

VLC Functions:

Registering for an Account/ Enrolling in a Course

Things to consider:

- Login information is the same as the previous system
 - If you think you have an account but forgot login information call our Help Desk at 804 897 9995.
 - If you know your login but forgot password you can try the “forgot password” tab.
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Registering for a VLC Account

Virginia Learning Center Link: <https://covlc.virginia.gov>

1. On the login page click the Need Account tab
2. Choose VDEM-external for your account and click ok
3. Fill in text boxes and drop downs making sure to cover those with *Astericks.
4. Your account will be approved by our Help Desk Tech and the approval process can take a couple of days.

Note: You create your own login and password. Include middle initial or name it helps when people have the same name. You will have to choose Organization twice. For the drop down search for Department of Emergency Management non state. For the second type emergency external in the search text box and choose the same choice.

Enrolling in a Course

1. Once logged in your home page is your training home. On the page you will find things such as upcoming learning, Completed training, Announcements, etc.
2. On the right side you will see a **Search** text box
3. Type in the course title or number (i.e. ics 300, g290, hseep)
4. I like to keep it on All Words and click search
5. A list of related courses should populate
6. Click the desired course title/link
7. The next page you will find a course synopsis below that you will see sections by date and locations. There should be an enroll tab directly next to each section.