

Recommended Browsers: Internet Explorer 11, Chrome, Firefox, or Safari

Accessing VRS courses through the COVLC portal

To access VRS University and myVRS Navigator training courses, you must log-in through the Commonwealth of Virginia Learning Center (COVLC). Registered users will be taken to the appropriate Learning Center after log-in. See options below for registration information and access.

If you work for a:	You will access myVRS Navigator courses through:
School	VRS University https://covlc.virginia.gov
Political subdivision	VRS University https://covlc.virginia.gov
State agency that has its own Learning Center (LC)	Your agency Learning Center Locate your Learning Center on this list: http://www.varetire.org/pdf/publications/covlcdomains.pdf Your agency's Learning Center administrator will pull courses from the VRS University into your LC.
State agency that does not have its own Learning Center	VRS University https://covlc.virginia.gov If you do not have log-in credentials, send an e-mail to externalKC@varetire.org requesting registration. Be sure to include your full name and work e-mail address.

Logging In



The screenshot shows the COVLC login interface. At the top left is the COVLC logo, which includes the Virginia state seal and the text 'COVLC'. Below the logo, it says 'Enter your login information below.' There are 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?'.

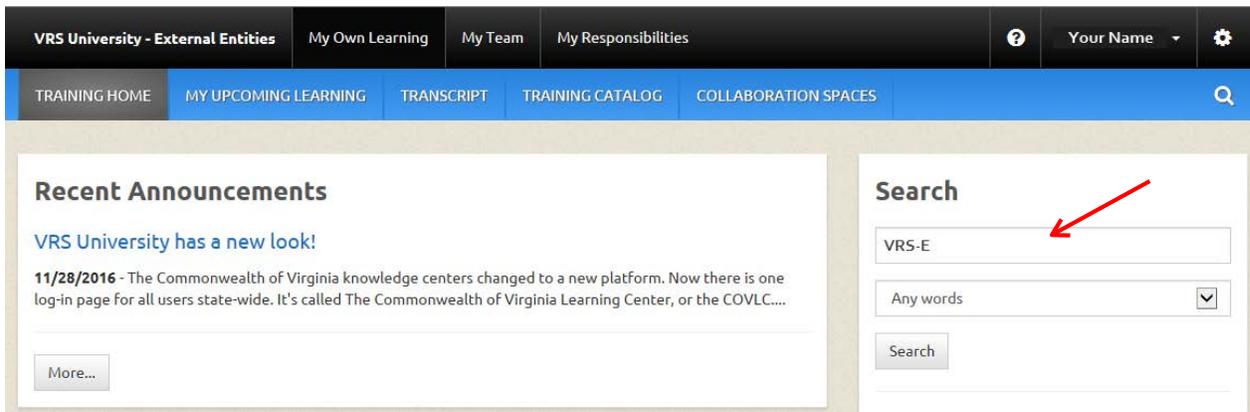
Login ID - Your login id was sent to you via email when you were registered in the LC. If you don't remember it, click the **"Forgot your login ID"** link.

Password - The first time you log in to the new LC, you will need to reset your password. Click the **"Forgot password?"** link and a password will be emailed to you. You will then be prompted to create your own password. Please remember your password since you will need it every time you log in to the LC.

Accessing Training

Once you have successfully logged in, you will be on your Training Home page. Use this page to quickly access areas in VRS University and view the content that is most relevant to you.

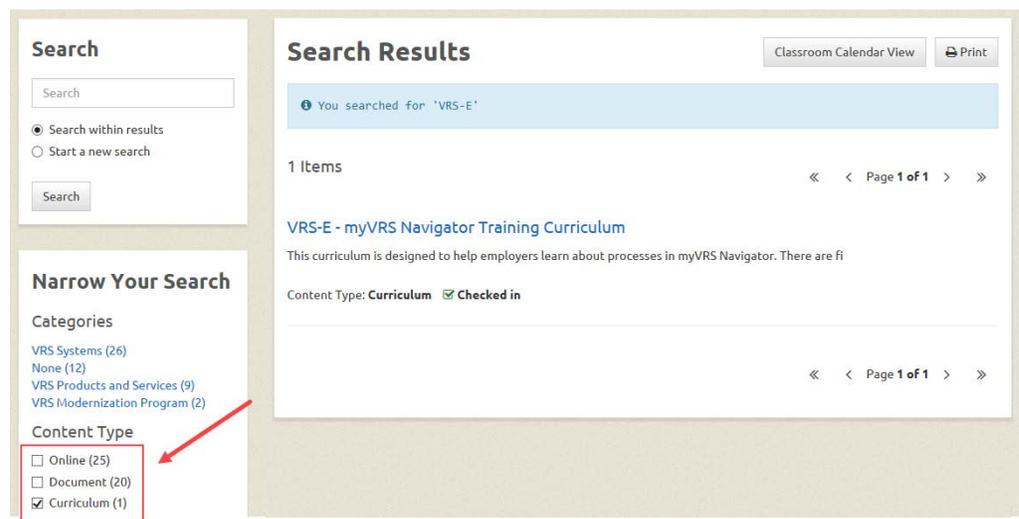
Required courses will be available from your Training Home page using the **Search** feature. Enter the course or document name in the Search field and press the **Search** key. You may also search by entering **VRS-E** in the search window, which will display a list of all myVRS Navigator related training.



The site search results will return myVRS Navigator training with the following types: Online, Document and Curriculum. Training is internet-based and available 24/7.

- The **Online** type is an individual online course.
- A **Document** type is a job aid or process guide.
- The **Curriculum** type is a group of courses and documents. Your training courses are organized using this type.

To Narrow Your Search on the Search Results page, select **Content Type** or choose a Category in the left hand column.



To locate the **myVRS Navigator Training Curriculum**, select curriculum and you will see available curriculums. Click on the title to start or resume the curriculum. Click **Open Item** to begin taking courses or to view documents.

Starting a Course

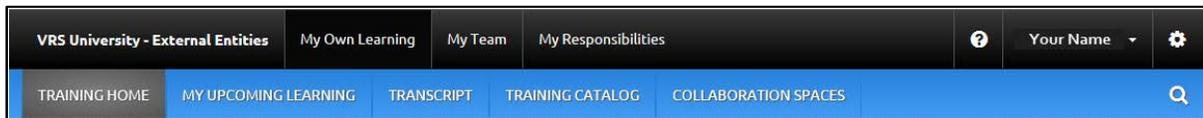
To begin a course, click the course title, and then click **Open Item**.



You can **exit** the course at any time and VRS University will bookmark your place. When you return to the course, you will be given the option to either resume or re-start.

Returning to the Training Home Page

You can return to your homepage by clicking **Training Home** on the blue menu bar. You can also click **My Own Learning** on the black menu bar to view courses you have started and the Search options.



Accessing Your Transcript

Click on the **TRANSCRIPT** on the blue menu bar, and indicate Type, Status, From and To dates in order to narrow your search.

All My Training (368) Print Save as PDF

Type	Status	From	To
<ul style="list-style-type: none"> All My Training All Courses and Tests All Non-Course Content Announcements (3) Blogs (2) Classroom Courses (36) Curriculums (14) Documents (86) Online Courses (226) Site Surveys (1) 	All		

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Title	Type	Status	Score	Start Date	Completion Date	Expiration Date	Credits	Action
2014 Member Benefit Profile E-Course	Online	Started		8/15/2014				
2016 KC Administrators Training Workshop (1)	Classroom	Complete		5/18/2016	5/19/2016		13.5 Credit Hours	View Certificate

Accessing Your Certificate

Once you've completed a course, a **View Certificate** button will appear for you to access the certificate. Click the **View Certificate** button and then click the **Open** button. Your certificate opens as a printable document. You can also access the certificate through **Transcript**.

Contact Information

If you have additional questions regarding myVRS Navigator training materials or the VRS University, please contact VRS Education and Training at externalKC@varetire.org.