

Commonwealth of Virginia Learning Center (COVLC/VLC): DBHDS External Entities Domain Guide

The Commonwealth of Virginia Learning Center (COVLC or VLC) is a Web-based application that delivers self-study training topics to your desktop, as well as, tracks your progress through the training.



Compatibility View Settings

The current VLC is compatible with all web browsers (i.e. Internet Explorer, Chrome, Firefox, etc.). However, if using Internet Explorer 10 or under, before proceeding with registering and your training: 1) On the Menu Bar (File, Edit, View, Favorite, Tools) of Internet Explorer, click Tools. Select *Compatibility View Settings*. In the "Add this website:" box [where the cursor is blinking], type <u>mksi-Ims.net</u> click add, then type <u>Virginia.gov</u> click add, then click the close button. 2) Also, check the Pop-up Blocker status. On the Menu Bar (File, Edit, View, Favorite, Tools) of Internet Explorer, click Tools, then *Pop-up Blocker*. If the status is Turn off Pop-up Blocker then the pop-up blocker is on and needs to be turned off or add <u>mksi-Ims.net</u> and <u>Virginia.gov</u> to Pop-up Blocker Settings. You should now be able to access, view, and complete all trainings without any compatibility issues.

Registering for a Commonwealth of Virginia Learning Center Account

To complete registration for the DBHDS – External Entities Domain, please use the following steps.

- 1. Register at <u>https://covlc.virginia.gov</u>.
- 2. Select the white **"Need an account?"** button.

3. On the drop-down menu, select **DBHDS-E - External Entities**.

<u>REMEMBER:</u> If you already have an account, from previous employment or a university, please cancel out of this screen and click the blue Log In button on the COVLC homepage. On the Log In screen, select Forgot Password. If your account was created under a previous organizational email, please contact the DBHDS VLC Domain Administrator, Keiana Bobbitt, at <u>keiana.bobbitt@dbhds.virginia.gov</u>.

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	(262) (262) have already been created for you. On the Login in ID link to retrieve your Login ID and then select ce, please contact your agency/domain istering for and select the Ok button.
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3. Ext Department of Environmental Quality, External.	
Non-State Registration	
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Deb Department of Environmental Publics, External Non-State Registration This functionality is intended for registration of Non-State employees Non-State Employees: If you are a non-state employee that ha dministrator. If you are a Non-State employees registering for State Employees: If you are a non-state employee that ha dministrator. If you are a Non-State employees to the Commonwealt your State Employees: If you are a nemployee of the Commonwealt your State Employees: If you are an employee of the Commonwealt your State Employees: If you are an employee of the Commonwealt your State Employees ID as your Login ID. Or if you do not know link to retrieve your password. A password will be emailed to you To confirm that you are entering the site for the first time as a DBHOS-E - External Entities	An experience of the source of
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4. Click OK.

Create New Account Screen - All entry fields with an asterisk are required fields.

- 1. *Login ID: Create a Login ID. Make sure you write down your Login ID, as you will enter it on the Login screen after receiving an approval.
- *Email Address: Enter your organizational email address. If you do not have one, please enter your personal email address. A personal email address will only be accepted if you have not received your organizational email address or you will not be receiving one due to your employment status (i.e. contractor).
- *Password: Create a Password.
 Your password may contain uppercase letters, lowercase letters, numbers (0-9), and special characters (such as !@#\$%^&*). Remember, your password is case sensitive.
- 4. *Confirm Password: Re-enter the password you created. Make sure you write down your password, as you will enter it on the Login screen after receiving an approval.
- 5. *First Name and *Last Name: Enter your legal First and Last Name. *Please do not use abbreviations or nicknames.*
- 6. *Gender: Select your gender.
- 7. *Date of Birth: Enter your 8-digit date of birth (i.e. 01/01/2001).

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Create New Accou	int		
*Login ID		*Email Address	
*Password		*Confirm Password	
*First Name	Middle Name	*Last Nar	ne
*Gender OMale OFemale		*Date of Birth	6
*Organization	Job Title	Мараее	
Select	Si	lect	Select
"Time Zone		*Region	
(GMT-05:00) Eastern Time (US and Cat	nada)	English (United States)	
		## of Records (per page)	
		40	~

8. *Organization: Click **Select**. Leave the search field under Find Organization blank, click **Search**.

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	North State			
Create New As	acupt			
Select	Organizations			
*Login ID Solo	ot an item from search results, then select Save.			
LoginIDTest Find	Organization	Search Type		
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*First Name				
Login: Ca	ncel		Savo	
*Geoder				
OMele				m
Female				
*Organization				
*Time Zone				
(GMT-05:00) Eastern Time (US	and Canada)	English (United States)		
		*# of Records (per page)		
		30		

Scroll down and select **DBHDS – External Entities**. Click Save.

*Login ID	Search		~
LogintDTest	Organizations	Path	
*Paasword	O City of Norfolk		
	City of Norfolk Lifelong Learning	City of Norfolk Lifelana Learning Center (710CN) > City of Nor	tok
*First Name	Center (0008)	Lifelong Learning Center (710CN)	
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*Time Zone	Carlos		- Save
(GMT-05:00) Eastern 1	ime (US and Canada)	English (United States)	$\mathbf{\mathbf{\nabla}}$
		*# of Records (per page)	
		30	v

- 9. *Time Zone: Default; *do not change*.
- 10. *Region: Default; *do not change*.
- 11. *# of Records (per page): Default You may change to any number between 10-100.

12. After all required fields are complete, click **Create** to advance to the notification screen.

		*Email Address		
LoginIDTest		LoginIDTest@test.com		
*Password		*Confirm Password		
•••••		•••••		
*First Name	Middle Name		*Last Name	
Login	ID		Test	
*Gender		*Date of Birth		
⊖Male ®Female		1/1/1995		m
'Organization	Job Title		Manager	
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Orgenization Select DBHDS - External Entitiee 'Time Zone ((GMT-05:00) Eastern Time (US and Canada)	Job Title	*Region English (United States) *# of Records (per page) 30	Managor Balact	5
Organization Select DBHDS - External Entities 'Time Zone (GMT-05:00) Eastern Time (US and Canada) Enable Accessibility	Job Title	*Region English (United States) *# of Records (per page) 30	Managor Balact	5

13. Click **OK**. You will receive a computer-generated email stating "your request for access has been submitted". *This is not the approval or denial email*. You will receive an additional computer-generated email once your request has been approved or denied. This process takes up to 48 hours.

			COVL	C		
Your request for access was subm	itted. You will receive an en	nail indicating whether you	r request is approved or de	nied. You will have access if	your request is approved.	
					ОК	

Accessing Your Commonwealth of Virginia Learning Center Account Enter <u>https://covlc.virginia.gov</u> in your web browser's address line.

- 1. Select the blue "Log In" button.
- 2. Enter your **Login ID** and **Password**. Click **Log In** or Enter on your keyboard. *Remember, your password is case sensitive. Enter it exactly as you created it.*

	A LOOK
	Enter your login information below.
	ogin ID
	Login ID
P	assword
	Password
	Logie
ninsinin s	
	Forgot your legin ID or password?

You have successfully accessed your COVLC account!

DBHDS - Externel Entities My Own Learning	Login Test
TRAINING HOME MY UPCOMING LEARNING TRANSCRIPT TRAINING CATALOG COLLABORA	TION SPACES
My Upcoming Learning (0)	Search Search
Title Type Date Status Action	Any words
No records found.	Search
Required Training Recurring Assignment Due Soon Overdue View All My Upcoming Learning	Browse Categories Agency Operations (6) Basic Skills (31)
Recent Announcements	Bundle (1) Business and Professional Development (21) Case Management and Treatment (14)
12/11/2012 - If you have forgotten your Login ID and/or password, click the "Forgot Login ID" and/or "Forgot Password" link. KC Global will generate an email with a TEMPORARY Login ID and/or password. However, if	CommonHealth (1) Contract Employees Mandatory Training (1)
Mors	Developmental Services (2) Emergency Management (14)
	Emergency Management (1)
FAQs	Finance and Administration (4)
No records found.	Health, Environmental and Safety (42) Human Resources and Employee Relations (14)
	Land Conservation (1)

Forgotten Login ID and/or Password

Enter <u>https://covlc.virginia.gov</u> in your web browser's address line.

- 1. Select the blue "Log In" button.
- 2. For your Login ID, select the **login ID** in the "Forgot your login ID or password?" link. For your Password, select **password** in the "Forgot your login ID or password?" link.

Enter your login information below.
Login ID
Login ID
Password
Password
Log In
Forgot your legin ID or password?

Forgot your login ID?: Enter your Last Name and Email Address*.

Last Name Email Address		
	Name Email Address	

Click **Get Login ID**. A computer-generated email will be sent to your email address listed in your profile within the COVLC.

*If your account was created under a previous organizational email, please contact the DBHDS VLC Domain Administrator, Keiana Bobbitt, at <u>keiana.bobbitt@dbhds.virginia.gov</u>.

Forgot your password?: Enter your Login ID.

	C
Forgot your password?	
Cancel	Continue

Click **Continue**. A computer-generated email will be sent to your email address listed in your profile within the COVLC.

Enter your login information below.
• The system assigned a temporary password to you. It was sent to the email address listed in your profile within the system.
Login ID
Login ID
Password
Password
Login
Forgot your login ID or password?

3. After receiving your Login ID and/or temporary password, return to the COVLC homepage. Select **"Log In"**. Enter the Login ID and/or temporary password you received accordingly. Click **Log In**.

Remember, the password is case sensitive. Enter it exactly as you received it.

Searching for Courses in the Commonwealth of Virginia Learning Center Enter <u>https://covlc.virginia.gov</u> in your web browser's address line.

- 1. Select the blue "Log In" button.
- 2. Enter your Login ID and Password. Click Log In or Enter on your keyboard.
- 3. Click the CATALOG tab on the blue area called "Toolbar Banner".

	JPCOMING LEARNING TRANSCRIPT	TRAINING CATALOG COLLABORATION SPACES	
Browse Trainin	g Catalog		
Search for		Search Type	
		Any words	~
Agency Operations (6) Ba	sio Skills (31) Bundle (1) Business and Pro tory Training (1) Customer Service (1) Dev (4) Health, Environmental and Safety (42)	dessional Development (21) Case Management and Treatment (1- velopmental Services (2) Emergency Management (14) Emergen Human Resources and Employee Relations (14) Information Tech	 CommonHealth (1) Management (1) nology Skills (4) Records Management (1)
Contract Employees Manda Finance and Administration Land Conservation (1) Ma	nagement and Supervisory Development (25)	Mandatory Training (5) Mental Health (2) Purchasing and Sup	ply (1) Hecolds management (1)

 Enter the course's keyword(s)/acronym in the Search for field in the Browse Catalog section. Example: Orientation Guidance for DSP Supervisors = DSP; Basics of Case Management = CM; REACH Crisis Services = REACH, etc.

	ING LEARNING TRANSCRIPT	TRAINING CATALOG COLLABORATION SPACES	
Browee Training Ca	talog		
Search for	naiog	Search Type	
DSP		Any words	~
Browse by Category Agency Operations (6) Basic Skille	s (31) Bundle (1) Business and Profe	essional Development (21) Case Management and Treatment (14) Common	Health (1)
	ining (1) Customer Service (1) Deve	elopmental Services (2) Emergency Management (14) Emergency Management	ent (1)
Contract Employees Mandatory Tra	alth, Environmental and Safety (42)	duman Resources and Employee Relations (14) Information Technology Skills	(4)
Contract Employees Mandatory Tra Finance and Administration (4) He			
Contract Employees Mandatory Tra Finance and Administration (4) He Land Conservation (1) Manageme	ent and Supervisory Development (25)	Mandatory Training (5) Mental Health (2) Purchasing and Supply (1) Reco	ords Management (1)
Contract Employees Mandatory Tra Finance and Administration (4) He Land Conservation (1) Manageme Security Awareness (3) Site Admin	ent and Supervisory Development (25) nistration (3) Software and Plugins (1)	Mandatory Training (5) Mental Health (2) Purchasing and Supply (1) Reco) TAX Integrated Revenue Management System (11) Training Resources (1)	ords Management (1) VRS Basic Skills (6)

- 5. Click Search.
- 6. Click on the **title** of the course on the Search Results page.



7. Click on the Enroll button on the Enrollment page.



8. A "pop-up" box may appear. If so, leave the Course Credit Options on **Credit** and the Course Mode Options on **Normal**.

DBHDS - External Entities				
Search Results				
DBHDS - O	roll	an select the options you	e	
Online \$0.00	warn (if optimises are displayed) and olive Enroll. warn (if optimises are displayed) and olive Enroll. Title: DBHDS - Orientation Guidance for DSP Supervisors 2016	an select the options you	- Office	of
Enroll	Course Credit Options Credit No Gredit		-2016	
Description	Course Mode Options			
This training is designed requirements under VI training, supervisors w Supervisors should pre	OBrowse OReview			
DBHDS Orientation M. http://www.partnership	Gancel	Enroll		
_				

9. The Enrollment page now displays the following message: "You are enrolled in the course." Click the **Open Item** button.

TRAINING HOME MY UPCOMING LEARNING TRANSCRIPT TRAINING CATALOG COLLABORATI	ION SPACES
Search Results	
You are enrolled in the course.	
DBHDS - Orientation Guidance for	Format: Desktop & Mobile
DSP Supervisors 2016	Course Provider: DBHDS - Office of Developmental Services
Online \$0.00	Course Number: 720-DSP-2016
Open Item Cancel Enrollment	Duration (Hours): 1.0
Description	Credits: None
This training is designed to assist DSP supervisors to understand the orientation training and competency requirements under Virgina's DD Walvers. These sildes cover the training requirements only. At the end of this training, supervisors will take the Orientation Manual lest and must achieve a score of a laset 80% to pass.	Item Details
Supervisors should prepare for this test by reviewing the required training topics, which can be done using the DBHDS Orientation Manual available on the DBHDS website or at the following link. http://www.partnere/hp.vou.edu/DSP_orientation/.	

10. A "pop-up" box will appear with the course title displayed. **DO NOT** click the back button or black X; the course is loading.

IMPORTANT: After completing the course, click the black X, not the red web browser X. If you've completed a quiz, click the FINISH button and exit accordingly. Never click the red web browser X; your progress will not be recorded and you will have to complete the course again.

Retrieving a Certificate

There are several ways to retrieve your Certificate of Completion:

• Once you've completed the training, click **View Certificate**.

An orange "pop-up" box will appear. Click Open. If you would like to save the certificate, in pdf format, click Save.

Search Results	
DBHDS - Orientation Guidance for DSP Supervisors 2016	Format: Deaktop & Mobile Course Provider: DBHDS - Office of Developmental Services Course Number: 720-DSP-2016
You completed this item on 10/28/2016.	Duration (Hours): 1.0
Open Current Attempt Open New Attempt View Certificate	Credits: None
Description	Item Details
This training is designed to assist DSP supervisors to understand the orientation training and competency requirements under Virgina's DD Waivers. These slides cover the training requirements only. At the end of this training, supervisors will take the Orientation Manual test and multi achieve a score of lastel 80% to pass. Supervisors should prepare for this test by reviewing the required training topics, which can be done using the DBHOS Orientation Manual available on the DBHDS svebate or at the following link http://www.partnershp.vou.edu/DSP_orientation/.	
Rating: Rate	

• Click the **TRANSCRIPT** tab on the blue area called "Toolbar Banner". Click **View Certificate**. An orange "pop-up" box will appear. Click Open. If you would like to save the certificate, in pdf format, click Save.

TRAINING HOME MY UPCOMING LI	EARNING TRANSCRIP	PT TRAINING CATALOG	COLLABORATION SPAC	ES		
All My Training	Curriculums	External Learning	Required Train	ning	Ce	ortifications
All My Training (1)					Print	Save as PDF
Туре	Status	From		То		
All My Training	All	~	1	0		1D
Filter Title	Туре	Status Soore Start Da	ate Completion Date E	xpiration Date	Credits	Action
Filter Title DBHDS - Orientation Guidance for DSP 1	Type Supervisors 2016 Online	Status Score Start Da 9 Complete 100.00 10/28/20	te Completion Date E 016 10/28/2016	xpiration Date	Credits	Action View Certificate
Filter Title DBHDS - Orientation Guidance for DSP 6 More Information	Type Supervisors 2016 Online	Status Score Start Da Complete 100.00 10/28/20	te Completion Date E	xpiration Date	Credits	Action View Certificate
Filter Title DBHDS - Orientation Guidance for DSP I More Information Waved Prerequisites	Type Bupervisors 2016 Online	Status Score Start Da Complete 100.00 10/28/20	te Completion Date E 016 10/28/2016	xpiration Date	Credits	Action View Certificate
Filter Title DBHDS - Orientation Guidance for DSP 1 More Information Waived Prorequisites Required Training Exemptions	Type Bupervisors 2016 Online	Status Score Start Da Complete 100.00 10/28/20	ate Completion Date E 016 10/28/2018	xpiration Date	Credits	Action View Certificate
Filter Title DBHDS - Orientation Guidance for DSP I Wore Information Waved Prorequisites Required Training Exemptions Expired Incomplete Content	Type Supervisors 2016 Online	Status Score Start Da Complete 100 00 10/28/20	te Completion Date E	xpiration Date	Credits	Action View Certificate

• On the **HOME** page scroll down to the Completed Training section. Click **View Certificate**. An orange "pop-up" box will appear. Click Open. If you would like to save the certificate, in pdf format, click Save.

DBHDS - External Entities My	Own Learning			0 Login Test		
	NG LEARNING TRANSCRIPT	TRAINING	CATALOG COLLABORAT	ION SPACES		
My Upcoming Learn	ing (0)			Search		
Filter All				Search		
Title Type	Date Status		Action	Any words		
No records found.				Search		
Required Training Recurring	g Assignment Due Soon C	Overdue				
View All My Upcoming Learning	Browse Categories					
				Basic Skills (31)		
Becent Announcem	onte			Bundle (1)		
necent Announcem	cinto			Business and Professional Development (21)		
Login/Passwords Assistance			IDa adda IP	CommonHealth (1)		
Password" link. KC Global will genera	ate an email with a TEMPORARY Lo	igin ID and/or p	assword. However, if	Contract Employees Mandatory Training (1)		
				Customer Service (1)		
More				Developmental Services (2)		
				Emergency Management (1)		
FAQs				Finance and Administration (4)		
No records found				Health, Environmental and Safety (42) Human Resources and Employee Relations (14)		
				Furnan Resources and Employee Relations (14)		
				Land Conservation (1)		
My Completed Train	ing (1)			Management and Supervisory Development (25)		
				Mandatory Training (5)		
Past 30 Days	Past 60 Days		Past 90 Days	Mental Health (2)		
Title	Turo S	Intrin Cor	Action	Purchasing and Supply (1)		
100	1900 0	Na100 000	NO PODUT	Records Management (1)		
DBHDS - Orientation Guidance for I	OSP Supervisors 2016 Online C	Complete 100	.00 View Certificate	Security Awareness (3)		
				Site Administration (3)		
				And the second sec		
All My Training				Software and Plugins (1)		

Viewing/Printing/Saving your Transcript

Click the **TRANSCRIPT** tab on the blue area called "Toolbar Banner". You may filter your items by:

- Type (All Training, All Courses and Tests, All Non-Course Content, Classroom Courses, Curriculums, Documents, or Online Courses)
- Status (All, Started, Removed, Enrolled, or Complete)
- Filter by Date by entering dates in the From and To fields
- Sort by Tabs (All Training, Curriculums, External Learning, Required Training, or Certifications)

	COMING LE	ARNING TRAN	SCRIPT TRAINI	NG CATALOG C	OLLABORATION SPA	0ES		
All My Training		Curriculums	Exte	rmal Learning	Required Tra	sining	Certifi	cations
All My Training (1)						Print	Save as PDF
All My Training		All	V	From		To		m
						_		
More Information	1							
More Information	n							
More Information Waived Prerequisites Required Training Exemptic	ne							
More Information	n ms							

To print your transcript, click the **Print** button. A "pop-up" box will appear. Click Print.

To save your transcript, click the **Save as PDF** button. A "pop-up" box will appear. Click the disc (save) icon. You may also print using the printer icon.

Logging Out

Please click **Logout**, located under your user name. *If you do not use this feature, the VLC will keep you logged into the system*.

DBHDS VLC Domain Administrator

If you require additional assistance, please contact the Department of Behavioral Health and Developmental Services' (DBHDS) VLC Domain Administrator, Keiana Bobbitt, at keiana.bobbitt@dbhds.virginia.gov.