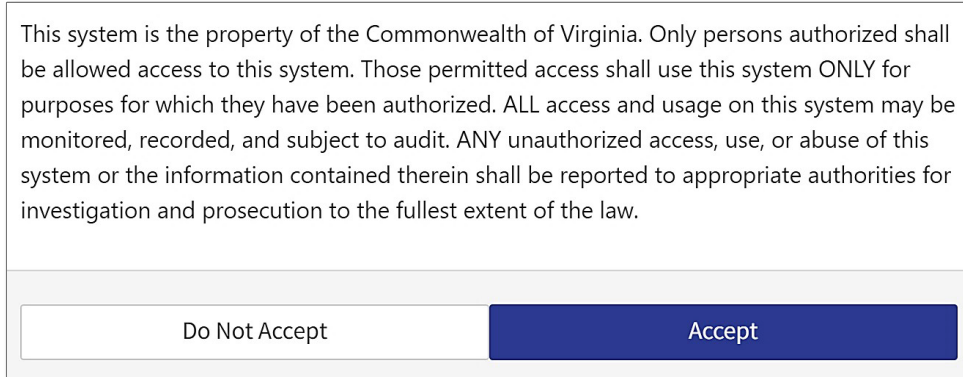


The Commonwealth of Virginia Learning Center (VLC) is a learning management system used by many state agencies for training. As part of your work with Virginia Tax, you'll be required to complete training in the VLC.

You can access the VLC by direct URL. To access training, you must have VLC account credentials. This document details how to access the VLC, how to recover your login ID or password, and provides an overview of the VLC homepage.

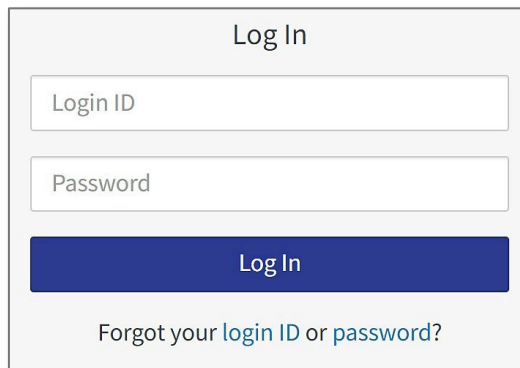
## How to access the VLC

1. Open your web browser and go to <https://covlc.virginia.gov/>.  
The VLC opens to a usage statement.
2. Click **Accept**.



This system is the property of the Commonwealth of Virginia. Only persons authorized shall be allowed access to this system. Those permitted access shall use this system ONLY for purposes for which they have been authorized. ALL access and usage on this system may be monitored, recorded, and subject to audit. ANY unauthorized access, use, or abuse of this system or the information contained therein shall be reported to appropriate authorities for investigation and prosecution to the fullest extent of the law.

3. Enter your unique VLC Login ID and your VLC Password. Click **Log In**.



Log In

Forgot your [login ID](#) or [password](#)?

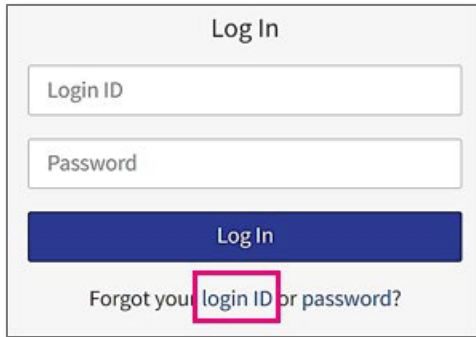
If you need assistance with your login ID or password click the [Forgot your login ID or password](#) links at the bottom of the Log In box.

# How to recover your login ID or password

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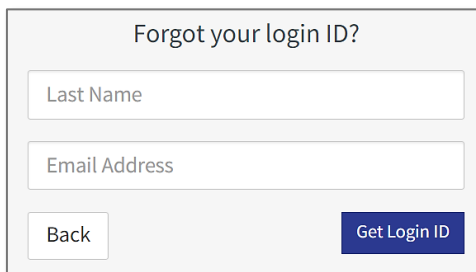
## VLC Login ID

1. Open your web browser and enter <https://covlc.virginia.gov/>.
2. Click Accept on the terms of use to access the log in screen.
3. Below the **Log In** fields, click on **login ID**.



The screenshot shows a 'Log In' form with two input fields: 'Login ID' and 'Password'. Below these fields is a blue 'Log In' button. At the bottom of the form, there is a link that says 'Forgot your login ID or password?'. The words 'login ID' in this link are enclosed in a red rectangular box.

4. Enter your last name and email address associated with your account. Click Get **Login ID**.

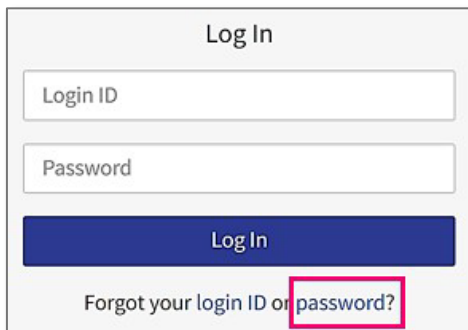


The screenshot shows a 'Forgot your login ID?' form with two input fields: 'Last Name' and 'Email Address'. Below these fields are two buttons: a white 'Back' button on the left and a blue 'Get Login ID' button on the right. The 'Get Login ID' button is highlighted with a blue rectangular box.

You will receive an email containing your Login ID.

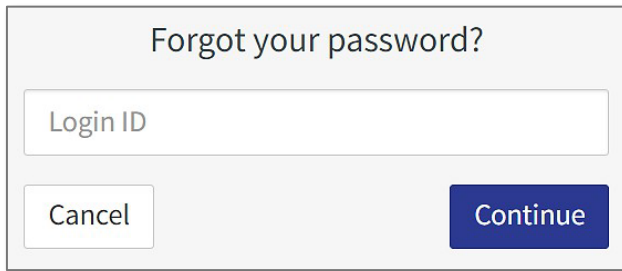
## VLC Password

1. Open your web browser and enter <https://covlc.virginia.gov/>.
2. Click Accept on the terms of use to access the log in screen.
3. Below the **Log In** fields, click on **password**.



The screenshot shows a 'Log In' form with two input fields: 'Login ID' and 'Password'. Below these fields is a blue 'Log In' button. At the bottom of the form, there is a link that says 'Forgot your login ID or password?'. The words 'password?' in this link are enclosed in a red rectangular box.

4. Enter your Login ID and click **Continue**.



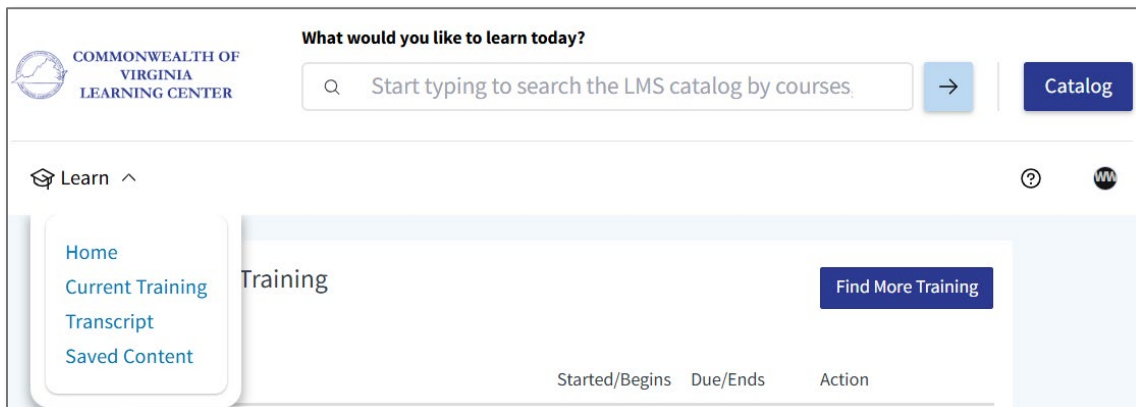
A dialog box titled "Forgot your password?" with a text input field labeled "Login ID". Below the input field are two buttons: "Cancel" and "Continue".

If the Login ID is found in the system's records, a temporary password will be sent to the email address listed in your profile.

## Your homepage on the VLC

After you have logged in, the VLC homepage contains a top navigation bar. A picture of the top navigation bar is shown below. Locate the following items:

- Learn Menu – a drop-down menu that includes
  - Home – a link to the homepage.
  - Current Training – a list of any incomplete courses, also shown in the center of the homepage.
  - Transcript – a record of your learning events.
  - Saved Content – a list of courses saved to your account.
- Catalog button – a listing of all courses available in the VLC. Search this list with the adjacent search bar.
- Help icon – a link to the help text for the VLC.
- Profile icon with your initials – a link to access your account information or log out of the VLC.



The center of the homepage has several blocks of information. You may see **Current Training** and **Training Assignments**. These list any assigned or incomplete training courses. You can see when the course was started and a due date (if applicable). VLC sends automatic reminder emails for assigned training. Required trainings not completed by the due date may initiate a reminder email to you and your manager.

## Additional help with the VLC

If you have trouble accessing the VLC, contact Virginia Tax's VLC Administrator at [vlcadmin@tax.virginia.gov](mailto:vlcadmin@tax.virginia.gov).