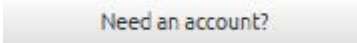
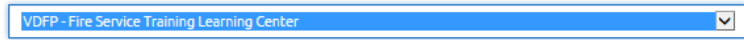







How to Create an Account for the Virginia Learning Center

Step	How To														
1. Access the Commonwealth of Virginia Learning Center website.	https://covlc.virginia.gov/Default.aspx <i>*If you are using Internet Explorer please make sure it is added as a trusted site.</i>														
2. Create a User Account	Click on the Need Account? Button 														
3. You will be taken to the Non-State Registration. <i>*State Employee do not register</i>	Select: VDFP – Fire Service Training Learning Center  <small>To exit out of the registration process, select the Cancel button.</small>  														
4. You will be taken to the Create New Account page.	<p>Complete the following fields. Required fields will have an (*) next to it.</p> <ul style="list-style-type: none"> • *Login ID: Enter a unique user ID. The ID must be a minimum of 4 characters to a maximum of 20 characters. • *Email Address: Enter a unique email address. <i>The system will not allow a duplicate email address.</i> • *Password: Enter a password. The password must be a minimum of 6 characters and up to a maximum of 20 characters. <i>Passwords are case-sensitive.</i> • *Confirm Password: Re-enter the same password. • *First Name: Enter your first name. • Middle name: Enter your middle name. • *Last Name: Enter your last name. • *Organization: Click the Select button. <p style="text-align: center;">*Organization</p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> • In the Find Organization field type in Fire Program. Select an item from search results, then select Save. <p>Find Organization</p> <p></p> <p></p> <ul style="list-style-type: none"> • Select: Dept of Fire Program (960) > Dept of Fire Program (960) <table border="1"> <thead> <tr> <th>Organizations</th> <th>Path</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Department of Fire Programs - Fire Service Training</td> <td></td> </tr> <tr> <td><input type="radio"/> Dept of Fire Programs - DADM (FIN)</td> <td>Dept of Fire Programs (960) > Dept of Fire Programs (960) > Dept of Fire Programs (DADM)</td> </tr> <tr> <td><input type="radio"/> Dept of Fire Programs - DBFR (SFMO)</td> <td>Dept of Fire Programs (960) > Dept of Fire Programs (960) > Dept of Fire Programs (DBFR)</td> </tr> <tr> <td><input type="radio"/> Dept of Fire Programs (960)</td> <td>Dept of Fire Programs (960)</td> </tr> <tr> <td><input type="radio"/> Dept of Fire Programs (DADM)</td> <td>Dept of Fire Programs (960) > Dept of Fire Programs (960)</td> </tr> <tr> <td><input type="radio"/> Dept of Fire Programs (DBFR)</td> <td>Dept of Fire Programs (960) > Dept of Fire Programs (960)</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Click the Save button. 	Organizations	Path	<input type="radio"/> Department of Fire Programs - Fire Service Training		<input type="radio"/> Dept of Fire Programs - DADM (FIN)	Dept of Fire Programs (960) > Dept of Fire Programs (960) > Dept of Fire Programs (DADM)	<input type="radio"/> Dept of Fire Programs - DBFR (SFMO)	Dept of Fire Programs (960) > Dept of Fire Programs (960) > Dept of Fire Programs (DBFR)	<input type="radio"/> Dept of Fire Programs (960)	Dept of Fire Programs (960)	<input type="radio"/> Dept of Fire Programs (DADM)	Dept of Fire Programs (960) > Dept of Fire Programs (960)	<input type="radio"/> Dept of Fire Programs (DBFR)	Dept of Fire Programs (960) > Dept of Fire Programs (960)
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This is the external domain: **Dept of Fire Program > Fire Service Training**



This is the primary domain: **Dept of Fire Program (960) > Dept of Fire Program (960)**

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	<ul style="list-style-type: none">• Job Title: Click the Select button. Then click the Search button. Select the associated job title. Then click the Save button. Find Job Title <input type="text"/> <input type="button" value="Search"/>• Manager: Click the Select button. Then click the Search button. Select the associated Manager. Then click the Save button.• *Time Zone: Select the time zone.• *Region: Select the Region• *# of Records (per page): Select the number of records per page you want to system to display.• Click the create button.
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Click on the video below

