

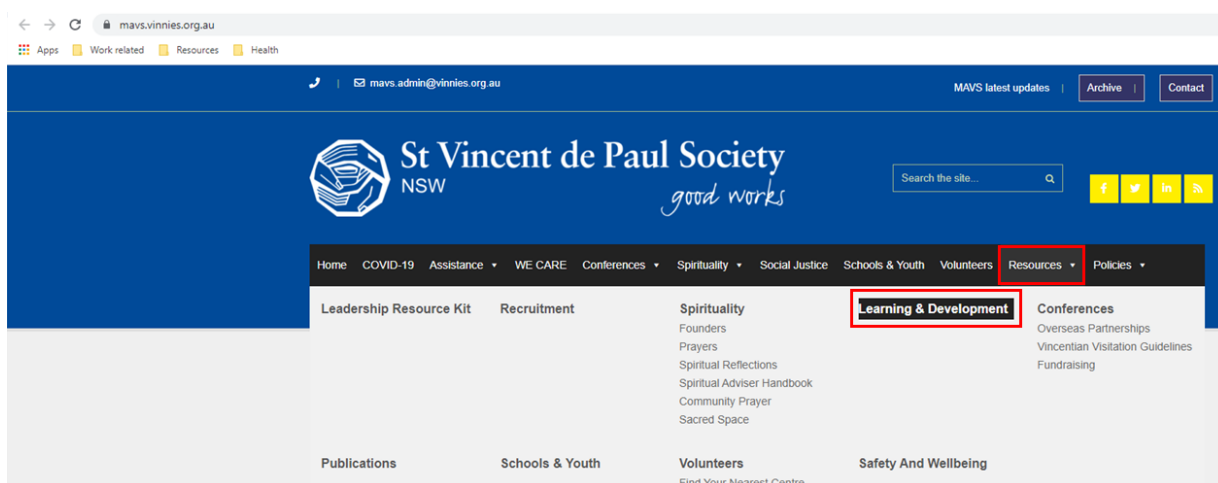
This guide explains how to log in to the VLC, manage password, understand your dashboard, identify the status of a course and search for learning courses in the VLC.

1. Log in to the system

To access the VLC via the Member and Volunteer website

<https://mavs.vinnies.org.au/home/>

click **Resources**, then **Learning and Development**



On the **Learning and Development** page scroll down to the **Vinnies Learning Centre** section, click **Login to Vinnies Learning Centre** shown below.

Vinnies Learning Centre

Want to hone your skills? Develop some techniques for managing people or stress? Learn how to use Teams? Solve an ethical dilemma? Then you're in the right place.

As well as providing essential training modules (for compliance purposes), the Vinnies Learning Centre gives you access to a rich and comprehensive resource library.

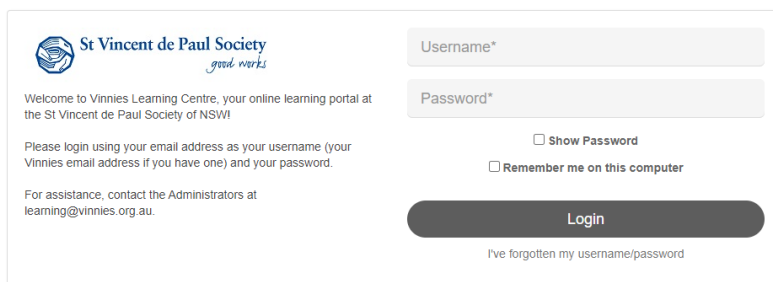
There are tools there to expand your skillset while taking care of your mental health.

If you haven't yet received access to the Vinnies Learning Centre, you can request one by sending your request to learning@vinnies.org.au

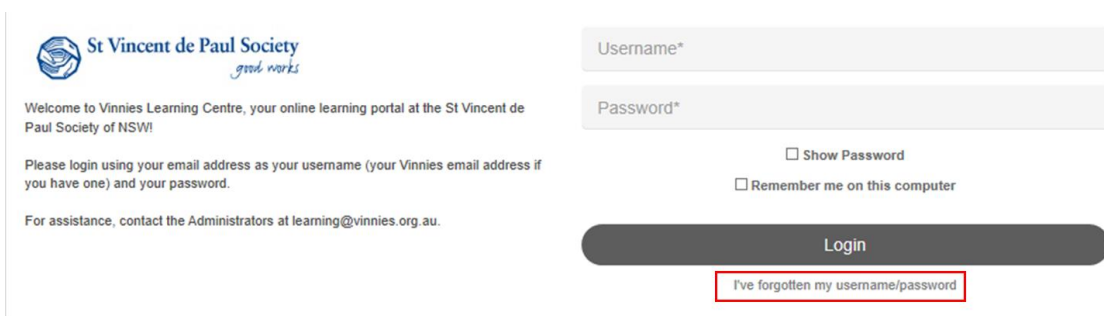
- [Login to Vinnies Learning Centre](#)
- [Vinnies Learning Centre Essentials](#)
- [How to Guide : Discovering and registering for classroom or virtual training.](#)
- [How to Guide : Searching for an online course.](#)
- [Vinnies Learning Centre Updates](#)

Or

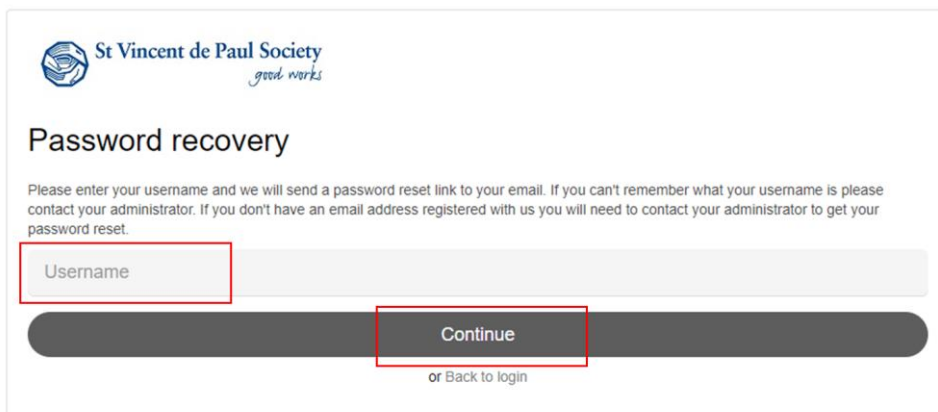
You can click the attached link <https://vinnieslearningcentre.litmos.com.au/> to login to the VLC directly. The below image will show.



2. Type in your **username** and **password**
3. If you do not know your password, click on **I've forgotten username/password**



4. The password recovery screen will appear. Enter your **username** and click **Continue** to receive an email that contains a link to reset your password.



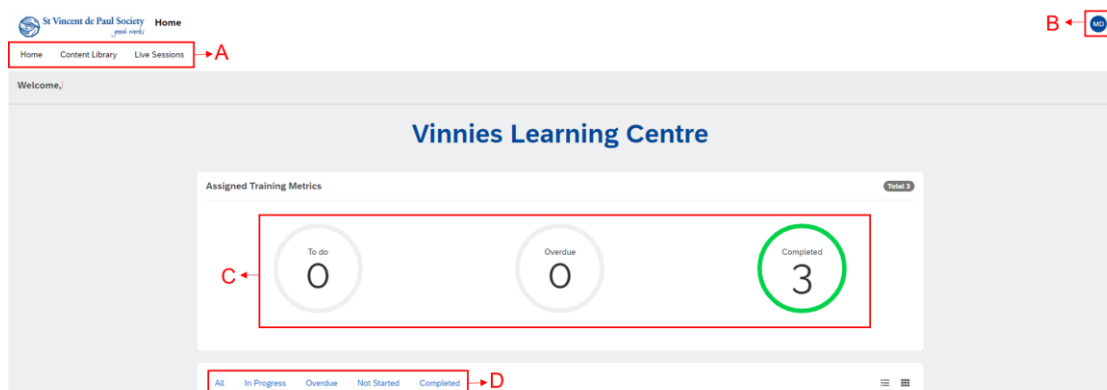
Important:

- Your username is usually your email address. If you are unsure of your username email learning@vinnies.org.au for assistance
- Password must contain:
 - 8 characters in total. Lesser than 8 characters will not be accepted by the system.
 - 1 upper case
 - 1 lower case
 - 1 number
 - 1 special character (please note underscore _ is not considered a special character by the system and will not work to meet the special character requirement)Passwords are limited to 20 characters in length
e.g., Password12# (Please do not use this password)

- When resetting your password, please always check your email **Junk/Spam folder** for password recovery email

Note: If you do not receive a password recovery email please check with your Society local contact if your details in Society People database is correct. If your Society People details are correct you can send an email to learning@vinnies.org.au with an explanation of the issue and your contact details particularly your phone number.

5. Understanding your Homepage/Dashboard

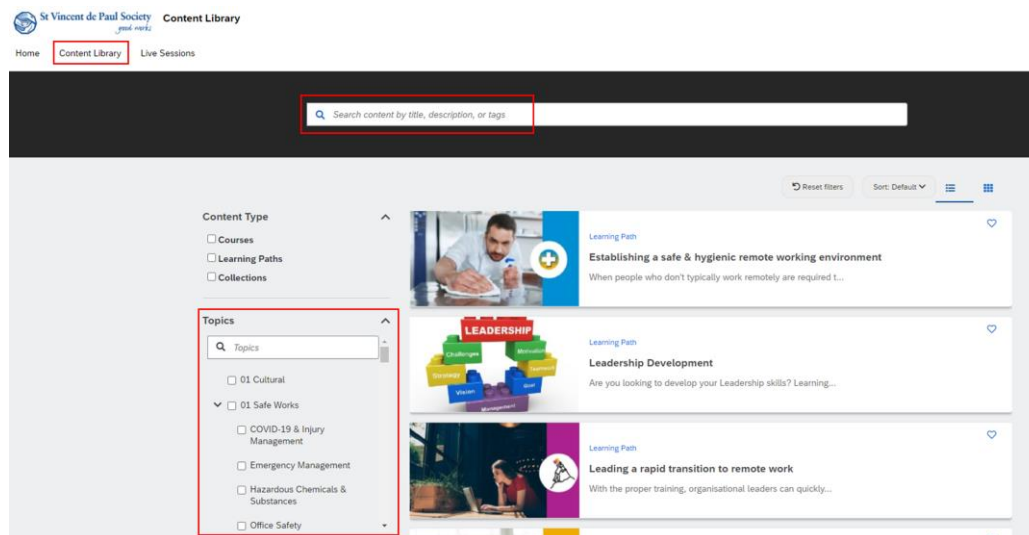


- A. Main Menu** – This menu is at the top left-hand corner of the page
 - Home – Your home page
 - Content library – Search for courses
 - Live Sessions – A list of upcoming Instructor Led Learning
- B. Your Settings** – View your profile information and update password by clicking on the blue circle with your initials
- C. Overview of your assigned training courses** – This is a visual of your To do (courses not started), Overdue (courses overdue, need to be completed immediately), Completed (courses completed)
- D.** You can access your courses by clicking on either All, In Progress, Overdue, Not Started or Completed. These menus will show the courses you need to complete under each category.

6. Search/browse for courses

Select **Content Library** to search for a course.

You can search by using the **generic search field** or by using the **filters** on the side to narrow your search using key words or course name.



7. Your Achievements

By selecting **Achievements**, you will be able to view a list of all the courses you have completed since you started your role with Vinnies.

Some courses have certificates attached to them, click on **Download Certificate** next to the course to download and print or save.

