

Required Training for Localities



All certified users of IRMS will need to complete required online training in the Virginia Learning Center (VLC).

- ▶ The **Safeguarding Tax Information** course will be assigned on November 3
- ▶ You will receive an email with detailed instructions, as well as follow-up reminders
- ▶ **You must complete the course by December 5**
- ▶ If you don't complete the required training by the deadline, we will remove your IRMS access
- ▶ To prepare, confirm you can **log into the VLC** at <https://covlc.virginia.gov>. Reset your password if necessary.
- ▶ If needed, work with your technology staff to ensure <https://covlc.virginia.gov>, covlchelpdesk@dhrm.virginia.gov, vlcadmin@tax.virginia.gov, and IP Address 38.103.3.3 are marked as safe so you can access the training and receive email reminders

Date	Action
Between now and Nov. 3	Use VLC instructions to log into your VLC account
Mon., Nov. 3	Virginia Tax assigns Safeguarding Tax Information
Fri., Dec. 5	Deadline for completing the course
TBD	Access inactivated for certified users who haven't completed the required course