

# *VLCT PACIF Online University*

## *Employee Guide*

Welcome to the VLCT PACIF Online University! We are glad you are training with us! To help you navigate the Online University, here is a step-by-step guide to register, take courses and track your training.

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## Step 1: Register

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If you have never registered into the VLCT PACIF Online University, follow the instructions below. If you have accessed the training in the past, go directly to Step 2.

1. Go to [www.vlct.org](http://www.vlct.org). On the right side of the page under “Quick Links” click on the **PACIF Online University button**.
2. Select **New User Registration** at the bottom of the login page.
3. Select the first letter of your city or town.
4. Select your entity.
5. Click **Continue**.
6. Select the Job Category that best describes your job. Additionally, you have the option to select a CEU award category for Water and Wastewater certifications.
7. Choose a **Username** and **Password** between 8 and 50 characters.
8. Fill in your profile information including your user name, password, first and last name, email, and phone number.

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## Step 2: Access the Site

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Once you have registered into the VLCT PACIF Online University, you can access the site 24/7 from any computer with internet access.

1. Go to [www.vlct.org](http://www.vlct.org) and click on the **PACIF Online University button** located under “Quick Links”.
2. Log in. Once you have registered into the University, click on the **My Training** tab at the top of the page.
3. To launch the course, click on the title of the course you would like to access. Authorization for a course is good for 180 days. You can re-enroll in a course as needed.

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## Step 3: Enroll in Courses

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To enroll in courses, click on the Workplace College that best represents your training interest:

1. Click on the course title listed on the left hand side of the page for online courses, classroom courses, and webinars.
2. To enroll in a course, click on the **Enroll** button located in the description (middle column).

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## Step 4: Launch Online Courses

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Click the **My Training** tab to view and take online courses you have enrolled in. You may take the online courses at any time.

**Online Courses:** Interactive training presented through an online interface

1. To launch an online course, click on the course title.
2. The course will open in a new window or tab.
3. When you are finished with the course you can see updated results by refreshing the page or clicking where it says **Click Here** in yellow above your course list.
4. If you are unable to finish the training in one sitting, the course will automatically bookmark where you left off. When you return, the course will ask if you would like to continue where you left off.

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## Step 5: Track Progress

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Now that you have taken courses, you can track your progress through the **Student Center**:

**View Your Student Transcript Report** – This shows a summary of all tests that have been attempted:

1. Choose the time period you want to see results for by either using the drop down menu or entering specific dates.
2. Select the different ways you want to sort the information by using the drop down menus.
3. Leave the box checked to view all courses or select specific courses from the list. (Hold the **Control** key or **Click and Drag** to select more than one).
4. Click **Submit**.

**View Your Student Activity Report** – This shows activity on all courses your employees have been assigned:

1. Choose the time period you want to see results for by either using the drop down menu or entering specific dates.
2. Select the different ways you want to sort the information by using the drop down menus.
3. Select **Report Filtering Options** by checking or un-checking various options.
4. Leave the box checked to view all courses or select specific courses from the list. (Hold the **Control** key or **Click and Drag** to select more than one).
5. Click **Submit**.

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## Step 6: Print a Certificate of Completion

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Once you have completed courses, you can print your **Certificate of Completion** for your records through the **Student Center** tab:

1. Click **Print Course Certificates**.
2. Select the course certificate you want to print.

3. Click **View Certificate**.
4. Print the certificate making sure your printer orientation is set to **Landscape** mode.

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## Step 5: Manage Your Profile

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You can update or change your password, name, email address, or phone number through the **Edit Your Profile** in the **Student Center** Tab:

1. Click **Edit Your Profile**.
2. Make the necessary changes to your profile.
3. Click **Submit Information**.

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**If you experience any difficulty call the help desk at 888-948-4949 x1.**