



Building Profiles in the Virginia Learning Center (VLC)

Background: The current version of the VLC does not have the functionality for people to self-enroll, therefore the Systems Data and Support Team has been assigned the duty of ensuring we input data to provide data for community partners and contractors that support local agencies and the employees of 120 local departments of social services. Additionally, we have assumed the role of ensure the housekeeping measures to keep the personnel database within the VLC is kept current.

Steps:

- Click Manage
- Click People
- Click Create Account
- Create Login ID
- Type in Email Address
- Confirm Email Address
- Type First Name
- Type Last Name
- Choose the job code for the Job Titles
- Type in Managers
- Type in Organizations
- Click Create