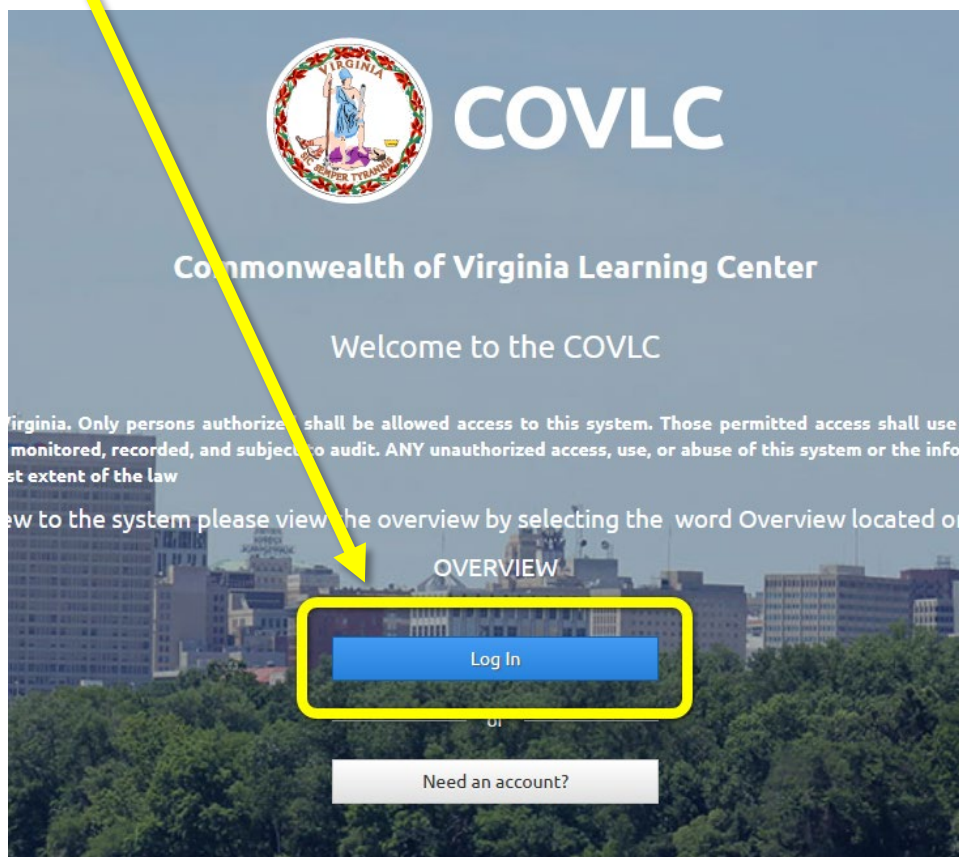


Accessing the Commonwealth of Virginia Learning Center (VLC)

All full time Radford University employees automatically gain access to the Commonwealth of Virginia Learning Center (VLC) within 10 days after their start date. Student, Wage, and Part Time employees must request a VLC account by submitting a [VLC Help Desk Request](#).

Below are the steps to access your account:

1. To begin, navigate to the [VLC Login Page](#). Below is the first page you will see. Click the blue **Log In** button:



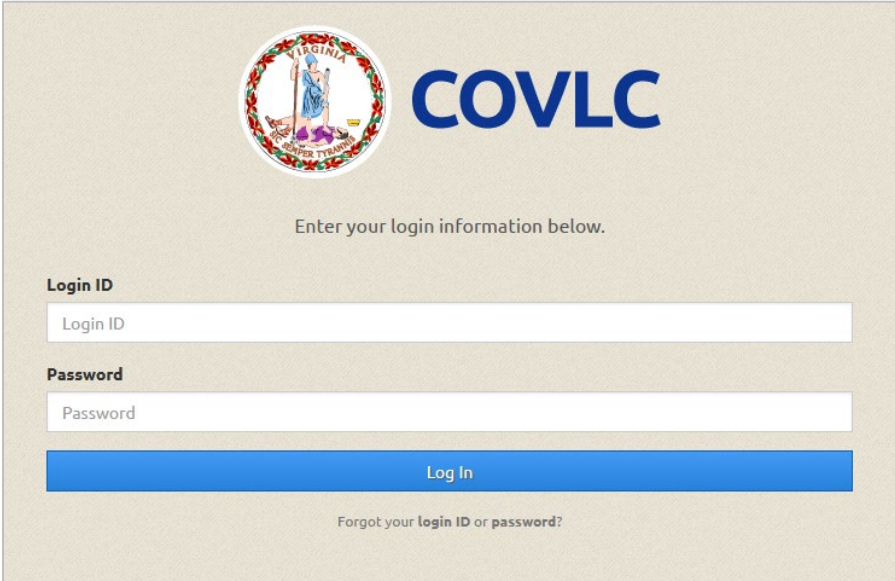
DO NOT CLICK the **Need an Account** button, as this will not gain you access or create an account.

2. Next you will see the page below. Enter your Login ID and Password.

Login ID: Enter your full state ID number in the “Login ID” field.

- *If the system does not recognize your state ID, try removing the preceding zeros.*

Password: If you are a new hire or this is your first time accessing the VLC system, you will need to click the “Forgot your password?” link below the blue Log In button to retrieve a temporary password. The temporary password will be sent to your Radford email address within five minutes. Once you log in with the temporary password, you will need to create a new password to use on subsequent visits.



Enter your login information below.

Login ID

Password

Log In

[Forgot your login ID or password?](#)

3. Click the blue **Log In** button.

ADDITIONAL NOTES

If you forgot your Login ID or Password, select one of the “Forgot your” options below the blue **Log In** button. You will then confirm your identity to retrieve your ID or reset your password.

If you receive a message starting that the information you entered was not correct, or if you are unable to retrieve a temporary password, please contact hrtraining@radford.edu for further assistance.

How to Enroll/Access Trainings in the VLC

If you have a direct link to your training course, ensure that you are first logged into the VLC before clicking on the link. The course will then automatically load.

If you do not have a direct link to your course, you will need to follow the instructions below:

1. After logging in to the VLC, you will see your homepage. Near the top is a box where you can search the Training Catalog.



Search for

> See more search criteria

2. Enter appropriate search terms to find your course. You can search for courses by:
 - The title of the course you are looking for
 - A keyword
 - A unique identifier
3. In the search results, click on the name of the course you are interested in.

If you selected an *online course*, click the blue **Open Item** button. A pop-up window should appear with links to the training modules. Navigate through the modules to complete the course. After completing the course and closing the window, an option to **View Certificate** should be visible.



Open Item

If you selected a *classroom course*, you will see information about the course and any dates, times, and locations that are available. If available, click the blue **Enroll** button beside the session you wish to attend.

NOTE: If you are unable to attend a classroom course you registered for, please cancel your enrollment.

Visit the HR [Training and Development](#) page for updates and class offerings.