**Template**

We are pleased to announce the Commonwealth of Virginia Learning Center (COVLC) upgrade is complete and is now available for use. All of your account/transcript information should have transferred over from the prior platform. The following information is being provided to assist you in gaining access to the system where you can resume any pending or complete any upcoming training events.

1. **Overview video**. Please take time to watch the Overview video at one of the following locations. The Overview video explains how to log in and navigate in the upgraded COVLC.
   1. **YouTube - click** [**here**](https://youtu.be/0tcjwTuXPBI) (this view will not give you credit on your COVLC transcript).
   2. **COVLC - click here** (use this view to get credit on your COVLC transcript).
2. **Login to your COVLC account** at [**COVLC.virginia.gov**](http://covlc.virginia.gov/)
3. **Password requirements.** You will be required to change your password on your first attempt to login. The minimum password length is now 14 characters and should include all of the following:
   1. Special character (such as @, !, #, or %)
   2. Uppercase and lowercase character
   3. Numeric character (0-9)
4. **Our agency COVLC Domain Administrator** is: \_\_Admin’s Name\_\_\_ (primary) and \_\_Admin’s Name\_\_ (backup). Please contact our Domain Administrator at \_\_\_\_Email Address\_\_\_\_\_\_ with any questions or issues.

Please contact your agency’s COVLC Domain Administrator if you need any assistance with logging into or using the COVLC.