is a navigation menu with icons for Home, My Learning Dashboard, Courses (highlighted with a white box), Media Library, and DIS Newsletter. The top right shows the user's name 'Shalimar Demo' and 'Your Points: 1000'. The main content area is titled 'Dashboard - End User' and features a large banner for the course 'WV End-User - Dashboard'. The banner includes a 'Full Screen' button with a blue arrow pointing to it, a 'START COURSE' button, and a 'DETAILS' dropdown menu. The banner also displays the acronym 'VOMS' in large letters and an 'EXIT COURSE' link. Below the banner, a paragraph of text reads: 'This training will introduce the Vaccine Order and Management System (VOMS) Dashboard. It is intended to assist facilities with vaccine management and dose-level accountability in one, easy to read display.'

Directions:

1. Click 'Full Screen' to fully view course.

Course Description and First Steps



Directions:

1. Review the description for a clear overview of the lesson's content.

1

The 'Correct Decrementing' function (also known as Correct Lot Decrementing), in WVSIS allows inventory managers to review and correct administered lots that do not match inventory. This function will correct both the vaccine information on a patient's record as well as correctly decrementing the virtual inventory.

2. Click 'Start Course' to start your course.

Choose your Lesson within the Course

The screenshot displays the 'WV End-User - Dashboard VOMS' interface. The top left header shows '33% COMPLETE'. A sidebar menu on the left lists several items: 'Introduction and Background of Vaccine Management' (checked), 'VOMS Dashboard', 'Dashboard Review', 'Quick Reference Guides (QRGs) and Video Walkthrough', 'Dashboard Quiz', and 'Thank you!'. A blue arrow points to the checked item. The main content area shows 'Lesson 1 of 6' titled 'Introduction and Background of Vaccine Management'. Below the title is a section for 'Vaccine Management' with introductory text: 'As an immunization provider, you play a key role in ensuring proper vaccine management. Transparency and accountability are crucial to ensure that every vaccine dose is used to protect patient health.' and a paragraph: 'Along with other tools, the VOMS Dashboard can assist any immunization program maintain aggregate visibility into vaccine inventory levels, monetary value, and waste.'

Highlighted is your lesson dashboard.

Here you will have access all lessons.

Finishing each lesson within the course will be documented with a check next to the lesson title.

Lesson Progression

WV End-User - Dashboard VOMS

100% COMPLETE

- Introduction and Background of Vaccine Management ✓
- VOMS Dashboard ✓
- Dashboard Review ✓
- Quick Reference Guides (QRGs) and Video Walkthrough ✓
- Dashboard Quiz ✓
- Thank you! ✓

Lesson 3 - Dashboard Review

Lesson 4 of 6

Quick Reference Guides (QRGs) and Video Walkthrough

Quick Reference Guide (QRG)

[VOMS User Guide](#)

You will see your lesson progression with:

1. Completion bar
2. Blue check marks.

Lesson: Quick Reference Guides

The screenshot displays a course interface for 'WV End-User - Dashboard/VOMS'. The left sidebar shows a progress list with 'Quick Reference Guides (QRGs) and Video Walkthrough' highlighted. The main content area shows 'Lesson 4 of 6' with the title 'Quick Reference Guides (QRGs) and Video Walkthrough' and a 'Quick Reference Guide (QRG)' section containing a link to the 'VOMS User Guide'.

WV End-User - Dashboard/VOMS
100% COMPLETE

- Introduction and Background of Vaccine Management ✓
- VOMS Dashboard ✓
- Dashboard Review ✓
- Quick Reference Guides (QRGs) and Video Walkthrough ✓**
- Dashboard Quiz ✓
- Thank you! ✓

Lesson 3 - Dashboard Review

Lesson 4 of 6

Quick Reference Guides (QRGs) and Video Walkthrough

Quick Reference Guide (QRG)

[VOMS User Guide](#)

The 'Quick Reference Guides and Video Walkthroughs' will appear with each lesson and contain tip sheets, links to quick reference guides, and step-by-step video walkthroughs of the content.

Dashboard Quiz

The screenshot displays the 'WV End-User - Dashboard VOMS' interface. The top left corner shows a progress indicator '100% COMPLETE'. The left sidebar contains a list of course sections: 'Introduction and Background of Vaccine Management', 'VOMS Dashboard', 'Dashboard Review', 'Quick Reference Guides (QRGs) and Video Walkthrough', 'Dashboard Quiz', and 'Thank you!'. The 'Dashboard Quiz' section is highlighted with a blue box and a blue arrow pointing to it. The main content area shows a quiz question: 'Question 01/04' with the text 'True or False: Your facility will automatically populate when you login to VOMS, but you can also update it review information for another facility if you work at more than one location.' Below the question are two radio button options: 'True' and 'False'. At the bottom center, there is a 'SUBMIT' button, which is also highlighted with a blue box and a blue arrow pointing to it. The top right corner of the interface has the text 'EXIT COURSE'.

The 'Dashboard Quiz' link will take you to the quiz for the lesson.

Answer appropriately and click 'Submit'.

****Note:** Course completion is dependent on successfully passing the quiz in each lesson. You can always refer to the specific lesson section for future clarification.

Course Completion

WV End-User - Dashboard VOMS
100% COMPLETE

Introduction and Background of Vaccine Management ✓
VOMS Dashboard ✓
Dashboard Review ✓
Quick Reference Guides (QRGs) and Video Walkthrough ✓
Dashboard Quiz ✓
Thank you! ✓

Lesson 6 of 6
Thank you!

2
Congratulations! You have completed the Dashboard Overview Module!

3
Click 'Exit the Module' to return to the course catalog. EXIT THE MODULE

There are three sections which will help you verify all lessons and that the course has been completed.

1. The progress bar at the top left corner will indicate 100% completion.
2. The blue check beside of the 'Thank you' tab.
3. The 'Congratulations' screen.

Exiting the Course

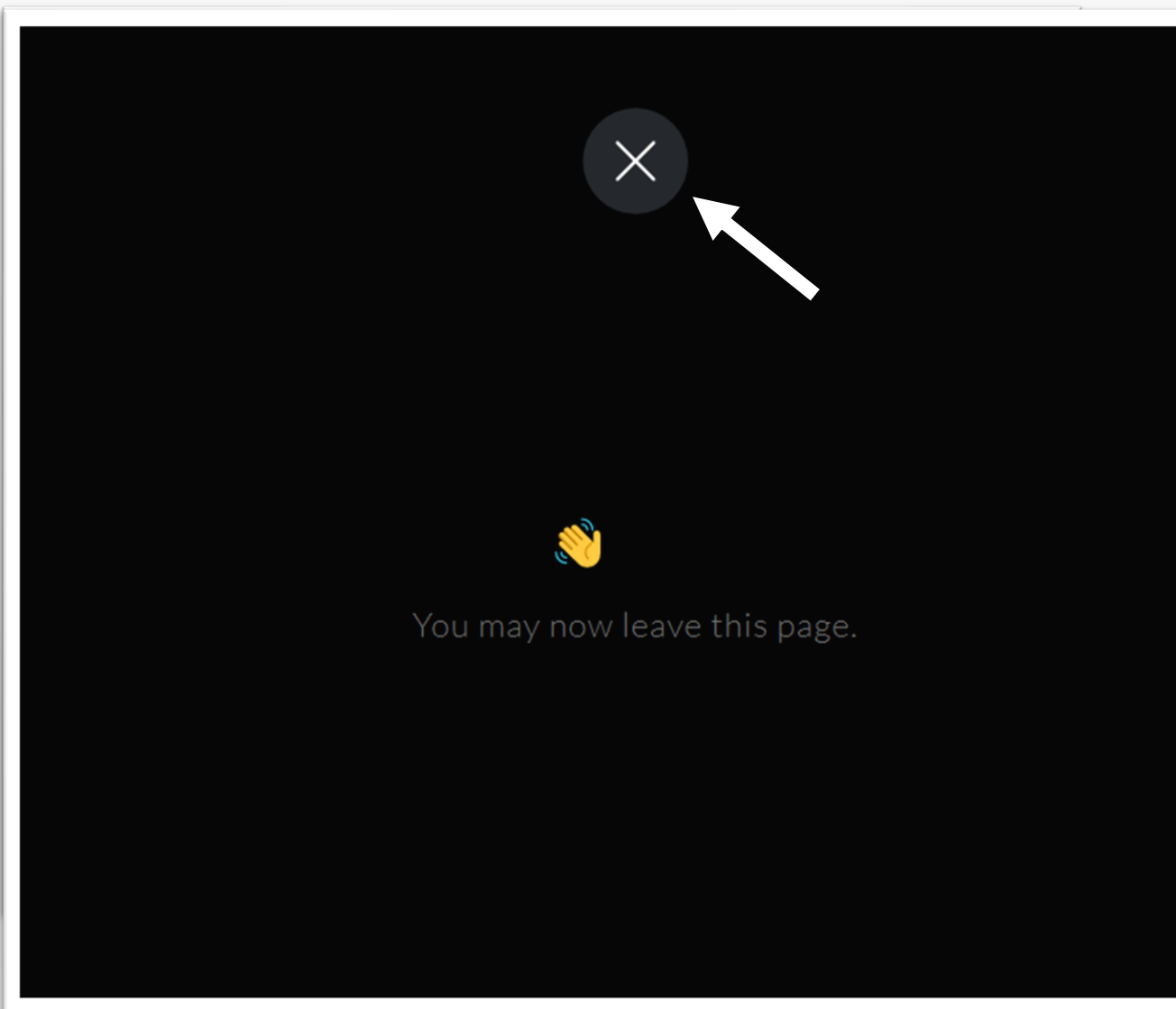
The screenshot displays the 'WV End-User - Dashboard VOMS' interface. The top left corner features a search icon and a hamburger menu. The main header area includes the text 'Lesson 6 of 6' and 'Thank you!'. A sidebar on the left lists course modules, with 'Thank you!' highlighted. The main content area shows a large graphic with the text 'Congratulations! You have completed the Dashboard Overview Module!'. At the bottom of this graphic, there is a button labeled 'EXIT THE MODULE' and a text prompt: 'Click 'Exit the Module' to return to the course catalog.' Two callout boxes are present: 'A' is a circle around the 'EXIT COURSE' button in the top right corner, and 'B' is a circle around the 'EXIT THE MODULE' button at the bottom of the main content area.

Directions:

Once the lesson has been completed you can navigate to the next lesson by:

- A) Clicking 'Exit Course' on the top right.
- B) Clicking the 'Exit this Course' button.

Exiting the Course



Directions:

After clicking on the 'Exit' button you will see this screen either:

- A) Hoover at the top of the page until the 'x' appears and click it
- B) Press 'ESC' key.

Other Courses

The screenshot shows a user interface for a learning management system. At the top left is a dark blue navigation menu with icons for Home, My Learning Dashboard, Courses, Media Library, and DIS Newsletter. The 'Courses' item is highlighted with a white border and a blue arrow pointing to it from the left. The main content area is titled 'Dashboard - End User' and contains a 'FullScreen' button. At the top right, the user's name 'Shalimar Demo' and 'Your Points: 2500' are displayed. At the bottom center, there is a 'Bye!' message with a hand icon and the text 'You may now leave this page.'

Directions:
Click on
'Courses' to
return to the
course list.



Section 6:
The Media Center

The Media Library

The screenshot shows the WeVax Media Library website. At the top left is the West Virginia Department of Health & Human Services logo. A navigation sidebar on the left includes links for Home, My Learning Dashboard, Courses, Media Library (highlighted), and DIS Newsletter. The main content area features a green map of West Virginia with 'WeVax' written on it, followed by the title 'Media Library'. Below this are four columns of resources:

- Manuals**: Vaccines for Children Program Manual, WV Statewide Immunization Information Systems User Guide, VFC Compliance Visit Instructional Manual, COVID-19 Provider Packet.
- Vaccines for Children Enrollment Forms**: Provider Enrollment Form, Provider Address Form, VFC Profile Form, Storage Agreement Form.
- Additional Contacts**: Points of Contact for WV Immunization Division, West Virginia Local Health Departments.
- Resources**: McKesson Vaccine Shipping Container Information, Immunize.org.

At the bottom, there is a section for **Blank forms** with a link to the WVSIS New User Enrollment Form.

This resource contains valuable documents, forms, guidelines, videos and links to external websites to assist in daily task & support training efforts.



Please contact [STC TrainingServices@stchome.com](mailto:STC_TrainingServices@stchome.com) for any questions in regard to your WeVax LMS courses.