Commonwealth of Virginia Learning Center – Agency Preparation Tips for Cardinal Release 3 and the COVLC Upgrade

As DHRM and agencies prepare for Cardinal Release 3 and the COVLC upgrade, agencies should keep the following information and key dates in mind.

Cardinal Release 3 – COVLC Impacts
September 22 – October 2
During the Cardinal Release 3 implementation period, the COVLC will not receive data feeds. As a result, existing employee accounts will not receive updates and no new employee accounts will be created from 5pm on September 22 through Sunday, October 2. We expect COVLC data feeds to resume after October 2. During this time, employees who already have COVLC accounts should be able to continue to access and take training in the COVLC.New employees or employees with status updates (e.g., agency transfer) may require agencies to take additional steps to provide COVLC access for these employees until the data feed resumes after October 2. COVLC Agency Administrators have been advised of these dates and the process for addressing new employees or agency transfers during this timeframe. Agency COVLC Administrators may refer to the most recent information provided to them for completing these actions or contact covlchelpdesk@dhrm.virginia.gov for assistance.

COVLC Unavailable
October 6 – October 14
Between October 6 and October 14 the COVLC **will not be available for use** as the COVLC supplier migrates the COVLC to the new platform. Agencies should keep these dates in mind as they schedule agency required training as employees will not be able to access the COVLC during this timeframe.

Agency COVLC Administrator Training
October 2022
COVLC Agency Administrator training is expected to be available in October in preparation for the COVLC upgrade. The upgraded system will operate similarly to today's version with some slight navigational differences. Information about training will be provided to COVLC Agency Administrators in late September.

Employee COVLC Training
October 2022
An overview video highlighting navigational differences in the upgraded COVLC will be made available for employees to view in early October. Agencies may also supplement the overview video with agency developed training if necessary.

 Expected Go Live Date
October 21, 2022
The COVLC is expected to be available on the upgraded platform on October 21.

Please keep in mind this information is being provided for your planning purposes and the dates may be subject to change. Please contact covlchelpdesk@dhrm.virginia.gov with any questions.