

VCCCD | Vision Resource Center

Quick Start Guide & Frequently Asked Questions (FAQs) about VRC

New to Vision Resource Center (VRC)? This guide will help you access, complete, and confirm your mandatory training—and introduce you to the many learning and development resources available to VCCCD employees. For additional support, contact HR Training & Organizational Development at HRTraining@vcccd.edu.

Quick Start | Complete Your Mandatory Training

1. **Log in.** Open VRC from the **Professional Development** page under **Resources for Staff** in [MyVCCCD](#)—or use the direct link: [Vision Resource Center](#). Sign in with your MyVCCCD portal credentials if prompted. You can also access VRC directly through the launch links in your weekly assignment reminder emails.
2. **Find your trainings.** On your VRC dashboard, locate **My Required & Assigned Training Overview**. Select any number or **Transcript View** to see your assigned trainings. You can also select the **My Transcript** icon or use the launch links in your weekly assignment reminder emails to access individual trainings.
3. **Complete each training.** Select **Launch** next to each mandatory training, and follow all on-screen instructions, including any quizzes or other required final steps.
4. **Confirm completion.** On your transcript, change **Active** to **Completed** under **Filter by Training Status** and verify that each finished training appears.



My Transcript



Learner Home



Calendar



Training Search

My Required & Assigned Training Overview		
Transcript View		
1 PAST DUE	19 DUE SOON	28 ASSIGNED/ NO DUE DATE

Getting Started in VRC

1. What is Vision Resource Center (VRC)?

VRC is a robust learning and collaboration platform for VCCCD employees, provided by the California Community Colleges Chancellor's Office. It is where you complete assigned mandatory training, register for most districtwide instructor-led training events, and view your training transcript. As part of the California Community Colleges system, employees can also explore thousands of online learning resources and connect with colleagues through statewide online communities.

2. Why did VCCCD move mandatory training from Keenan SafeColleges to VRC?

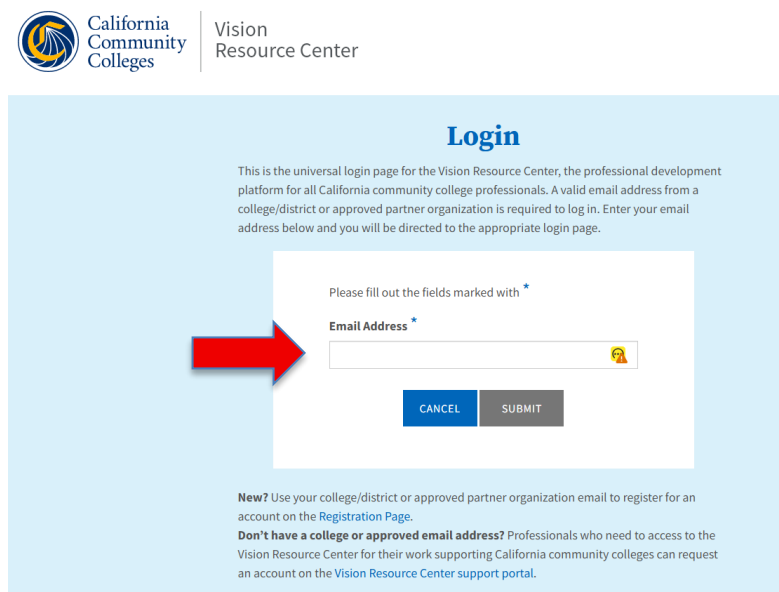
VRC brings mandatory training, districtwide training registration, and training records into one place. It also integrates with Banner, reducing the manual employee account entry previously needed in Keenan. Some required 2026–27 trainings are available only through VRC, so using one platform also helps avoid splitting training assignments between two systems.

3. How do I log in to Vision Resource Center?

There are several ways to access VRC.

1. **VRC login screen:** Enter your VCCCD email address on the light blue VRC login screen shown below. You will be redirected to sign in using your existing MyVCCCD portal credentials. **You do not need to create a separate VRC account.**

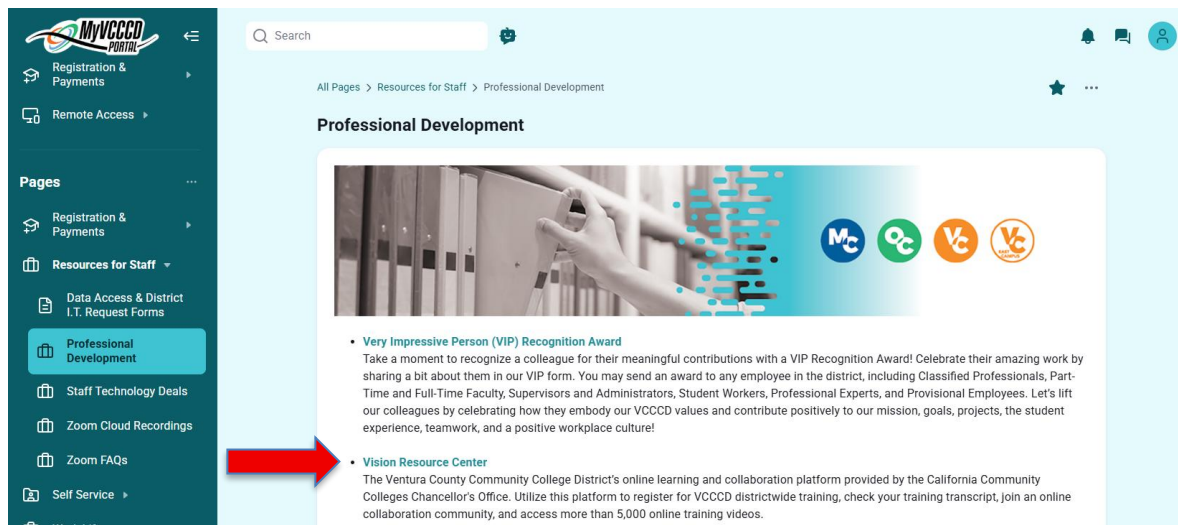
Vision Resource Center Login Screen:



The image shows the Vision Resource Center Login screen. At the top left is the California Community Colleges logo. To its right is the text "Vision Resource Center". The main heading is "Login". Below it is a paragraph explaining that this is the universal login page for the Vision Resource Center, a professional development platform for all California community college professionals. It states that a valid email address from a college/district or approved partner organization is required to log in. Below this text is a form with a label "Email Address" and a red arrow pointing to the input field. There are "CANCEL" and "SUBMIT" buttons. At the bottom, there are two links: "New? Use your college/district or approved partner organization email to register for an account on the Registration Page." and "Don't have a college or approved email address? Professionals who need to access to the Vision Resource Center for their work supporting California community colleges can request an account on the Vision Resource Center support portal."

2. **MyVCCCD portal:** Open VRC through the **Professional Development** page under **Resources for Staff** in [MyVCCCD](#).

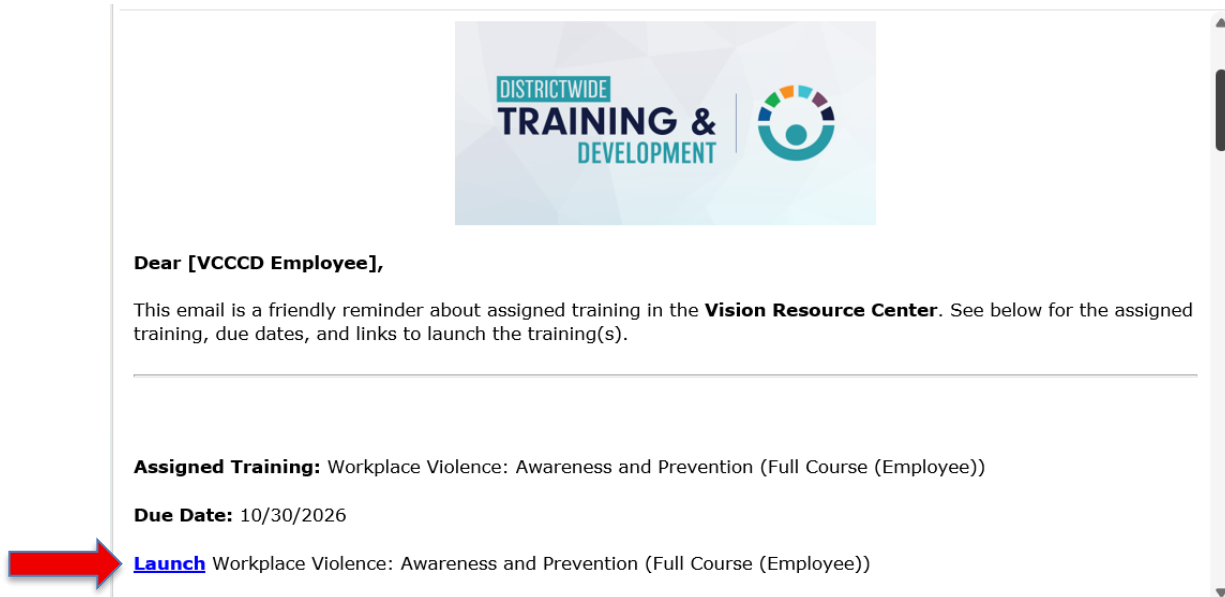
Access Vision Resource Center through the MyVCCCD Portal:



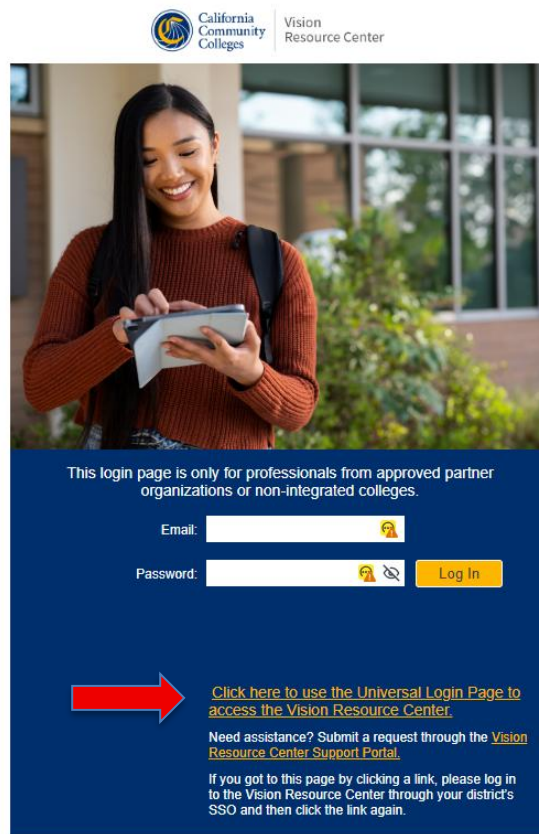
The image is a screenshot of the MyVCCCD Portal. On the left is a dark teal sidebar with a "MyVCCCD PORTAL" logo at the top. Below the logo are links for "Registration & Payments", "Remote Access", "Pages", "Registration & Payments", "Resources for Staff", "Data Access & District I.T. Request Forms", "Professional Development", "Staff Technology Deals", "Zoom Cloud Recordings", "Zoom FAQs", "Self Service", and "Work Life". The "Professional Development" link is highlighted with a red arrow. The main content area has a light blue header with a search bar and a user profile icon. Below the header is a breadcrumb trail: "All Pages > Resources for Staff > Professional Development". The main heading is "Professional Development". Below it is a banner image showing hands holding a folder. To the right of the banner are four circular logos: "Mc", "Cc", "Vc", and "Vc". Below the banner is a list of items. The first item is "Very Impressive Person (VIP) Recognition Award" with a description. The second item is "Vision Resource Center" with a description. A red arrow points to the "Vision Resource Center" link.

3. **Direct training link:** Select a **Launch** link in your weekly assignment reminder emails to access an individual mandatory training. This link will take you directly to the assigned training in VRC. You may be prompted to sign in using your MyVCCCD portal credentials first.

Access Individual Trainings from Your Weekly Reminder Email Using the Launch Link:



4. I'm getting this dark blue login screen, and it's not letting me log in. What do I do?



This dark blue login screen is for non-integrated colleges, and your browser may sometimes take you to this older login screen. Because our District is integrated with Vision Resource Center, VCCCD employees cannot log in using the **Email** and **Password** boxes on this page.

Instead, underneath the **Email** and **Password** boxes, you'll see **Click here to use the Universal Login Page to access the Vision Resource Center**. Select that link, and you will be taken to the [MyVCCCD](#) portal login screen, if you aren't already logged into the portal. Enter your MyVCCCD login credentials, and the system will log you into Vision Resource Center. If you are already logged into the portal, you should be taken directly into VRC.

5. What if I still cannot log in or my account is not available?

First, try accessing VRC through the [MyVCCCD](#) portal and check that you are using your VCCCD email address and current portal credentials. If you are a student employee and cannot access VRC, contact your supervisor. Your supervisor can follow up with the appropriate college office to check the status of your Banner setup. Your employment record must be fully set up in Banner, including payroll, before you will have access to VRC.

If you still cannot access VRC, contact HRTraining@vcccd.edu and describe what happens when you try to log in, including a screenshot of any error message you receive. Our team can help route your issue to the appropriate support team.

Please note that it may take one to two weeks after your official start date with the District for your access to VRC to be granted. If you need to complete a VRC training sooner, please contact us.

Finding and Completing Mandatory Training

6. Where do I find my assigned mandatory trainings?

There are two primary ways:

1. **Weekly reminder email:** Your weekly email from noreply@vcccd.edu lists your outstanding mandatory trainings and includes a **Launch** link for each training.
2. **VRC dashboard:** In VRC, locate **My Required & Assigned Training Overview** on your dashboard. Select any number or **Transcript View** to open your transcript. You can also select the **My Transcript** icon. From your transcript, select **Launch** next to the mandatory training you want to take.

Please note that the **Your Transcript Preview** section on your dashboard shows only a preview of your assigned trainings; open your full transcript to see all active assignments.

7. Can I pause a training and finish it later?

Training progress and resume options may vary by training. Follow the instructions within each training and use its designated **Exit** or **Save** option, if one is provided. When possible, use the training's designated **Exit** or **Save** option rather than simply closing the browser window to help ensure that your progress is saved.

8. What if I select Launch and the training does not open?

Check whether your browser blocked a pop-up or new window, and allow pop-ups for the VRC site if prompted. Try launching the training again or using another current browser. If the issue continues, email HRTraining@vcccd.edu with the training title, browser used, and a screenshot or description of any error message. Do not repeatedly retake a training if it appears that your progress or completion has not been recorded correctly.

9. How do I know I successfully completed a training?

Finish every required step displayed in the training, including any quizzes. Then return to your VRC transcript and change **Filter by Training Status** to **Completed**. Confirm that the training appears there. If it remains **Active**, see the next question; reaching the end of a training video, for example, may not, by itself, record completion if additional required steps remain.

10. I finished a training, but it still shows as incomplete. What should I do?

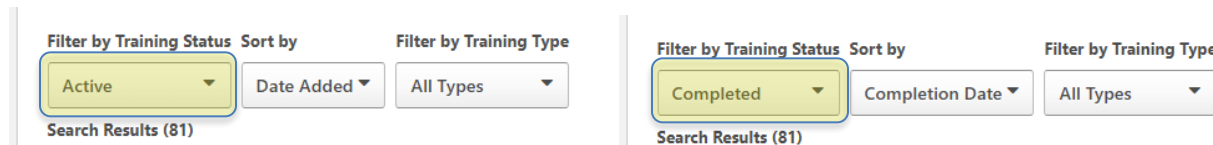
First, check whether the training has any remaining required steps or a final completion button. Return to your transcript and refresh or reopen it to check the status. If the training still does not appear under **Completed**, email HRTraining@vcccd.edu with the training title, approximate completion date and time, and any available screenshot or error message. Our team will help investigate your record.

Training Records, Certificates, and Registration

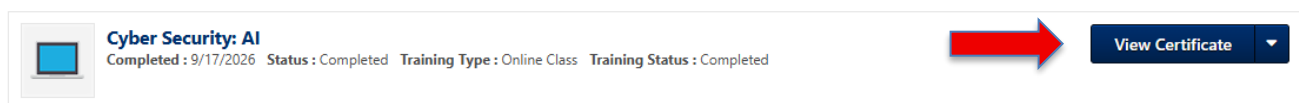
11. How do I view my completed training and download a certificate?

Open your VRC transcript. Under **Filter by Training Status**, change **Active** (the default) to **Completed**. Find the training and select **View Certificate**, when available, to view, download, or print the certificate. Your **Active** view shows training that has not yet been completed.

Change View from Active to Completed:



View, Download, or Print Completion Certificate:



12. Where can I find my historical Keenan training records?

Training completion records from Keenan SafeColleges dating back to 2024 have been transferred into VRC. To review them, open your transcript and select **Completed** under **Filter by Training Status**. Historical completion records do not necessarily satisfy new training assignments for the current academic year. If you believe a completion record from 2024 or later is missing, contact HRTraining@vcccd.edu.

13. Can I receive credit for training I completed earlier this year in Keenan SafeColleges at VCCCD or another college or university?

If you completed the **same training, with the same title and duration, on or after July 1, 2026**, either in Keenan SafeColleges at VCCCD or through another college or university, email your completion certificate(s) to HRTraining@vcccd.edu. Our team will review your documentation and determine whether an exemption can be granted for the current academic year. Credit is not automatic; please continue to monitor your assigned training until you receive confirmation from our team.

14. How do I find the live, instructor-led trainings I registered to attend?

Open your transcript and select **Active** under **Filter by Training Status** to view registrations that are not yet completed. Registration and assignment confirmations are sent from noreply@vcccd.edu; for live, instructor-led training, you will receive an Outlook calendar invitation.

On your dashboard, **Your Upcoming Live Sessions Preview** shows only a portion of your registered instructor-led sessions. Select the section title to open the full calendar, choose **My Events**, and switch to **Agenda** view if you prefer a list. Similarly, **Your Transcript Preview** shows only a portion of your transcript; open your full transcript to see all active items.

Getting Help

15. What if I have not received my mandatory training assignments?

If it is after October 9 and you have not received an assignment email from noreply@vcccd.edu, first check your VRC dashboard and **Active** transcript for assigned trainings. Let your supervisor know if you cannot access your assignments, and contact HRTraining@vcccd.edu so we can help resolve the issue. Please do not wait until the completion deadline to report a missing assignment.

16. What if I need accessibility assistance or another accommodation to complete a training?

Most training videos provide closed captioning and/or a transcript in addition to the video. If you need additional assistance or an accommodation to access or complete a training, contact HRTraining@vcccd.edu and let us know what assistance you need. Our team will work with the appropriate District resources to help ensure you can access and complete the training. You do not need to include private medical information in your initial email.

Questions? Contact HR Training & Organizational Development | HRTraining@vcccd.edu