



ODU KNOWLEDGE CENTER Instructions

An online learning domain hosted by the
Commonwealth of Virginia Learning Center [COVLC]



OLD DOMINION UNIVERSITY

Department of Human Resources

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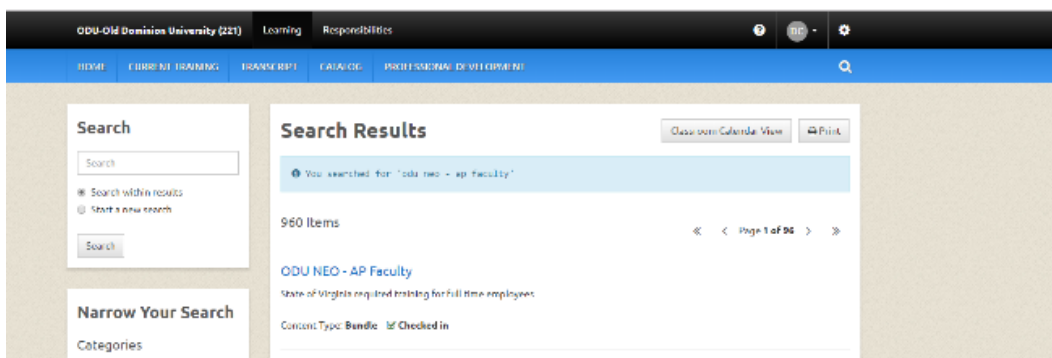
ODU NEO - AP Faculty

Welcome to ODU!

As a new State employee, you are required to complete online training modules that are found in the Commonwealth of Virginia Learning Center.

To complete your required NEO training, please complete the following steps:

1. Using either Chrome or Firefox, open the following link [Commonwealth of Virginia Learning Center \[ODU Knowledge Center\]](#)
2. Click Log In
3. Enter the COVLC Login ID and Password that you received by email
 - i. Please note that this is not your MIDAS ID
4. Click Log In
5. In the Search field found on the upper right side of the webpage type in ODU NEO – AP Faculty
6. Click Search
7. You should see ODU NEO – AP Faculty as the first choice in the Search results
8. Click on ODU NEO – AP Faculty



9. You will see a list of the following 6 classes:

MVP - Alcohol and Other Drugs Policy for Employees	.5 contact hour
MVP HR Policy and Law – Civility in the Workplace	1.0 contact hour
VDEM - Terrorism and Security Awareness Orientation	.75 contact hour
Virginia State Employee Safety and Disaster Awareness Training	.5 contact hour
DCJS – Civilian Response to Active Shooter Events (CRASE)	1.0 contact hour
DHRM - The Road to Cultural Competence	1.0 contact hour

Additional Notes:

- You have 60 days to complete the NEO online modules once you receive your login information
- The total contact hours to complete the online modules is approximately 4.75 hours
- The modules can be taken all at once, at separate times, in any order and can be resumed if started and not finished during your online session
- **Please note that in some of the online modules, you may not receive a message that the class is complete and you may not be able to submit your assessment.**
 - **If this happens, please contact the Site Administrator at odukc@odu.edu and state the online module[s] that you attempted but were not marked complete.**
- If you forget your login id or password, just click on Forget Login ID or Forget Password at the main menu of the Commonwealth of Virginia Learning Center and you will receive system assistance by email.

If you have any questions or need assistance you can contact the following:

- Site Administrator – odukc@odu.edu
- Marilyn Baylon – mbaylon@odu.edu or 683-4316
- Debbie Couch – dcouch@odu.edu or 683-5139

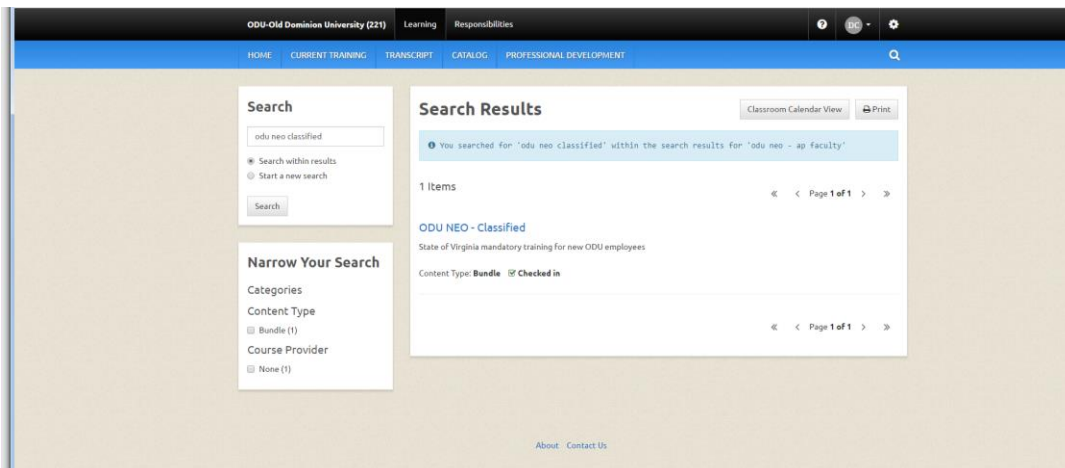
ODU NEO - Classified

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4. Click Log In
5. In the Search field found on the upper right side of the webpage type in ODU NEO – Classified
6. Click Search
7. You should see ODU NEO – Classified as the first choice in the Search results



8. Click on ODU NEO –Classified
9. You will see a list of the following 6 classes:

MVP – Alcohol and Other Drugs Policy for Employees	.5 contact hour
MVP HR Policy and Law – Civility in the Workplace	1.0 contact hour
VDEM - Terrorism and Security Awareness Orientation	.75 contact hour
Virginia State Employee Safety and Disaster Awareness Training	.5 contact hour
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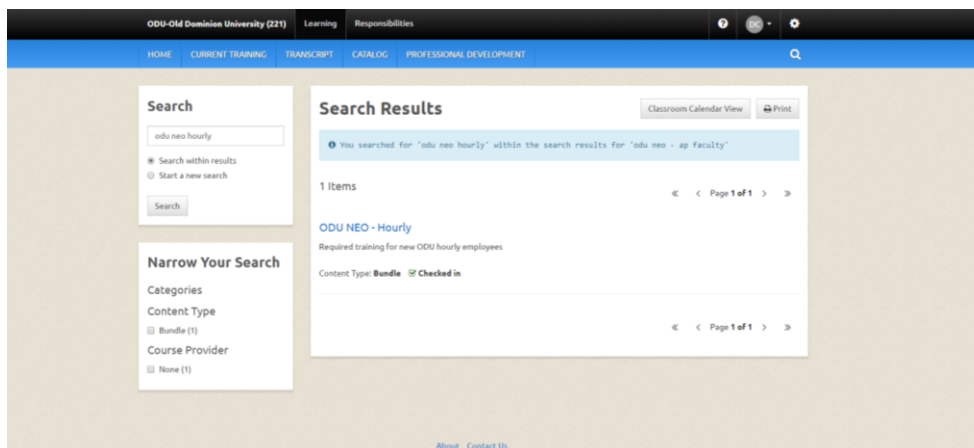
ODU NEO - Hourly

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4. Click Log In
5. In the Search field found on the upper right side of the webpage type in ODU NEO – Hourly
6. Click Search
7. You should see ODU NEO – Hourly as the first choice in the Search results



8. Click on [ODU NEO- Hourly](#)
9. You will see a list of the following 6 classes:

MVP HR Policy and Law – Civility in the Workplace	1.0 contact hour
VDEM - Terrorism and Security Awareness Orientation	.75 contact hour
Virginia State Employee Safety and Disaster Awareness Training	.5 contact hour
DCJS – Civilian Response to Active Shooter Events (CRASE)	1.0 contact hour
MVP – Alcohol and Other Drugs Policy for Employees	.5 contact hour
DHRM - The Road to Cultural Competence	1.0 contact hour

10. Click on a class title and click on Open New Item

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