



How to Access the “DGS/Fleet Driver Safety V1.0 lesson

Open your internet browser on your desktop. Logging into the KC inside a network may limit your functionality in the KC.

Enter the website address for your Agency i.e. (<https://covkc.virginia.gov/dgs>)

Enter your **Login ID** and **Password** and click the **Submit** button

Click on the **Learning Center**, select the **Course Information & Enrollment** option.

Type “Fleet” in the **Keywords** field. Click the Search button.

Click the course title “DGS/Fleet Driver Safety V1.0” link of the lesson. The course description opens.

Verify that the **Take course for credit** checkbox is selected.

Click the **Take course** button.

How to Add “DGS/Fleet Driver Safety V1.0 lesson to your portal

(Contact your Agency KC Administrators to add the content)

After logging into your portal, click on **Select a Function** drop down list.

Click on **Site Administration** and click **Go**.

Click on **Domain Manager Content Bank**

Type “Fleet” in **keywords**. Click on **Search**.

Click on the button next to the “DGS/Fleet Driver Safety V1.0”

Scroll down the **Content Information Detail** and click on **Add Content**.

Check in the **Learning Center/Course Information & Enrollment** to see if the course has been added.