First Time Access to the Learning Center

The W&M/VIMS Learning Center is a Web-based application that delivers self-study training topics to your desktop, as well as tracks your progress through the training. To access the Learning Center, you need to first determine if your profile is already in the Learning Center.

REMEMBER – Your Login ID and Password are NOT the same as your myWM log in and password UNLESS you have gone into the Learning Center and changed them to match your myWM log in/password.

Access the LC

Step 1. Open your Internet browser (such as Internet Explorer, Netscape, AOL, etc.).

Step 2. In the Address line, enter web site address (https://covkc.virginia.gov/wm) and press the Enter key on your keyboard. The WM Learning Center Home Page opens.

Step 3. At the WM Learning Center Home Page click Forgot Login?

Step 4. At the Login Assistance screen enter your first name and last name, then click Submit. Only use the first/last name as entered in Banner; nicknames will not be recognized.
Step 5. If you are already in the Learning Center, the system will automatically switch to a screen that shows your Login ID.

Step 6. If you are provided with a Login ID you have a profile in the Learning Center. Do not use the REGISTER feature.

Step 6. Now that you have your Login ID click on the NEXT button which will return you to the main Login page. Use your Login ID and Password to enter the Learning Center.

Step 7. At the Login Screen, click Forgot Password?

Step 8. Complete the fields by entering your Login ID and your William & Mary email address and click Submit. (Because your profile is based on the information from Banner, you must use your W&M email address – VIMS addresses will not be recognized.)

Step 9. The Password Assistance screen would change to show a message that a your new password has been sent you the email address your entered.

Learning Center will automatically issue you a TEMPORARY password through an email.
HINT... The email may take 15-20 minutes to arrive in your inbox. If it does not arrive in 15-20 minutes send an email to learningcenter@wm.edu with your contact information and a request for a password.

If you are not provided with a Login ID (Step 5 above) you will need to REGISTER. Instructions for registering in the Learning Center are below:

Register in the LC

This registration process needs only to take place once. After registering in the Learning Center the first time, you will use the unique login ID and password combination that you create to access the site in the future.

To register in the Learning Center:

Step 1. Click one of the Register links on the Learning Center Login Page. The State Employee window opens.

Step 2. Select the I am a non state employee, entering the site for the first time option.

Step 3. Click the Submit button. The Registration window opens and looks like the screen below:

Step 4. Enter your First Name, Last Name, Date Of Birth (in MM/DD/YYYY format) in the appropriate fields.

Note: Make sure to enter your name as it appears on your paycheck or on myWM; do not use abbreviations or nicknames. It is not recommended that you enter middle initial during registration as this can cause a problem in locating your personnel records.

Step 5. Enter the last four numbers of your Social Security Number (SSN) in the Last four digits of SSN field.

Step 6. Enter your Date Of Birth (in MM/DD/YYYY format) in the appropriate fields.

Step 7. Enter your Email Address.
Step 8. At Training Agency use the drop-down list to select the College of William and Mary (2nd on list). Once you have selected College of William and Mary, click on the Select button.

Step 9. At the Affiliation field use the drop-down list to select “other” and click on the Select button.

Step 10. Click the Submit button.

Step 11. You will get one of two responses:

1. Your email address is already in the Learning Center. In this case the system will not allow you to create a new record. Exit the system and request assistance by emailing learningcenter@wm.edu. Be sure to include your contact information in this request for help.

2. You will be asked for additional information (see screen below):

![Registration Form]

Step 12. Click the Submit button. You will receive a message “Your registration request has been submitted to an Administrator for approval.”

Step 13. The administrator (W&M Office of Training & Development) will be notified of your request, verify your employment in Banner and then provide you access to the Learning Center. Your will receive an email from the administrator that your access has been approved.

If you have problems please send an email to learningcenter@wm.edu. In your email provide your contact information (name, phone, email) and describe the problems you are
having. Someone will contact you as soon as possible.