

eLearning and Required Training

The Virginia Department of Motor Vehicles provides educational opportunities within the agency by offering diverse course & training options, online & in class. As part of your onboarding process, to familiarize and keep you current with DMV and the Commonwealth's policies, there is required training that all employees (Full-time, Part-time & Contractual) must complete; with some on an annual or bi-annual basis. These courses are made available to you through eLearning courses that you may take on your computer or tablet.

Security Awareness & Acceptable Use & Privacy Training

This is an annual training that is supported by DMV's Information Security and Risk Management (ISRM) department. When a new employee's email account is created, the user is automatically enrolled in the current Security Awareness, Acceptable Use & Privacy curriculum in the Litmos/Thundercat Technology training platform. The Commonwealth & DMV requirement is for new employees, contractors, vendors and others with access to DMV data or systems to complete their initial Security Awareness Training **within 30 days** of starting date, and annually thereafter.

Each new user is sent an email Course Invitation from sender system@litmos.com. This email contains the new Username and a login link, which expires after its first use. In the event an invitation email is not received within your first week, please send an email to ITsecurity@dmv.virginia.gov informing them that you are a new employee but, did not receive the Course Invitation email. They will establish your account, which triggers an invitation email to be sent to you with login credentials and instructions on how to login and access the course. Afterwards, you will receive an email reminder when it is time to retake the training.

DMV HR: Required Courses for NEW Employees - Curriculum

This curriculum is composed of various courses that are required by DMV and/or the Commonwealth and is accessed through the Commonwealth of Virginia Learning Center (see below). As you work through these courses you should note that some are required annually or bi-annually. By revisiting the curriculum annually and scrolling through the course list, you will be able to identify those that need to be retaken.

Commonwealth of Virginia Learning Center (COVLC or VLC)

This is the main training portal used by agencies of the Commonwealth. Within the VLC, you will be able to access eLearning or register for classroom and virtual courses. These may be courses specific to your position or elective courses to further your professional development.

Full & Part-time DMV employees: Typically your Learning Center accounts are established 3-4 days after your start date. You will not automatically be notified of its creation. Please use the instructions below to gain access to the VLC for the first time.

Contractual employees: Your accounts are not automatically established in the VLC. Please email the WDD Helpdesk at dmvkcadmin@dmv.virginia.gov to receive instructions on registering to the VLC.

Accessing the Virginia Learning Center: You can go directly to the login page by entering this web address in your browser: <https://covlc.virginia.gov> Or, you may go to the DMV intranet home page and click the VLC logo, located near the upper right of the page.

1. Screen 1: Click Log In.
2. Screen 2: Click the link for **forgot password** located under the blue login button.
3. Screen 3: Your **login ID** is your 9-digit employee number which is located on the employee ID badge you wear. Or, if you have previously worked at another state agency, your login ID *may* be the last 7-digits of your employee number. If you have not received your ID badge yet, your manager will be able to provide your employee number.
4. Click to continue and a **temporary password** will be emailed to you. You will then be required to create your own password. The password needs to contain at least eight characters, upper & lower case letters and a number or symbol.



Note:

- Use Chrome, Firefox or Safari (Mac) as your browser for opening the VLC. Our eLearning is not supported by Internet Explorer.
- If you experience difficulties obtaining your login or password, please contact the DMV WDD Helpdesk at dmvkcadmin@dmv.virginia.gov

Best practice! Take only 30 minutes of eLearning at a time. A short break in between lessons will maximize your ability to absorb new information.