



Virginia Department of Emergency Management

Registering for an Account/Enrolling in a Course on the Commonwealth of Virginia Learning Center (COVLC)

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

Registering for a VLC Account

1. On the login page click the "Need an Account" tab
2. Choose **VDEM_Ext – VA Department of Emergency Management Non-state Employee** for your account (do not use your own organization) and click ok.
3. Fill in text boxes and drop downs making sure to fill those fields with *Asterisks. For Organization, type in and search for "**emergency external**" and choose VDEM External.
4. You must choose a job title. If you cannot locate yours, search "students" and save.
5. Please also include your City, State, and Zip code. We have found when these are empty, issues arise later down the line.
6. Your account will be approved by our Help Desk Technician within 5 days and you should receive an email.

Things to consider:

- If you think you have an account but forgot login information call our Help Desk at 804-897- 9995, or email us at lmshelp@vdem.virginia.gov
- If you know your login but forgot password you can try the "forgot password" tab.

Important: 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. If you are told that your requested username or email is already in the system, it is likely you have an account, and we can look that information up for you. Please call the LMS Help Desk for assistance if you get this message.

Enrolling in a Course

1. Once logged in your home page is your training home. On this 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.