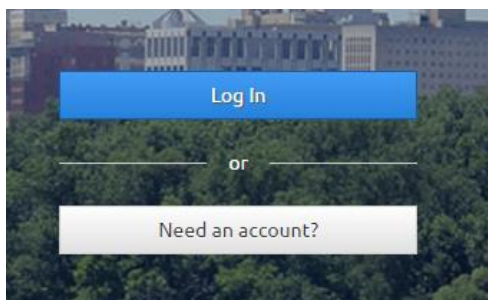


To create an account on the Commonwealth of Virginia Learning Center and access the EEM Training, please follow the instructions below.

1. Click the following link to go to the Commonwealth of Virginia Learning Center (COVLC):

[COVLC Account Creation](#)

2. Click Need an account



3. Click the drop down link. You **MUST** change the domain name to **ABC-Warehouse External Domain**. If you register for any other domain, you will not receive access to the EEM Training.

Non-State Registration

This functionality is intended for registration of Non-State employees ONLY.

Non-State Employees: If you are a non-state employee that has registered before but require access to a different domain, please do not use this functionality, contact your administrator. If you are a Non-State employee registering for the first-time, please continue.

State Employees: If you are an employee of the Commonwealth of Virginia, please do not register. An account should have already been created for you. On the Login page, enter your State Employee ID as your Login ID. Or if you do not know your Login ID, please select the **Forgot Login ID** link to retrieve your Login ID and then select the **Forgot Password** link to retrieve your password. A password will be emailed to you. If you need additional assistance, please contact your agency/domain administrator.

To confirm that you are entering the site for the first time as a Non-State Employee, select the domain that you are registering for and select the Ok button.

ABC-Ext-Virginia Alcoholic Beverage Control

ABC-Ext-Virginia Alcoholic Beverage Control

ABC-Warehouse External Domain

ADA-Auditors of Public Accounts (133)

4. Once ABC-Warehouse External Domain has been selected, press okay.

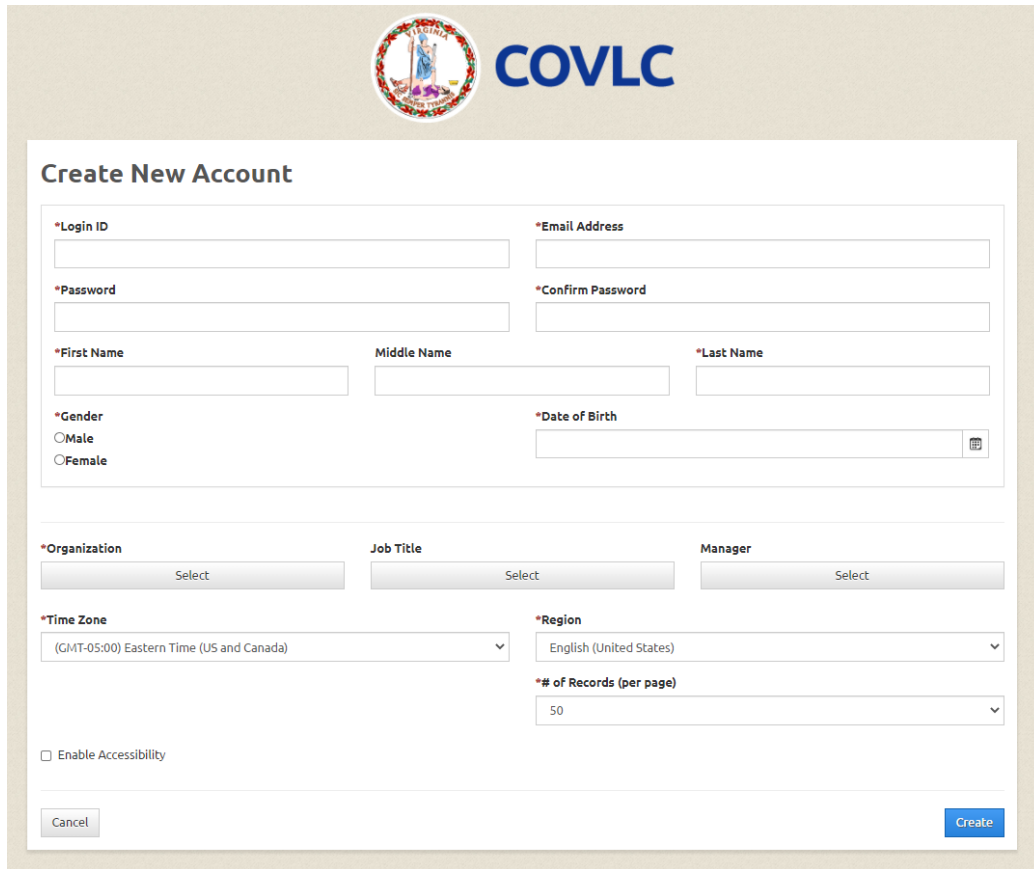
ABC-Warehouse External Domain

To exit out of the registration process, select the Cancel button.

Cancel

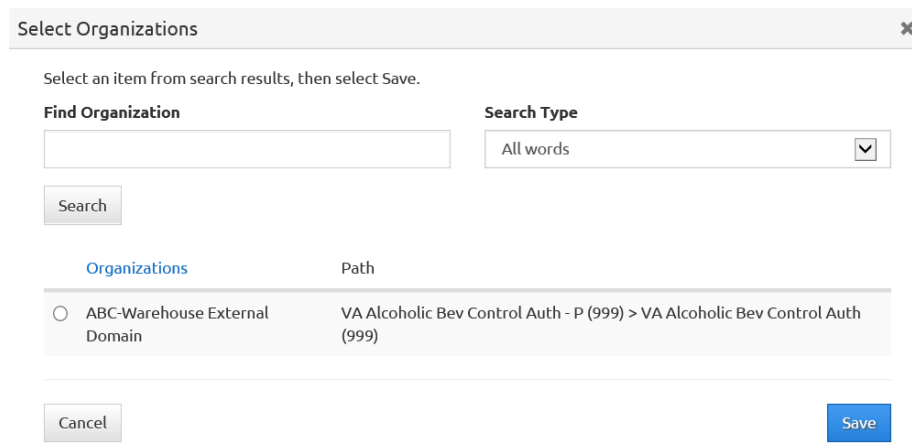
OK

5. Enter the information to create a new account. Items marked with an * are required:



The screenshot shows the 'Create New Account' form for COVLC. At the top is the COVLC logo. The form is titled 'Create New Account' and contains several input fields and dropdown menus. Required fields are marked with an asterisk (*). The fields include: Login ID, Email Address, Password, Confirm Password, First Name, Middle Name, Last Name, Gender (radio buttons for Male and Female), Date of Birth, Organization (dropdown), Job Title (dropdown), Manager (dropdown), Time Zone (dropdown), Region (dropdown), and # of Records (per page) (dropdown). There is also an 'Enable Accessibility' checkbox. At the bottom left is a 'Cancel' button, and at the bottom right is a blue 'Create' button.

6. Click on the "select" box under Organization. Once this has opened, click Search. Select **ABC-Warehouse External Domain** and click **Save**. When all required information has been filled out, click the blue create button at the bottom of the screen.



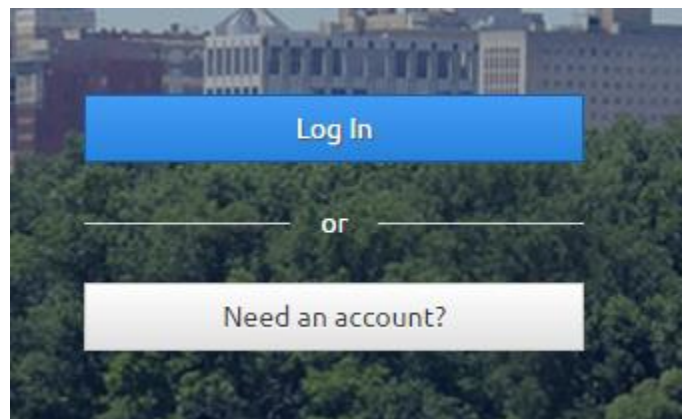
The screenshot shows the 'Select Organizations' dialog box. It has a title bar with a close button (X). Inside, there is a message: 'Select an item from search results, then select Save.' Below this are two sections: 'Find Organization' with a text input field and a 'Search' button, and 'Search Type' with a dropdown menu set to 'All words'. Below these is a table with two columns: 'Organizations' and 'Path'. The table contains one row with a radio button next to 'ABC-Warehouse External Domain' and the path 'VA Alcoholic Bev Control Auth - P (999) > VA Alcoholic Bev Control Auth (999)'. At the bottom left is a 'Cancel' button, and at the bottom right is a blue 'Save' button.

7. Confirmation: After you create an account, an ABC employee on the EEM Training Team will approve the account. You will receive an email when training is available. If you don't receive

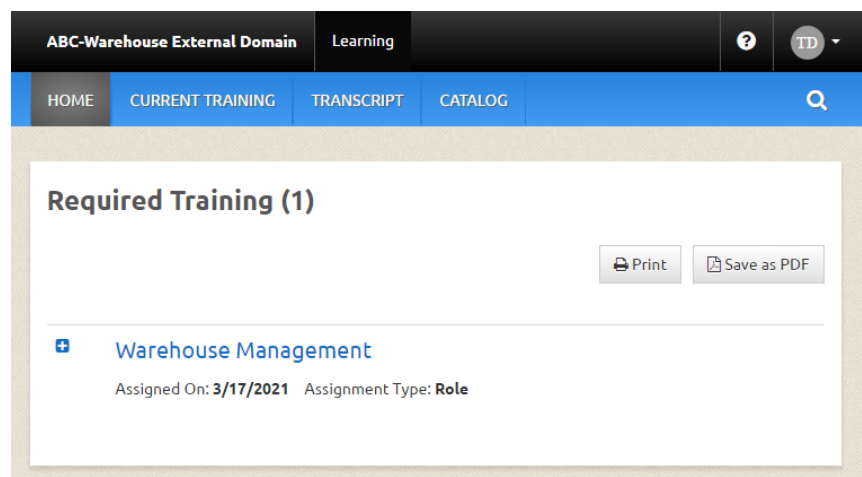
access to the training within 24 hours (Monday-Friday), please email EEMTraining@virginiaabc.com.

After an account has been created and approved, it is now time to access the training environment. Follow the steps below to access the training and associated documents to supplement the training.

8. Access the Training Environment by visiting www.COVLC.virginia.gov
9. Click the Log in button



10. Login with the user ID and password created when you signed up for COVLC.
11. The EEM Training (Warehouse Management) is located under the Required Training section



12. Click on Warehouse Management to access the following trainings. The mandatory training are located under “Designated Activities”:

Designated Activities (all 5 required)			
This bundle has the following designated content items. All items listed in this area must be completed/satisfied.			
Title	Type	Status	Equivalent Content Completed
1. Warehouse Management - EEM Supplier Training Introduction	Online	Started	
2. Warehouse Management - Purchase Orders	Online	Started	
3. Warehouse Management - Advanced Shipping Notice	Online	Not Started	
4. Warehouse Management - Appointments	Online	Not Started	
5. Warehouse Management - Daily Routine	Online	Not Started	

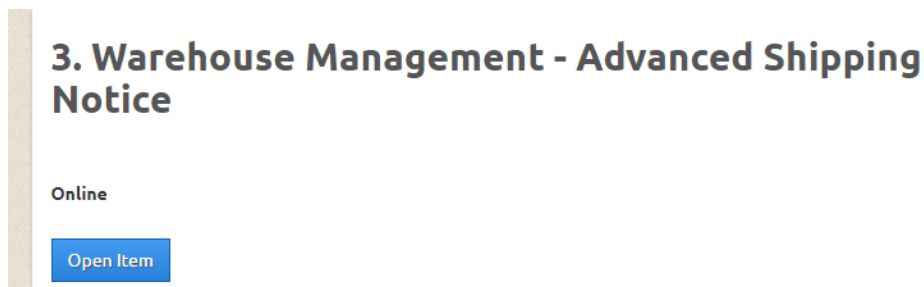
13. To access the optional training and the supporting training documents (FAQ’s, List of Topics for EEM Training, Testing Module Scenario Guide, and MIPS vs EEM Comparison) scroll down on the Warehouse Management page until you see Discretionary Activities:

Discretionary Activities (0 of 1 required)			
This bundle has the following discretionary content items.			
Title	Type	Status	Equivalent Content Completed
6. Warehouse Management - EEM Knowledge (Optional)	Online	Started	
MIPS vs EEM Comparison	Document	Started	
Testing Module Scenario Guide	Document	Not Started	
EEM Training FAQs	Document	Not Started	
List of Topics for EEM Training	Document	Not Started	

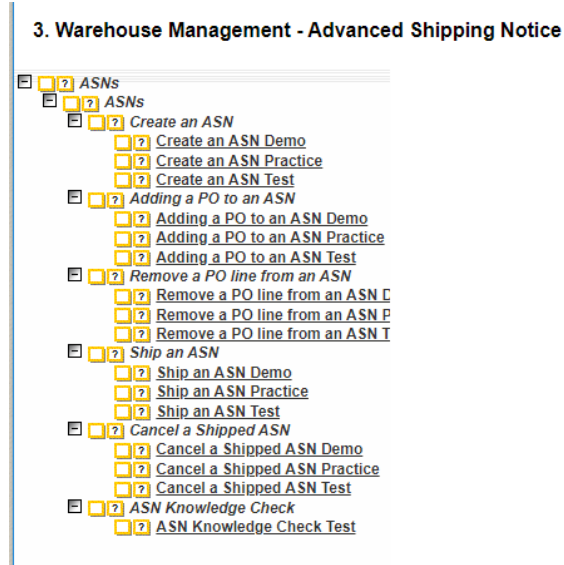
14. To access a specific chapter of training, click the link:

3. Warehouse Management - Advanced Shipping Notice	Online	Not Started
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15. After clicking the link to the training, click open item.



16. A new screen will open with all of the modules associated with the chapter. In this example, we have opened the ASN's chapter, which has the following modules.

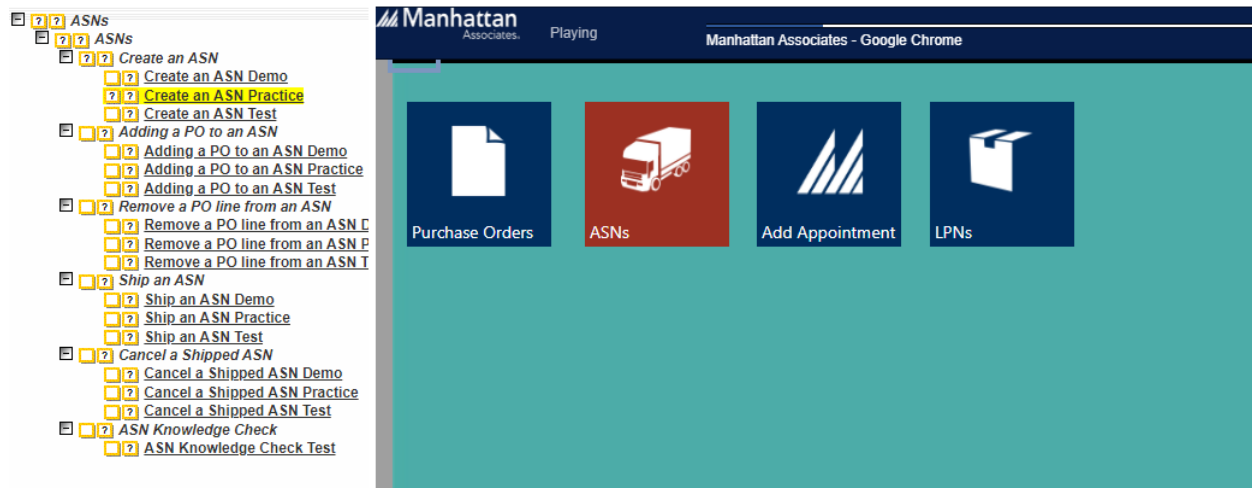


17. Each module has a Demo, Practice, and Test. After each chapter, users will complete a Knowledge Check. Users will complete the modules in the following order:

1. Demo – the demonstration will be a screen recording of a user performing the task.
2. Practice – the user will practice performing the action they just watched on the screen recording. The practice provides useful hints to help the user perform the task successfully.
3. Test – The user will be tested on the task they just watched and practiced. The user will be graded on this test, and points will be deducted for incorrect actions. **Please use the “Testing Module Scenario Guide” to help complete the tests.**
4. Knowledge Check – At the end of every chapter there is a three question quiz to test the users’ knowledge on information learned in the chapter.

18. Clicking on a specific link will open the training.

3. Warehouse Management - Advanced Shipping Notice



19. Once users have completed the demo, practice, and have passed the test for the module, they may move on to the next module in the chapter.

20. Completion of all 5 chapters (EEM Introduction, Purchase Orders, ASNs, Appointments, and Daily Routine) will result in the successful completion of the EEM Training!

If you have additional questions regarding accessing the EEM training please email EEMTraining@virginiaabc.com.