



VIRGINIA LOTTERY

Learning Wizard



The Virginia Lottery has created a convenient online training portal to ensure that you will be comfortable with your equipment, lottery product knowledge and processes and procedures. You and your staff will be able to access the training at any time! Simply login to Learning Wizard at:

<https://learningwizard.lotteryservices.net/vas>

Terminal simulations, audio, video, and product knowledge give you a full training experience delivered at your own pace.

EASY ACCESS TO LOTTERY RETAILER – 24/7!

To access via a PC or mobile device, just login to Learning Wizard and follow the instructions to take the courses!

Learning Wizard Sign On for Lottery Retailers

- Go to: <https://learningwizard.lotteryservices.net/vas>
- Enter your **Lottery Retailer Number in the Username box**
- Enter Password: **WelcomeToLW**
- Click **Login**



Learning Wizard Sign On for Lottery Retailers through Retailer Wizard

Learning Wizard (using a single sign on) can also be accessed from the navigation menu in Retailer Wizard.

Step 1: Sign on to Retailer Wizard



Step 2: Click training

WTD	MTD	QTD	YTD
\$219,865.50			

WTD	MTD	YTD
\$143,596		

Employee Self-registration for Retailers

Store owners can allow their employees to register for their own Learning Wizard profile from the home page.

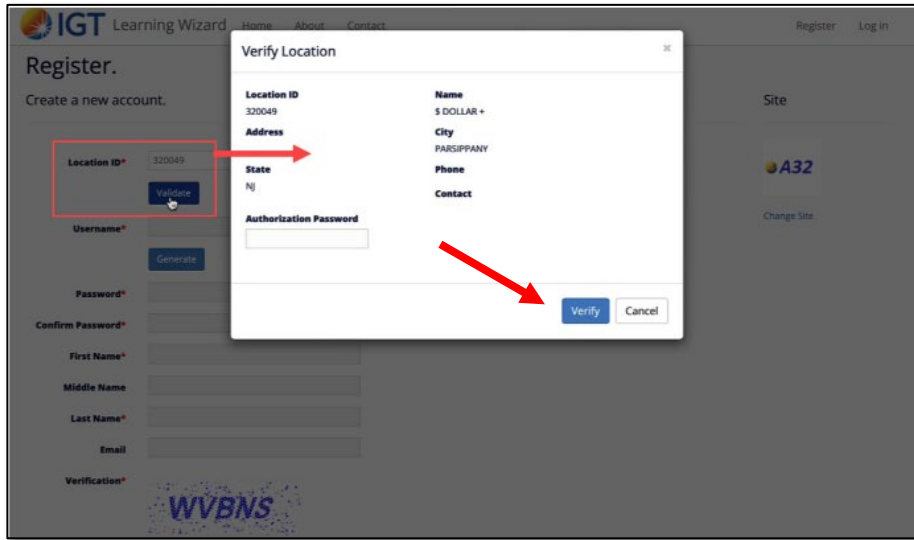
This will ensure proper reporting and tracking for their location.

Step 1: Click on New User? Register here.

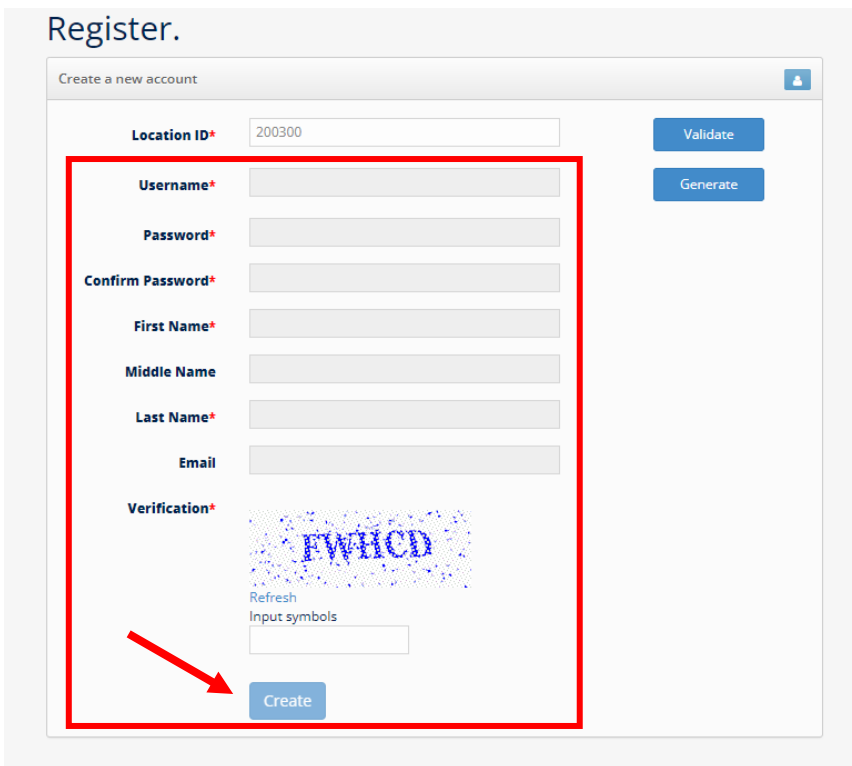


Step 2: Type in location ID (Lottery Retailer Number) and select Validate.

Step 3: Verify that the location is correct and select the verify button.



Step 4: Complete registration information for the store employee and select Create.



Accessing the Retailer Dashboard

The retailer dashboard gives retailers a powerful, interactive way to view and manage users, register new accounts, and view course activity and history.

Retailers log in using the Retailer Administration link.

<https://shd-q1-lw.lotteryservices.net/LWRetailer>

- Enter your **Lottery Retailer Number in the Username box.**
- Enter Password: **WelcomeToLW**
- Click **Login**

Verify that the correct tile (Virginia Lottery) is selected.



Log in.

Use a location admin account to log in.

Site

User name

Password

Remember me?

Log in

[Register if you don't have a local account.](#)



[Change Site](#)

The screenshot shows the Retailer Dashboard with the following components:

- Navigation:** IGT Learning Wizard, Home, Dashboard, Locations, Clerks, About, Contact, and Log off.
- Dashboard Overview:** Includes a bar chart for User Registration (Oct to May) and a pie chart for Course Performance.
- User Registration Summary:** Locations: 1, Registrations: 1, Logins: 41, Removals: 0.
- Course Performance Summary:** # Combined: 1, % Complete: 50.0%, % Incomplete: 50.0%, % Failed: 0.0%, # Late: 0.
- Available Courses Table:**

Course	Locations	Clerks
Retailer Pro Retailer Training Assessment Only	1	0
IGT Generic GT Draw Vending Machine Training	0	0
DEMO: Retailer Pro Retailer Training w/Powerball	1	0
- Training Activity Log:**
 - Admin Login (4 Oct): The action Admin Login was performed by location administrator 100100 on user 100100.
 - Admin Login (3 Oct): The action Admin Login was performed by location administrator 100100 on user 100100.
 - ILMS Retailer Login (29 Sep): The action ILMS Retailer Login was performed by location administrator 100100 on user 100100.
 - ILMS Retailer Login (28 Sep): [Action details partially obscured]

Utilizing the Retailer Dashboard

Retailers can view the at-a-glance data graphics on training activity, clerk registrations, and training progress of their employees.

1. User Registration-Provides a snapshot of the user registrations and log in for each store location.
2. Available Courses-Shows the available courses assigned to each location, and how many employees are assigned to each course.
3. Course Performance-This chart provides training progress at-a-glance. Using the clerk's filter is best for store owners to see progress within their store.
4. Training Activity-The account training activity log allows the retailer to see the activity taking place in the past 7, 14, or 30 days.

The screenshot displays the IGT Learning Wizard Retailer Dashboard. At the top, the navigation bar includes the IGT Learning Wizard logo, Home, Dashboard, Locations, Clerks, About, and Contact, along with a Log off button. The dashboard is divided into several sections:

- 1. User Registration:** A bar chart showing user registrations from May to October. The y-axis ranges from 0 to 30.0. The x-axis shows months: Oct, Sep, Aug, Jul, Jun, May. The highest registration is in July (approx. 28).
- 2. Available Courses:** A table listing courses and their availability across locations and clerks.
- 3. Course Performance:** A pie chart showing the distribution of course completion status. Below the chart are summary statistics.
- 4. Training Activity:** A list of recent training events, including Admin Login and iLMS Retailer Login, with dates and user information.

Course	Locations	Clerks
Retailer Pro Retailer Training_AssessmentOnly	1	0
IGT Generic GT Draw Vending Machine Training	0	0
DEMO: Retailer Pro Retailer Training w/Powerball	1	0

# Combined	% Complete	% Incomplete	% Failed	# Late
1	50.0%	50.0%	0.0%	0

Activity	Date
Admin Login	4 Oct
Admin Login	3 Oct
iLMS Retailer Login	29 Sep
iLMS Retailer Login	28 Sep

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Utilizing the Retailer Dashboard-Clerks Tab

1. Retailers can register clerks themselves if they prefer to have the self-registration disabled for their store.
2. Set Password allows the retailer to reset clerk passwords if forgotten.
3. Click icon under Courses to view the status of assigned courses and course details for each store employee.

IGT Learning Wizard Home Dashboard Locations **Clerks** About Contact Log off

Clerks

Find by Username: Search Hide Inactive: Refresh

User ID	Type	Username	Password	Full Name	Email	Registration Date	Status	Manage	Courses
52035	Location	100100	Set Password	100100 Retailer #100100	DMO100100@igt.com	6/15/2022 1:26:55 PM	Enabled	⚙️	----
226335	Clerk	Cl	Set Password	John Smith	dmoderk@igt.com	4/12/2023 9:45:44 AM	Enabled	⚙️	

Back to Locations
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

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The icon under courses will pull up the status page where you can view the details of each course for that clerk.

IGT Learning Wizard Home Dashboard Locations Clerks About Contact Log off

Courses

Find by Course Name: Search Clerk: 100100

Course Name	Course Version	Course Option	Date Assigned	Date Due	Date Started	Status	Course Status	% Score	Date of Completion	Details
DEMO: Retailer Pro Retailer Training w/Powerball	1	Mandatory	7/21/2022 4:30:00 PM	10/30/2022 12:00:00 AM	7/22/2022 2:38:53 AM	In Progress	--	0%	--	--
Quick Cash Delivery: Fast & Fresh Grocery Stores	1	Mandatory	10/14/2022 1:10:00 PM	10/22/2022 12:00:00 AM	10/14/2022 6:24:25 PM	Completed	Passed	0%	10/14/2022 6:27:18 PM	
Responsible Gaming Training	1	Mandatory	2/17/2023 6:23:58 PM	--	--	Not Started	--	--	--	--
Retailer Pro Retailer Training_AssessmentOnly	1	Mandatory	6/15/2022 4:25:30 PM	7/7/2022 12:00:00 AM	7/18/2022 7:57:58 PM	Completed	Passed	100%	7/18/2022 7:58:19 PM	

Return to Clerks List
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Learning Wizard Sign On for Lottery Employees

- Go to: <https://learningwizard.lotteryservices.net/vas>
- Enter your **Virginia Lottery email address (ex. jgilley@valottery.com)**
- Enter Password: **WelcomeToLW**
- Click **Login**
- **Learning Wizard Sign On for Lottery Employees**

The screenshot shows the Virginia Lottery Learning Wizard sign-on page. On the left, there is a green banner with the text "Learning Wizard" and the Virginia Lottery logo. Below the banner are icons for a laptop, desktop monitor, tablet, and smartphone. On the right, the sign-on form is displayed. It includes a "WELCOME" header, an email input field with "jgilley@valottery.com", a password input field with masked characters, and a "Forgot password?" link. A "LOGIN" button is present, along with links for "New user? Register here" and "Select a new site? Click here". The top right corner of the page features the "Virginia Lottery" logo and navigation links for "HOME" and "MORE".

Learning Wizard Questions?

Email SalesSupport@valottery.com

Call the help desk at (804) 692-7370