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!

<u>Learning Wizard Sign On for Lottery Retailers</u>

- 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

Employee Self-registration for Retailers

Store owners can allow their employees to register for their own Learning Wizard profile from the home page.
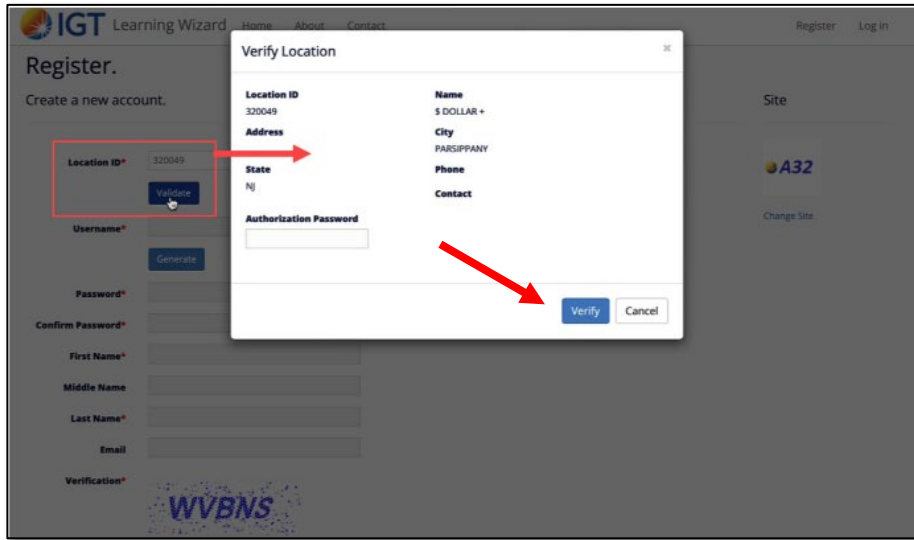
This will ensure proper reporting and tracking for their location.

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.
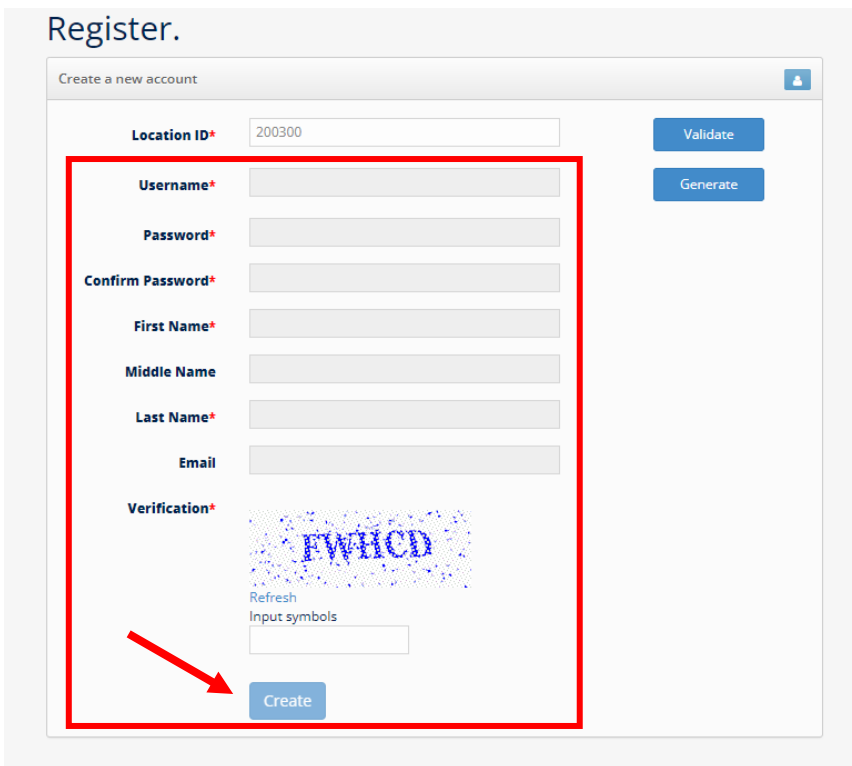
Accessing the Retailer Dashboard

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.

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.

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.

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

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**

Learning Wizard Questions?

Email SalesSupport@valottery.com

Call the help desk at (804) 692-7370