

Please Read this entire email carefully it contains very important information!

Please go to:

<https://covkc.virginia.gov/vdem/external>

On this page you will see a link that is **BOLD** and in **Red** that says **VDEM LMS Help Videos**.

Please watch these videos before doing anything additional.

You can open the videos in a separate window and pause and play in order to work step by step through the registration process.

Once you have done this, please register on to the Learning Management System.

It may take several hours to several days for your account to become active.

If you think you have registered previously but are not sure please contact the help desk and they will assist you as you do not want to register twice. Also if you are a State employee you already have an account. You should be able to search for and view the courses. If you cannot please contact the Help Desk and they will assist you.

Please do not contact Billy Chrimes about problems with the LMS. They should be directed to the Help Desk.

I will provide further guidance and training on classes that are listed and the Team Rooms that allow you to view information specific to each level through future messages and training with your agency.

Understand that this is a new system for everyone and there will be growing pains. Be patient and we will work through it. If you are unable to get registered for a class through the LMS, send an email to sartraining@vdem.virginia.gov or call Billy at the addresses/numbers below.

Thank you!

William (Billy) Chrimes

Virginia Department of Emergency Management
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"...If your actions inspire others to dream more, learn more, do more, and become more, you are a leader..."