

Access a TAX Training Curriculum

A curriculum provides a way to group related courses and list them so they can be taken in a specific order. You will use the IRMS Training Curriculum as a roadmap to guide you through your IRMS Training. Curriculums are available in the Course Catalog of TAX's Learning Management System (LMS, also known as the Knowledge Center or KC) website.

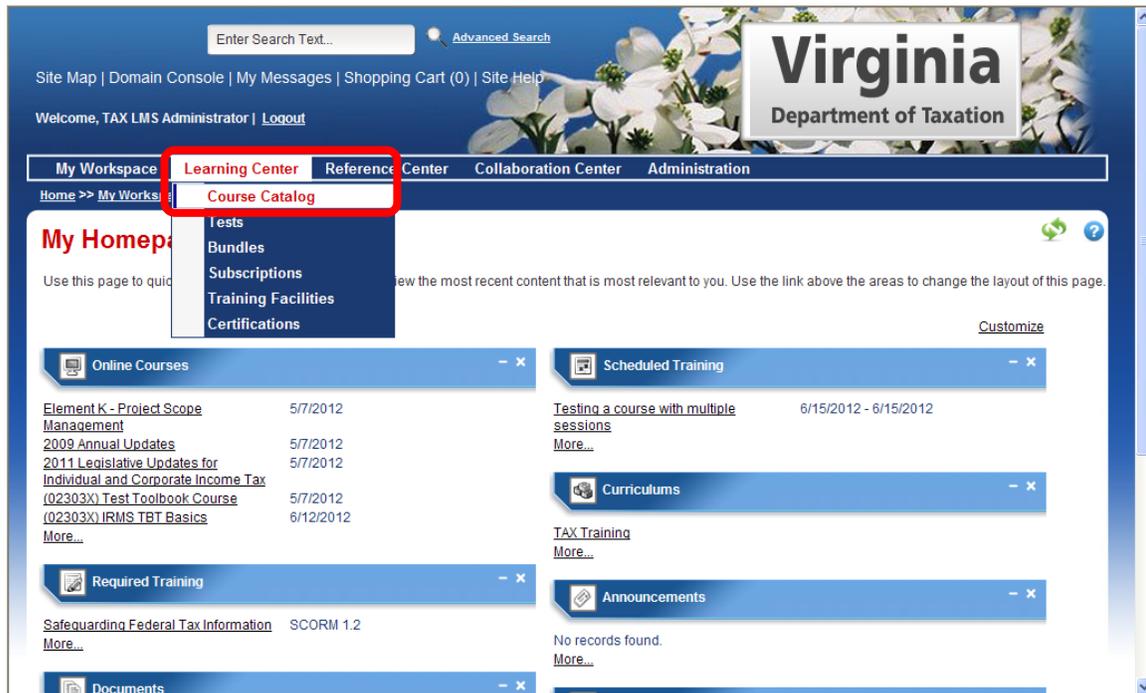
To locate a TAX training curriculum:

Step 1. Open the TAX Knowledge Center Login Page at <https://covkc.virginia.gov/tax/external>.

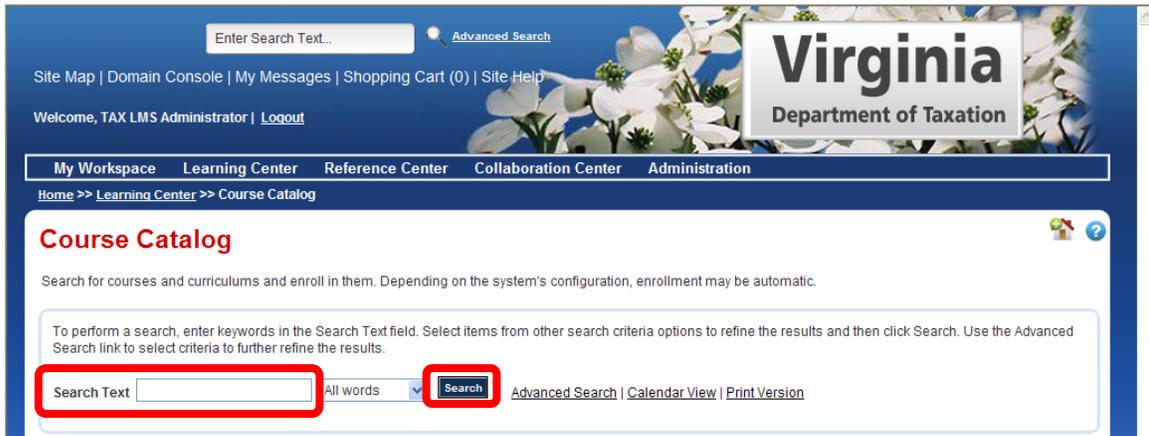
NOTE: If your agency has its own Knowledge Center (as many state agencies do), access your agency's Knowledge Center instead of the TAX Knowledge Center indicated above, then proceed with the following steps.

Step 2. Enter your **Login ID** and **Password**.

Step 3. Click the **Log In** button. The *Knowledge Center Home Page* opens.

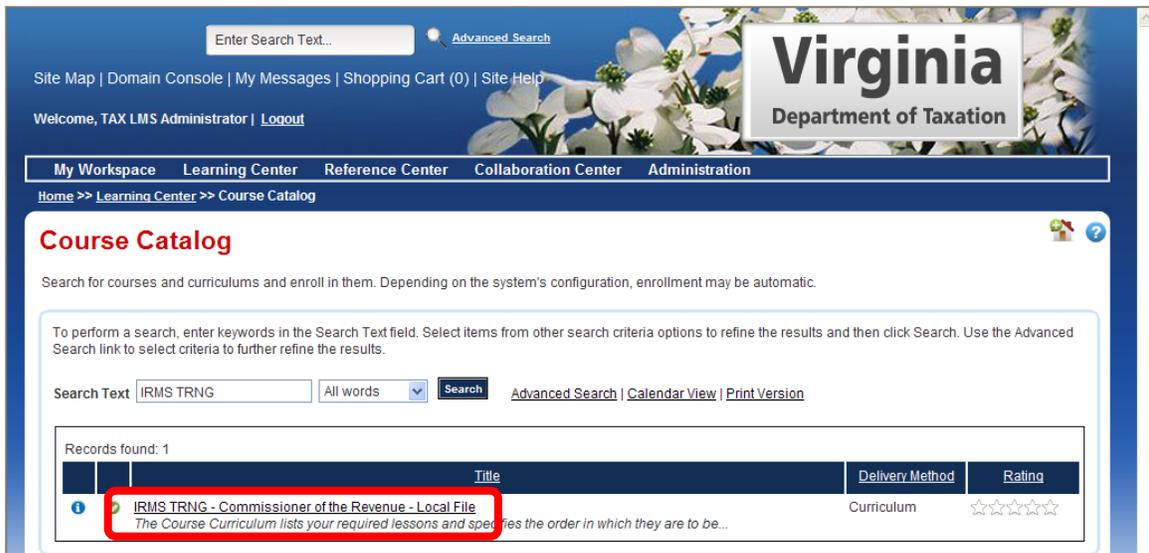


Step 4. Select **Learning Center > Course Catalog**. The *Course Catalog* window opens.



Step 5. Type *IRMS TRNG* in the **Search Text** field and click **Search**.

NOTE: If your search results do not return an *IRMS Training* curriculum as indicated in the next step below, please email the *TAX LMS Administrator* at LMSAdmin@tax.virginia.gov for assistance.



Step 6. Click the link for the curriculum that applies to your role. For example:

If you only need to exchange files and/or secure messages with TAX and do not need access to the rest of IRMS, select **TAX – IRMS – External Entity Secure Messaging Center Access Only**.

If you work in a local Commissioner of the Revenue office where tax returns are processed, select **TAX – IRMS – Commissioner of the Revenue – Local File**.

If you work in a local Commissioner of the Revenue office where tax returns are sent directly to TAX, select **TAX – IRMS – Commissioner of the Revenue – Direct File**.

If you work in a local Treasurer's office and are involved in the Debt Set-Off process, select **TAX – IRMS – Treasurer's Office with Set-Off Program Participation**.

If you work in a local Treasurer's office and are not involved in the Debt Set-Off process, select **TAX – IRMS – Treasurer's Office**.

If you work for a local agency and wish to participate in the Debt Set-Off process, select **TAX – IRMS – Set-off Agency**.

If you work for a local court and wish to participate in the Debt Set-Off process, select **TAX – IRMS – Local Court Set-off Agency**.

The screenshot shows the Virginia Department of Taxation LMS interface. At the top, there is a search bar and navigation links. The main content area displays the curriculum details for 'IRMS TRNG - Commissioner of the Revenue - Local File'. A red box highlights the 'Access Item' button. Below the curriculum details is a table titled 'Elective Order' listing various training activities with their required status, titles, and progress.

IRMS TRNG - Commissioner of the Revenue - Local File
 No Rating Available
 Cost: \$0.00
 Locale: English (United States)
 Curriculum Code:

The Course Curriculum lists your required lessons and specifies the order in which they are to be taken. Use the Course Curriculum as a roadmap to guide you through your required IRMS Training. Some other IRMS courses are helpful in learning to use the system. These optional courses are available in the curriculum as well. Click here to view the recommended list of courses for your role. Click... [More](#)

Access Item

You enrolled in this item on 6/15/2012. [Cancel Enrollment](#)

Elective Order
 Click the title of a training activity to access it (except for classroom course sections).

	Required	Title	Type	Progress Status	Equivalent Content Completed
	Yes	(01103) IRMS Training Overview	Online	Not Enrolled	
	Yes	(02302) IRMS Reference Tools	Online	Not Enrolled	
	Yes	(02303X) IRMS TBT Basics	Online	Complete	
	Yes	(03102X) Introduction to IRMS for Customer Information	Online	Not Enrolled	
	Yes	(03104X) IRMS Navigation	Online	Not Enrolled	
	Yes	(03105X) IRMS Search Options	Online	Not Enrolled	
	Yes	(22100) Safeguarding Confidential TAX Information	Online	Not Enrolled	
	Yes	(30100) IRMS Training Program Completion	Online	Not Enrolled	

Step 7. Click the **Access Item** button.

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

Site Map | Domain Console | My Messages | Shopping Cart (0) | Site Help

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

Virginia
Department of Taxation

[My Workspace](#) [Learning Center](#) [Reference Center](#) [Collaboration Center](#) [Administration](#)

[Home](#) >> [Learning Center](#) >> [Course Catalog](#) >> IRMS TRNG - Commissioner of...

IRMS TRNG - Commissioner of the Revenue - Local Fi...

[Return](#) [Save Shortcut](#)



IRMS TRNG - Commissioner of the Revenue - Local File Type : Curriculum

No Rating Available [Rate](#)

Cost : **\$0.00**

Locale : English (United States)

Curriculum Code :

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You first accessed this item on 6/15/2012 [View Details](#)

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	Yes	(30100) IRMS Training Program Completion	Online	Not Enrolled	

After accessing a training curriculum, the courses within are listed as links with the Progress Status displayed. The courses in the Prescribed Order list must be taken in the order they appear in the list. The Elective Order courses can be taken in any order. If the Required field contains “No”, then the course is optional.

Clicking a course’s link opens the course’s description and allows you to take the course. For more details, see *Access a Course in the LMS / KC* in the TARP Job Aids.