



The Commonwealth of Virginia Learning Center (COVLC)

The **Commonwealth of Virginia Learning Center** is Virginia's learning management system (LMS) and is a free staff training resource to provider agencies operating within Virginia.

The **COVLC** or **VLC** is a web-based application which can be accessed 24 hours a day – 7 days a week. The COVLC delivers self-study training topics to the desktop, tracks progress throughout the training, and offers a certificate after completing a quiz to verify competency.

The Virginia Department of Behavioral Health and Developmental Services (DBHDS) Office of Integrated Health Supports Network (OIHSN) currently offers the trainings listed below on the COVLC and more are being added on an ongoing basis:

- OIH - HSN Choking and Airway Obstruction
- OIH - HSN Falls and Individual with DD
- OIH - HSN My Care Passport and Advocacy Tip Sheets
- OIH - HSN Overview
- OIH - HSN REVIVE
- OIH - HSN The Fatal Seven
- OIH - HSN Vital Signs
- OIH - HSN When to Call 911
- OIH - HSN Sepsis
- OIH - HSN Urinary Tract Infections

Registering for a Commonwealth of Virginia Learning Center Account

To registration for the DBHDS – COVLC, use the following steps.

- Register at <https://covlc.virginia.gov>
- Select the “**Need an account?**” button.
- Select #4. dbhdscovlchelpdesk@dbhds.virginia.gov for anything related to the Dept. of Behavioral Health and Developmental Services then follow the instructions.
- Contact the DBHDS COVLC Domain Administrator, Keiana Bobbitt, at keiana.bobbitt@dbhds.virginia.gov if you need help registering.

Create a New Account

All entry fields with an * asterisk are required fields.

1. *Login ID: Create a Login ID. Make sure to write down your Login ID, as you will enter it on the Login screen after receiving an approval.
2. *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 your organization does not provide an email address, or you will not be receiving one due to your employment status (i.e., contractor).
3. *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.

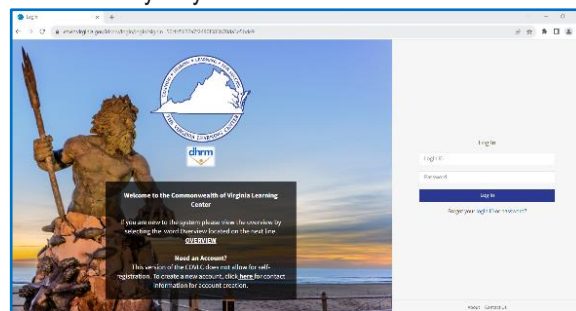
Creating a New Account continued...

4. *Confirm Password: Re-enter the password you created. Make sure to 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).
8. *Organization: Click Select. Leave the search field under Find Organization blank, click Search. Scroll down and select **DBHDS – External Entities**. Click Save.
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.
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.*

Accessing Your Commonwealth of Virginia Learning Center Account

Enter <https://covlc.virginia.gov> 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.



3. You have successfully accessed your COVLC account!

