

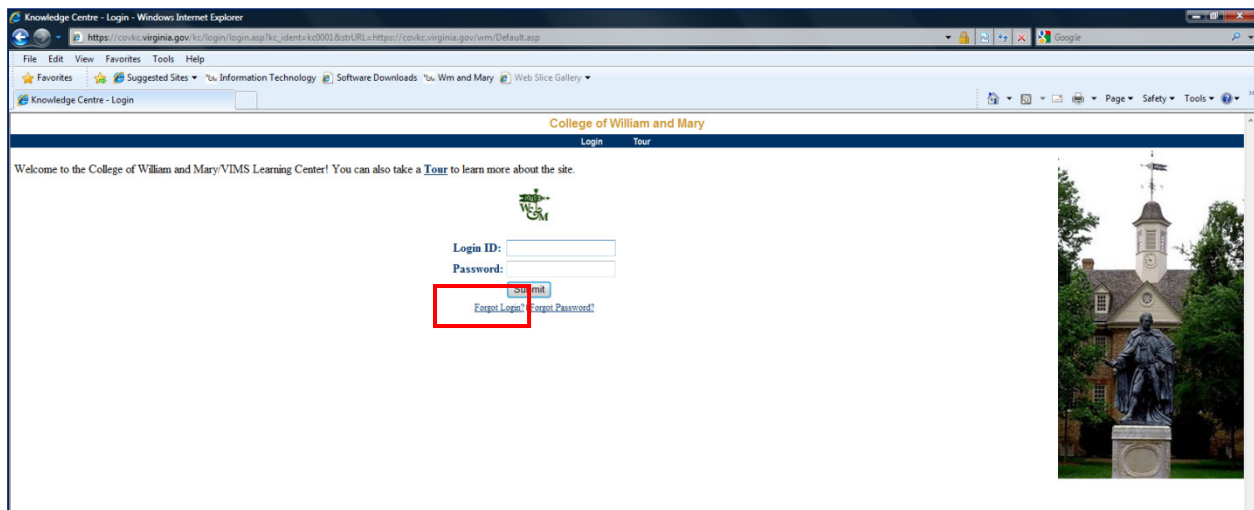
First Time Access to the Learning Center

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.

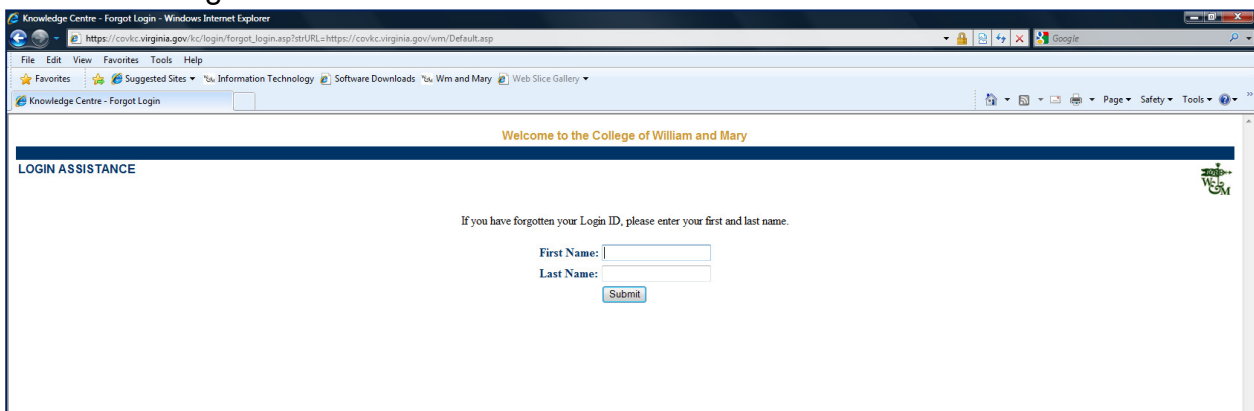
REMEMBER – Your Login ID and Password are NOT the same as your myWM log in and password UNLESS you have gone into the Learning Center and changed them to match your myWM log in/password.

Access the LC

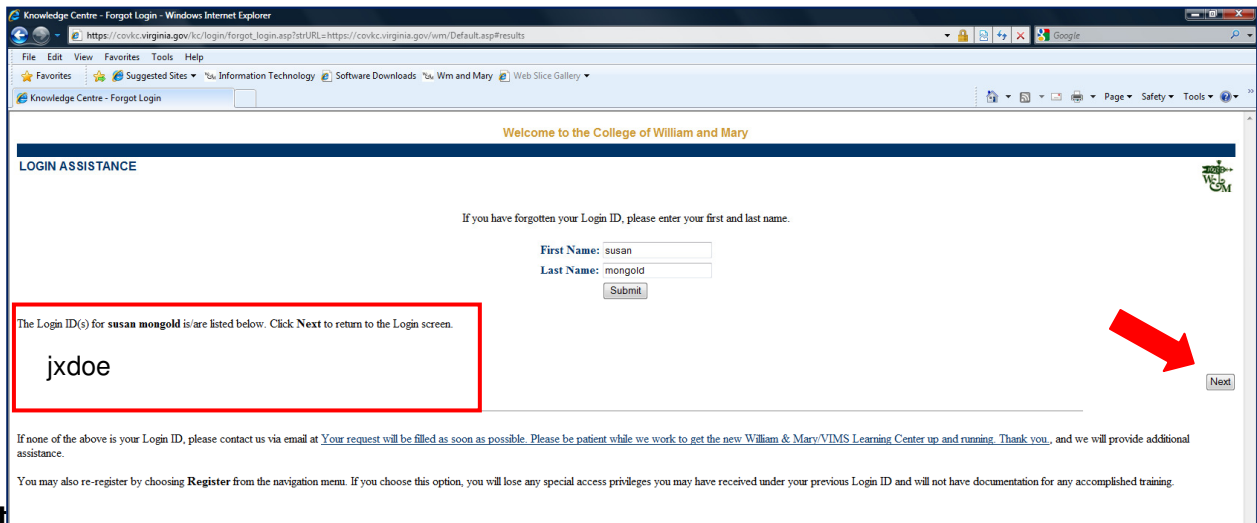
- Step 1.** Open your Internet browser (such as *Internet Explorer, Netscape, AOL, etc.*).
- Step 2.** In the **Address** line, enter web site address (<https://covkc.virginia.gov/wm>) and press the **Enter** key on your keyboard. The *WM Learning Center Home Page* opens.
- Step 3.** At the WM Learning 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.



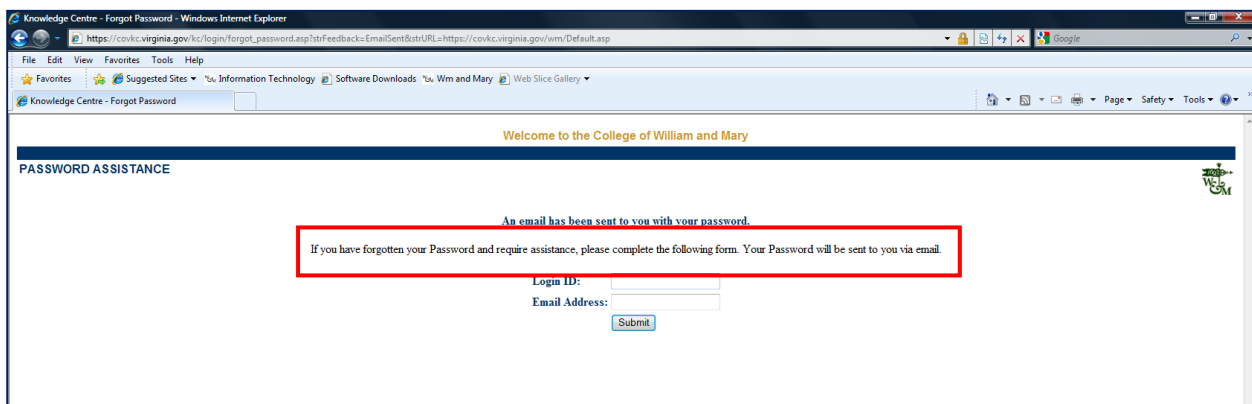
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If you are provided with a Login ID you have a profile in the Learning Center. Do not use the REGISTER feature.

Step 6. Now that you have your LoginID click on the NEXT button which will return you to the main Login page. Use your LoginID 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:

The screenshot shows a web browser window titled "User Registration" with the URL "http://www.wm.edu/learningcenter". The page header reads "Welcome to the College of William and Mary - The Learning Center". Below the header, there is a message: "As part of the registration process, you need to provide some general information. Please fill in the fields below and click the Submit button. All required are marked with *." The form contains the following fields:

- * First Name:
- Middle Initial:
- * Last Name:
- * Last 4 of SSN:
- * Date Of Birth: (with a note: "Enter the date in (mm/dd/yyyy) format.")
- * Email Address:
- * Training Agency: A dropdown menu with the selected option "State Agency not listed (Other State Agencies)", and buttons for "Expand" and "Select".
- * Affiliation: A dropdown menu with the selected option "Choose from the drop-down list and click Select", and a "Select" button.

At the bottom left of the form are "Submit" and "Reset" buttons.

- 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 you contact information in this request for help.
2. You will be asked for additional information (see screen below):

Welcome to the College of William and Mary - The Learning Center

As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. All required are marked with *.

*Gender: Male Female

*Address 1:

Address 2:

*City:

*State:

*Zip:

*Phone:
Enter the number in (xxx-xxx-xxxx) format

Fax:
Enter the number in (xxx-xxx-xxxx) format

Manager's Email:

Please use the following area to highlight your area of expertise and professional items of interest. This may include qualifications and certifications, as well as a brief biography.

Qualifications:

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

Welcome to the College of William and Mary - The Learning Center

Your registration request has been submitted to an Administrator for approval.
You will be notified via an email if your registration was approved or denied.

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. You 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.