

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

How to register for a class:

Step 1: Click the “Find More Training” button on the Home Page

The screenshot shows the home page of the Virginia Learning Center. At the top, there is a navigation bar with the following items: Home, Current Training, Transcript (with a dropdown arrow), Catalog, and a search bar labeled 'Search Catalog' with a magnifying glass icon. To the right of the search bar are a help icon (question mark) and a user profile icon (labeled 'JP' with a dropdown arrow). Below the navigation bar, the page is divided into several sections. On the left, there is a 'Current Training' section with a table. The table has columns for 'Title', 'Started/Begins', 'Due/Ends', and 'Action'. Below the table, it says 'No records found.' To the right of the table is a blue button labeled 'Find More Training', which is circled in red. Below the 'Current Training' section is a 'Recent Announcements' section, also with 'No records found.' On the right side of the page, there is a 'Completion Code' section with the text 'Have you already attended a course?' and a text input field labeled 'Enter your code to receive credit' with a 'Go' button. Below that is a 'Based on Your Interests' section with a lightbulb icon.

Step 2: Enter the name of the class in the search bar or scroll to find your desired class

The screenshot shows the top navigation bar with the Virginia Department of Social Services logo, links for Home, Current Training, Transcript, and Catalog. A search bar is present with the text "Search Catalog" and a magnifying glass icon. Below the navigation is the "Catalog" heading and a large search bar containing the text "Search for Content" and a magnifying glass icon, which is circled in red. Underneath is a "Browse by Category" section with eight category tiles, each with a title and a count in parentheses: (VDSS - Division of Family Services) (80), (VDSS - Division of Finance) (2), (VDSS - Division of General Services) (6), (VDSS - Division of Licensing) (3), (VDSS - Division of Local Engagement and Support) (7), (VDSS - HR Organizational Development) (55), (VDSS - Office of Newcomer Services) (1), and (VDSS - Onboarding Requirements) (1).

Step 3: Click on the title of the class

The screenshot shows the search results page for "ismr 1030". The search bar at the top contains "ismr 1030". The page title is "Search Results" and the subtitle is "109 results for isrm 1030 in Catalog". On the left, there is a "Categories" list with items like "Information Security Training (105)", "Information Technology Skills (105)", "Information Security and Risk Management (105)", "Security Awareness (104)", and "Training Resources (97)". On the right, there is a "Show available content only" checkbox and a pagination control showing "Page 1 of 2". The first search result is "VDSS - ISRM: Annual Refresher - overview (eBook)", which is circled in red. Below the title, it says "Document" and "In Information Security Training, Information Technology Skills, and 3 more (Show All)". A small image of a building is shown to the left of the title. Below the title, it says "This is the VDSS - ISRM: Annual Refresher - overview (eBook). 181 pages~7 MB" and "English (United States)".

Step 4: Click on the “Enroll” button

The screenshot displays the VDSS website interface. At the top, there is a navigation bar with the following elements: the VDSS logo, a 'Home' link, a 'Current Training' link, a 'Transcript' dropdown menu, a 'Catalog' link, a search bar labeled 'Search Catalog' with a magnifying glass icon, a help icon, and a user profile icon labeled 'JP'. Below the navigation bar, the breadcrumb trail reads 'Catalog / VDSS - ISRM: Hacking curri...'. A 'Search Results' link is visible on the left. The main content area features a dark blue banner with a photograph of a path through a forest on the left. To the right of the image, the text reads 'VDSS - ISRM: Hacking curriculum' and 'Curriculum' below it. Further to the right, the text 'Enroll in the Curriculum to get started' is displayed above a blue 'Enroll' button, which is circled in red. At the bottom left of the banner, there are two tabs: 'Overview' (which is selected) and 'Content'. At the bottom right, there is a 'Save' button with a bookmark icon.