Registration

• Open the Firefox or Chrome web browser.

• Go to: https://covlc.virginia.gov/Default.aspx

• Login with your Learning Center Login ID & Password. You should receive them about one (1) week after attending New Employee Orientation.

If you need assistance logging in or accessing courses, please contact:
• Site Administrator at odukc@odu.edu
• Marilyn Baylon, Trainer, 757-683-4316
• Chris Kinney, Senior Training Consultant, 757-683-3082

You can also view the ODU Learning Center USER TOUR VIDEO at http://www.odu.edu/ao/humanresources/training/kcupgrade062012.shtml
1. Once you are logged into the COV Learning Center, you should see a screen similar to this one.

![COV Learning Center Screen](image)

2. Enter NEO in the Search text field and hit Search.

![Search Input](image)

3. From the search results, select **ODU NEO Required Training**.

![ODU NEO Required Training](image)

4. Click on the **Title** of each training and then select **Open Item** to begin.

![Training List](image)