

## STEP 1: REGISTER & CREATE LOGIN/PASSWORD

- Go To <https://covkc.virginia.gov/odu>
- Click **Register** (towards the top of the page)
- Select '**I am a state employee entering the site for the first time**'
- Enter the general information requested in the fields provided. For Root Organization select '**Old Dominion University**'

The system will provide a profile page for you to review your employee information. Please note: The state's identification number will not match your university identification number. Just ensure all other information is correct.

- The system will prompt you to **create a login and password**. Once created, click on the Knowledge Center link and login.

## STEP 2: ACCESS CURRICULUM


Once you are in the system:

**Curriculums-(example: certificate programs such as LMDC, Supervisor Essentials, etc.)**

- Click on '**Learning Center**'
- Click on '**Curriculums**'
- **Enter the keyword for your curriculum** in the keyword search field and hit **Search**.

## STEP 3: ENROLL IN CURRICULUM

After providing a keyword search, a list of curriculums will appear.

- Click on the  next to the curriculum. Additional information will appear on the right side of the screen regarding date, time, location and instructor.
- Click on the **Enroll in Curriculum** link.
- **\*\*Scroll down and enroll in each individual course by clicking on the Enroll link.**  
***You are now registered for the curriculum. You will receive an email confirmation which will complete your registration.***