Adding a course

The system will automatically send out a reminder every 2 years to remind users that their refresher course is now due. If you wish to add a course prior to that time frame, follow these steps.

*To add a refresher course you must have completed a basic course previously either at VCU or another Institute.

1. From the main menu select “Add a course or Update Learner Groups”
2. Answer the appropriate questions on the proceeding screen
3. When you exit the screen your new course(s) will be available