

All full time Radford University employees *automatically have access to the VLC, within five days from their start date. *Students, Wage and Part Time employees must request a VLC account by submitting a request through a [VLC Help Desk Request](#).*

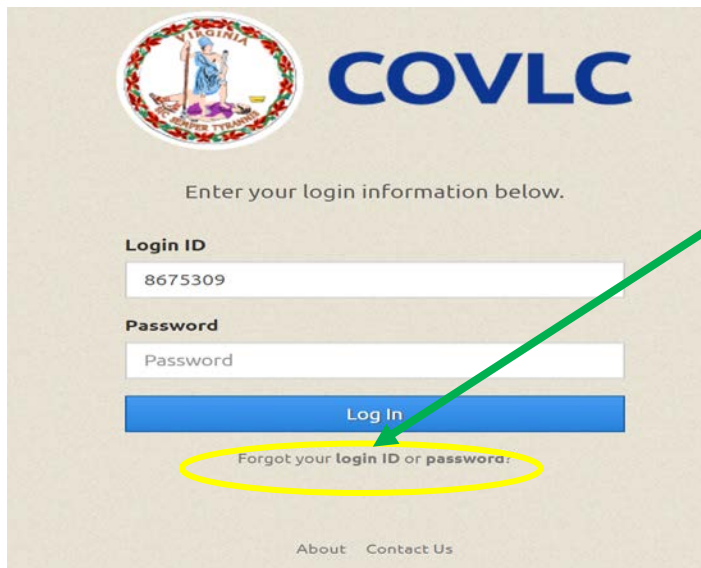
*If you are having difficulties logging on, accessing the training OR you would like to request an account please submit a [VLC Help Desk Request](#).

1. To begin, select the [VLC login Link](#). Below is the first page you will see. Select Log In.

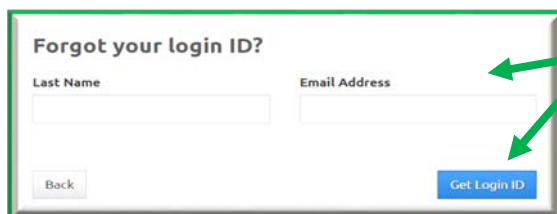


This button does not create an account, you must make a request through your supervisor or hrtraining@radford.edu

2. Next you will see the page below. You will need to enter your Login Credentials here.



If you do not know your Login ID, select Forgot your Login ID.



On the next screen, enter your (Legal) Last Name, Radford email address and Select Get Login ID

✔ You will receive an email containing your login ID.

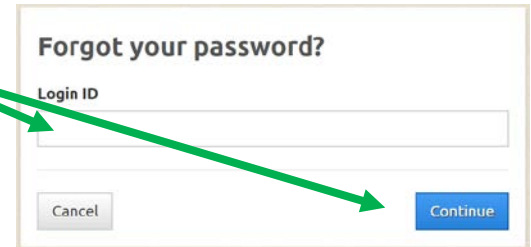
○ You should receive this message

The last name and email address combination you entered was not found in the system's records. Return to the Login page and click Contact Administrator for help.

○ If you receive this message, contact Ruby Dwyer at Ext 7662 or hrtraining@radford.edu for further assistance.

3. Enter your password, if you do not remember your password *or have never signed in to the VLC before, select forgot password*, enter your Login ID, select Continue and the system will send a temporary password to your Radford email in less than five minutes.

Forgot your login ID or password?



- The message below is what you will see, if the system generated your temporary password. If you do not see this message, or if you receive any type of error message, please contact Ruby Dwyer at Ext 7662 or hrtraining@radford.edu.

The system assigned a temporary password to you. It was sent to the email address listed in your profile within the system.

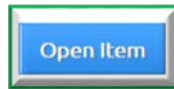
Upon signing in, the system should immediately ask you to select a new password. You will be using your temporary password again, so be sure to keep it until you have chosen your new permanent password.

How to enroll/access trainings in the VLC

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 the option to search the Training Catalog.
2. For all of the classes listed in the **HR training schedule**, enter the Keyword **Radford**. *Other departments training may require a different keyword.* You can search for courses by
 - a. the title of the course you are looking for, or
 - b. a keyword, or
 - c. a Unique Identifier

3. More than one course may appear in the screen. Select the **course name** you are looking for.

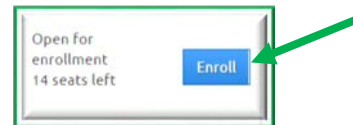


4. If this is an **online course**, select or

- a. A pop up window should appear with the training modules. Click on the course title link.
- b. The slides should now begin playing.
- c. Complete the course.
- d. After completing the course and closing the window, an option to *View Certificate* should now be visible.

5. If this is a **classroom course**, you will see the dates, times and locations that are available.

- a. Select **ENROLL** beside the one you wish to attend.



***Note, if you are unable to attend a classroom course you registered for, please cancel your enrollment. Most classroom courses have an automatic waitlist and filled seats are tracked.

Please check in often to the [HR Training website](#) as we add/update sessions and instructions on a regular basis.