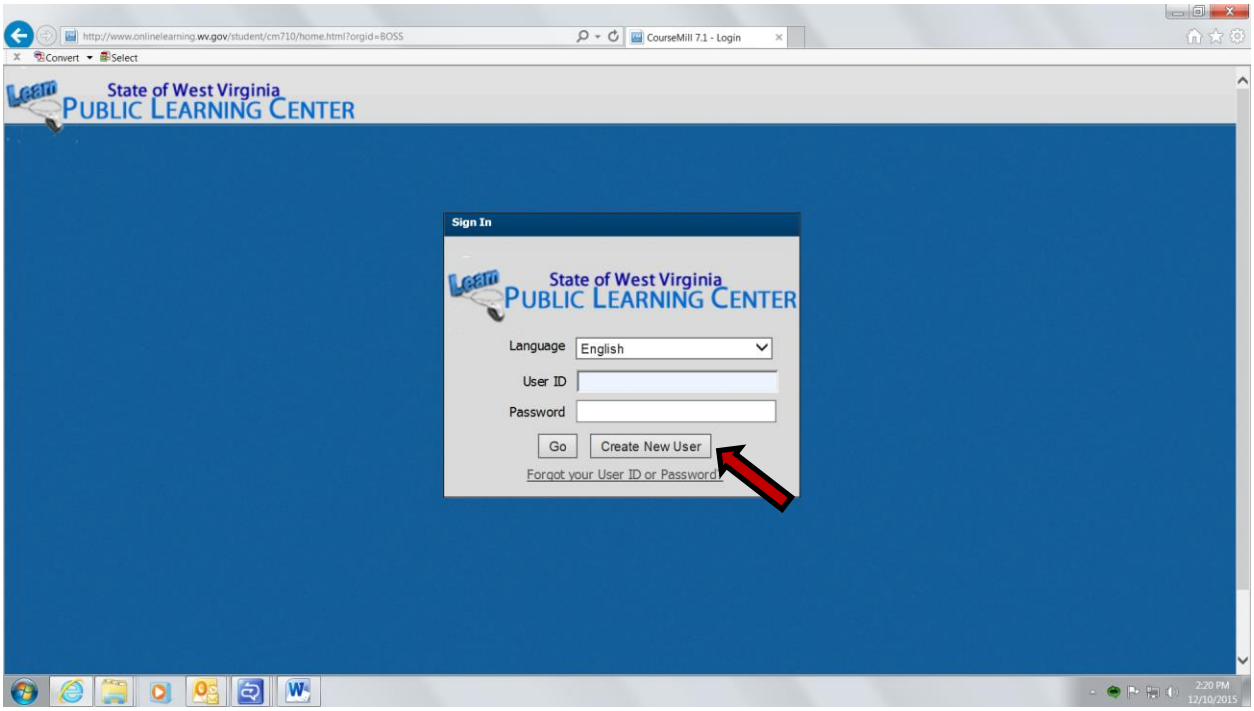
State Of West Virginia
Public Learning Center

Instructions for completing online training

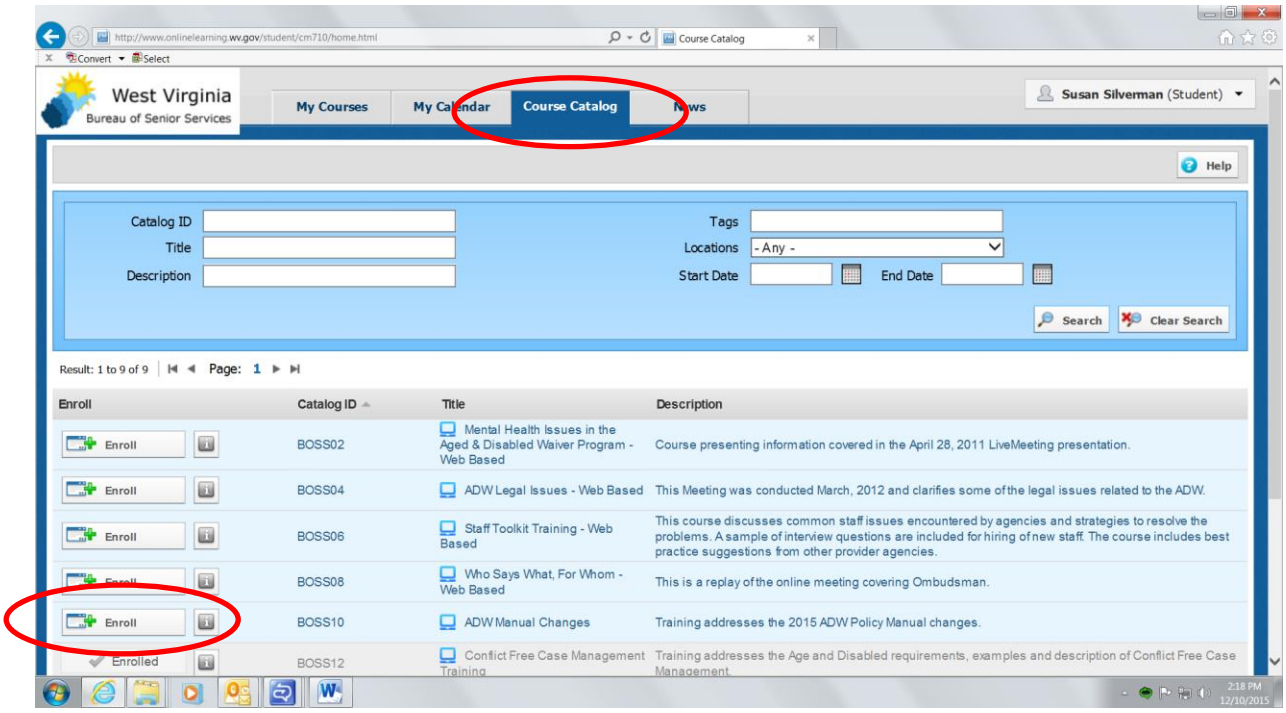
First Time Users

Setting Up Your Profile

- Go to: www.onlinelearning.wv.gov/student
- Click: Create New User button.
- In the Select Organization dialog box – open the drop down arrow and choose 'Bureau of Senior Services'. You are not required to enter an "access code". When finished, select the Continue button.
- Fill out the Profile, creating your ID and Password. Click **Create New User** button at the bottom of the dialog box.
- Accept the terms of using this website.

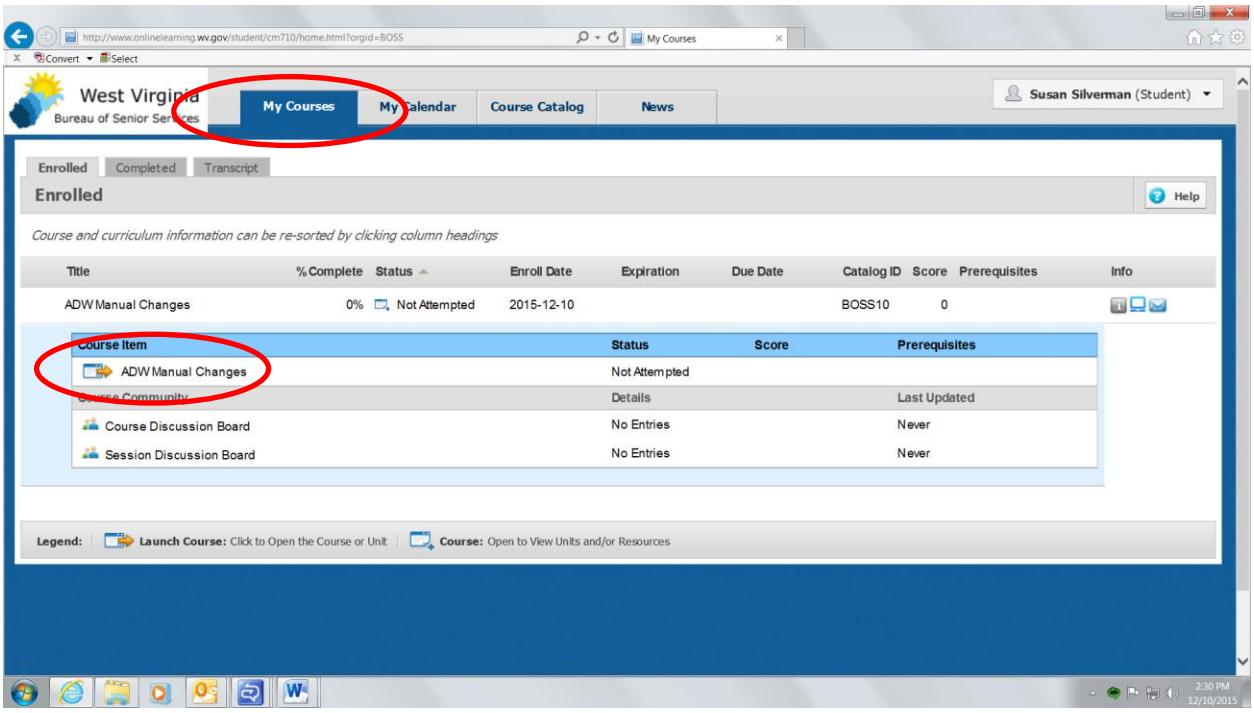


Enrolling in a Course



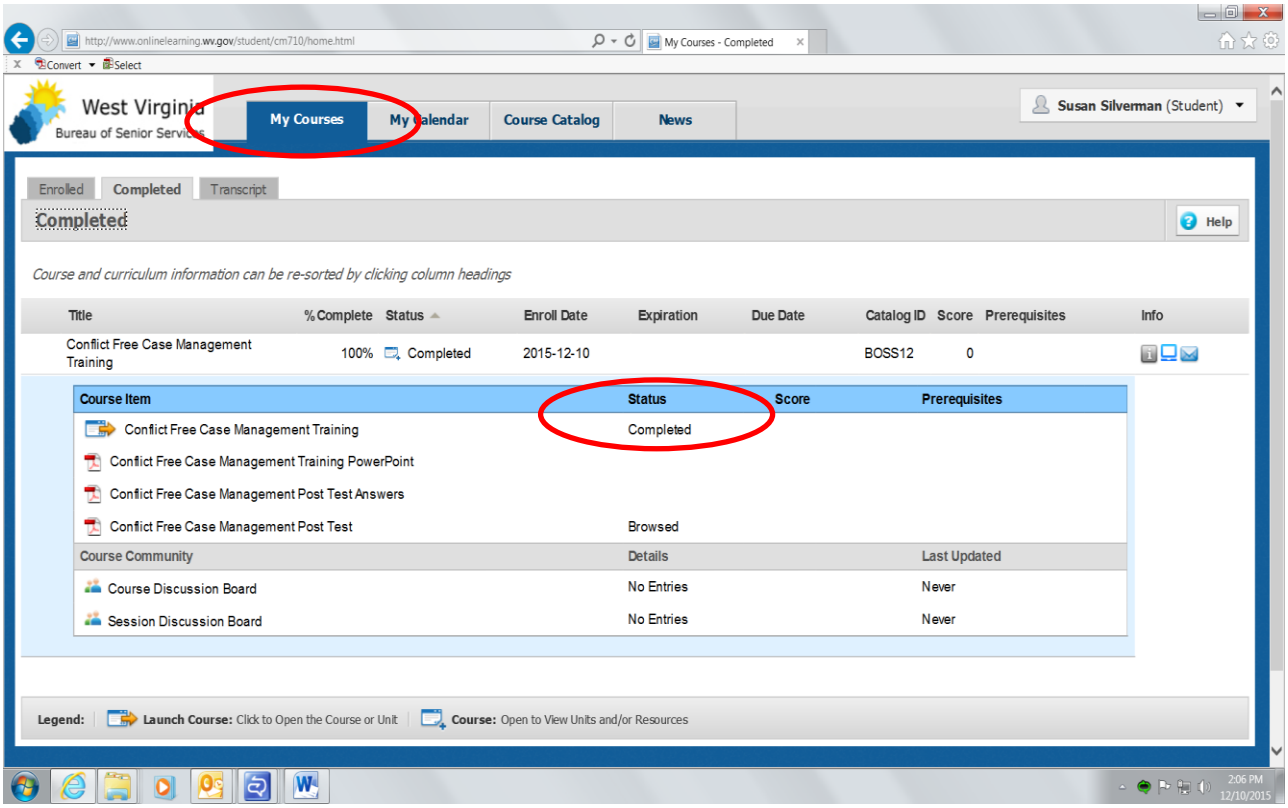
- Go to: www.onlinelearning.wv.gov/student
- Once you are signed in to the Public Learning Center, click on the 'Course Catalog' tab to view available courses.
- View the Course Catalog offerings to find your course. Click the 'Enroll' button  to enroll in the class.

Launching a course



- The enrolled class will be moved to the 'My Courses' tab. Click on this tab at the top of the screen.
- Find the course you want to take. Click the 'Launch Course' button  to begin the course.

Course Tracking



- The status of your courses will be reflected on the ‘My Course’ tab.

Note: If you need to view a course that you have previously viewed, go to the ‘My Course’ tab and you will be able to launch it again.