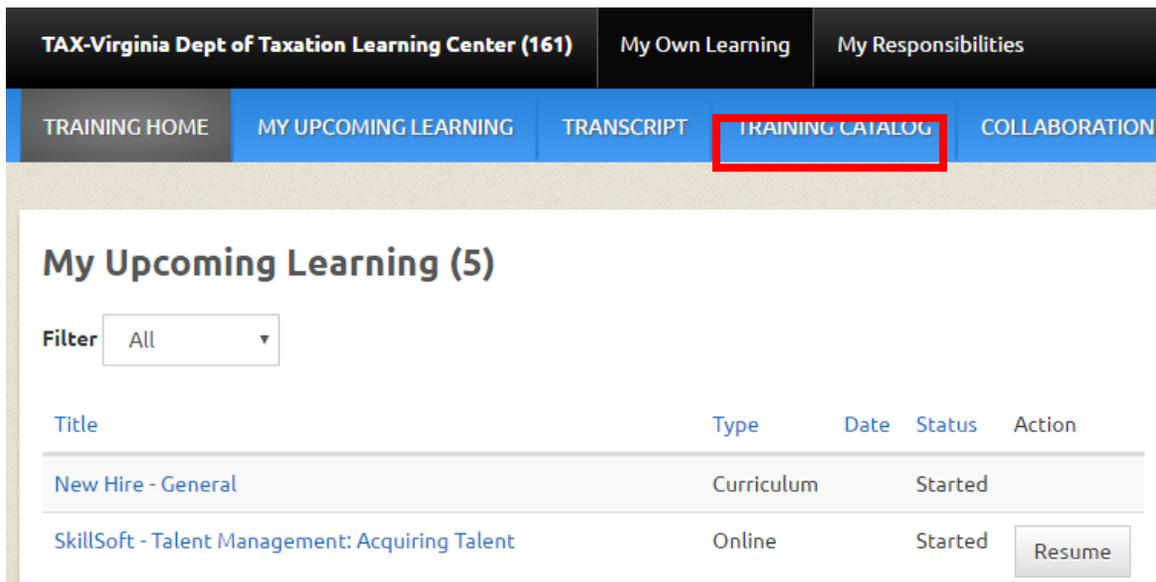


Access a Course in the VLC

Within the Virginia Learning Center (previously called LMS or KC) is a training catalog, which allows you to quickly locate a specific course and launch it. To locate a course:

Step 1. Open the TAX VLC Login Page (<https://covlc.virginia.gov>) and login.

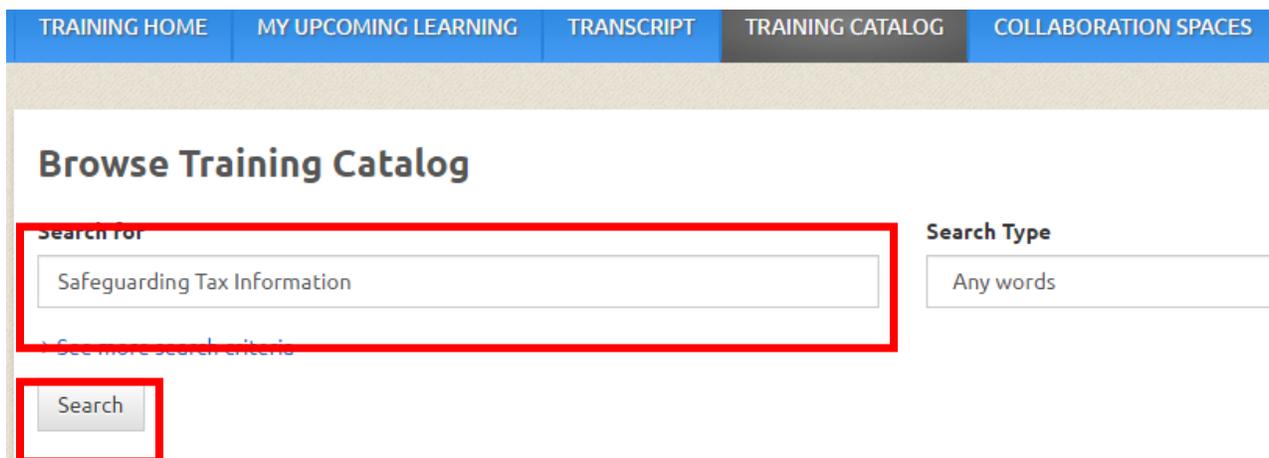
Step 2. From your home screen click on **Training Catalog** on the blue tool bar.



The screenshot shows the top navigation bar with the following items: TAX-Virginia Dept of Taxation Learning Center (161), My Own Learning, My Responsibilities, TRAINING HOME, MY UPCOMING LEARNING, TRANSCRIPT, TRAINING CATALOG (highlighted with a red box), and COLLABORATION SPACES. Below the navigation bar, the 'My Upcoming Learning (5)' section is visible, featuring a filter dropdown set to 'All' and a table of upcoming learning items.

Title	Type	Date	Status	Action
New Hire - General	Curriculum		Started	
SkillSoft - Talent Management: Acquiring Talent	Online		Started	Resume

Step 3. In the “Search for” box type in the course title, course ID number, a keyword, or several keywords. Click **Search**.



The screenshot shows the 'Browse Training Catalog' search interface. The 'Search for' text box contains the text 'Safeguarding Tax Information' and is highlighted with a red box. To the right, the 'Search Type' dropdown is set to 'Any words'. Below the search box, there is a 'Search' button, also highlighted with a red box. A link for 'See more search criteria' is visible below the search box.

Step 4. All courses containing the keyword(s) you entered (in their title or description) will be displayed. Click the course title for the lesson you would like to take.

TRAINING TRANSCRIPT TRAINING CATALOG COLLABORATION SPACES

Search Results

Classroom Calendar View

i You searched for 'Safeguarding Tax Information'

512 Items « < Page 1 of 52

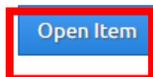
TAX (CD1401) Safeguarding Tax Information

TAX (CD1401) Safeguarding Tax Information

Step 5. Click the blue **Open Item** button to begin the course.

TAX (CD1401) Safeguarding Tax Information

Online \$0.00



NOTE: If you have already started the course you will see a **Resume** button. Once you are enrolled in the course you will see it on your Training Home page and can resume from there as well.

TAX (CD1401) Safeguarding Tax Information

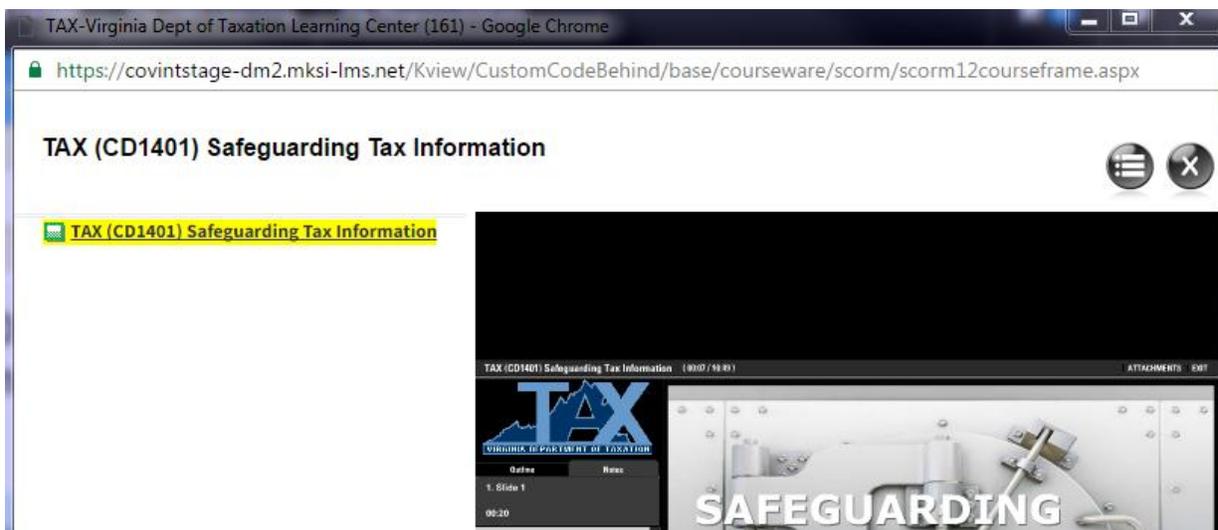
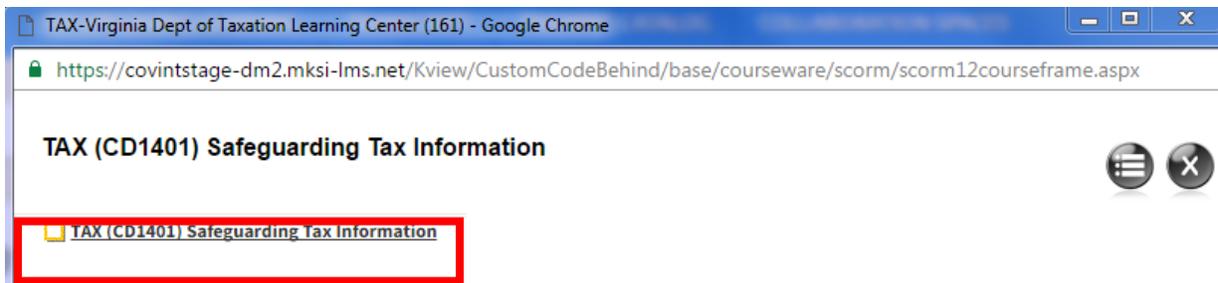
Online \$0.00

i You first accessed this item on 10/25/2016. [View Details](#)



TRAINING HOME					MY UPCOMING LEARNING	TRANSCRIPT	TRAINING CATALOG	COLLABORATION SP
My Upcoming Learning (6)								
Filter	All ▾							
Title	Type	Date	Status	Action				
New Hire - General	Curriculum		Started					
SkillSoft - Talent Management: Acquiring Talent	Online		Started	Resume				
TAX (CD1401) Safeguarding Tax Information	Online		Started	Resume				

Step 6. After clicking the Open Item/Resume button, your course will open in a new window. Click the course section to start. To the right, the black buttons show/hide the course menu  and exit the course .



- Step 7.** Once you complete all sections of the course (and quiz, if applicable), close the window with the course's exit button. The course information window will show the date and time of completion. You can also view your certificate; open a New Attempt or your current one.

TAX - (CD1401) Safeguarding Tax Information

Online \$0.00

✔ You completed this item on 4/12/2016.

Open Current Attempt

Open New Attempt

View Certificate

If you need assistance, please email the TAX VLC Administrator at VLCadmin@tax.virginia.gov