

## Quick Reference Guide to Accessing the Small Purchase Charge Card Training – Commonwealth of Virginia Learning Center

1. Log in to Radford University's link to the Commonwealth of Virginia Knowledge Center at <https://covlc.virginia.gov/Default.aspx>
  - You will be asked to enter your username and password.
  - Your Login ID is your State Employee ID (without any leading zeroes), not your RU Username. To find your state ID, sign on to the RU Portal, navigate to the "My Accounts" tab and look in the "Personal Information and Emergency Contacts" channel. If this is your first time in the Learning Center, enter your Login ID, click "Forgot Password" and follow the instructions.

If you have problems, please use the "email Administrator" link at the top right of the screen or contact the PA for assistance.

2. From the Learning Center Home Page

- Browse Catalog – In the Search for Box Enter 'SPCC2018', click search.

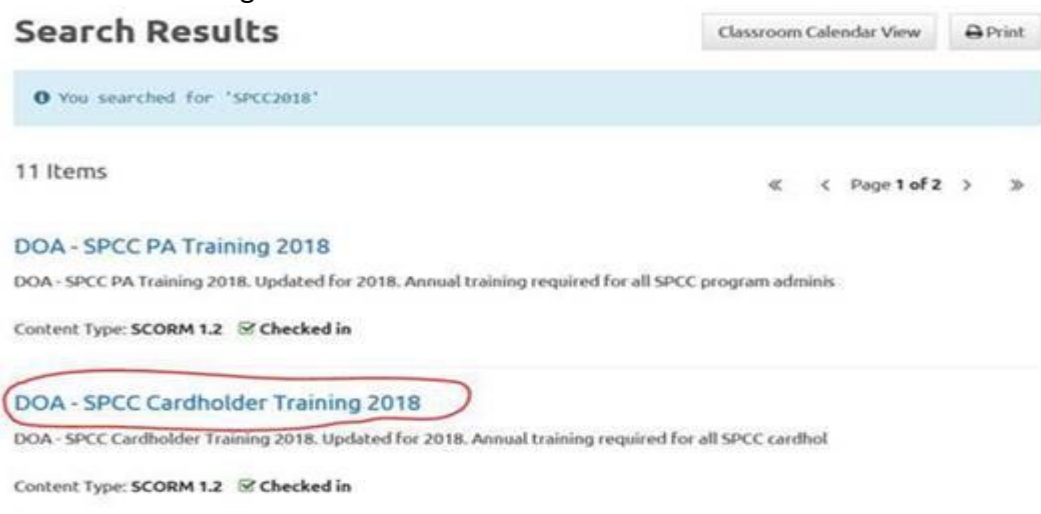


**Browse Catalog**

Search for

> See more search criteria

- You should receive the following results. Click on the blue heading DOA-SPCC Cardholder Training 2018.



**Search Results**

You searched for: 'SPCC2018'

11 Items << < Page 1 of 2 > >>

**DOA - SPCC PA Training 2018**  
DOA - SPCC PA Training 2018. Updated for 2018. Annual training required for all SPCC program adminis-  
Content Type: SCORM 1.2  Checked in

**DOA - SPCC Cardholder Training 2018**  
DOA - SPCC Cardholder Training 2018. Updated for 2018. Annual training required for all SPCC cardhol  
Content Type: SCORM 1.2  Checked in

- Cardholders will be asked to complete "SPCC Cardholder Training" Annually

- Supervisors/Reviewers or designee are also required to complete “Cardholder Supervisor Reviewer Training” Annually
- Click – Open Item
- A new window will open – the course you selected will be on the left. Click the title of the course to get started.
- The course is read aloud to you and at the end you are required to complete the quiz. **Be sure to print out your quiz results.**
- You may review your training history in the ‘Transcript’ tab.

[DOA - SPCC Cardholder Training 2018](#)

Online Complete 100.00 3/21/2018 3/21/2018

[View Certificate](#)

**Note: If you have multiple cards (SPCC & Travel) or have a card(s) and are also a supervisor/reviewer or designee then you will be required to complete multiple trainings.**