Access a TAX Training Curriculum

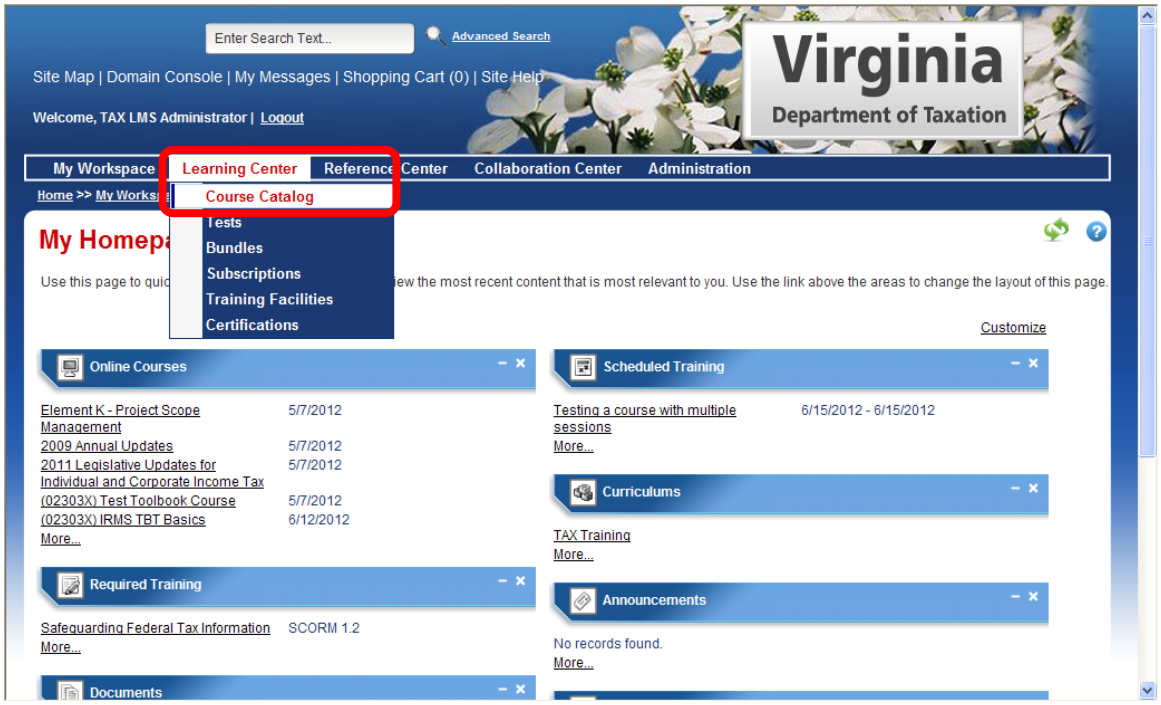
A curriculum provides a way to group related courses and list them so they can be taken in a specific order. You will use the IRMS Training Curriculum as a roadmap to guide you through your IRMS Training. Curriculums are available in the Course Catalog of TAX's Learning Management System (LMS, also known as the Knowledge Center or KC) website.

To locate a TAX training curriculum:

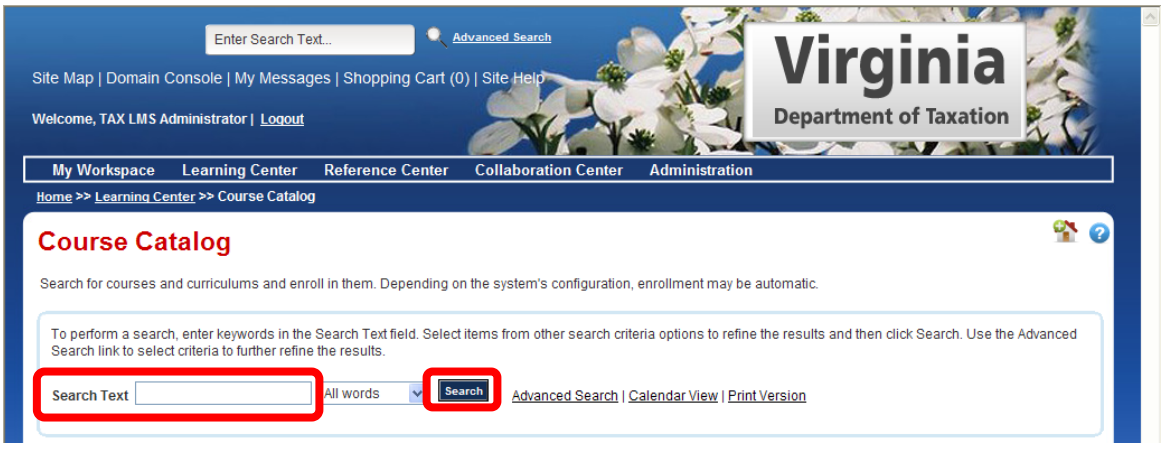
Step 1. Open the TAX Knowledge Center Login Page at https://covkc.virginia.gov/tax/external or access your agency's Knowledge Center, if applicable.

Step 2. Enter your **Login ID** and **Password**.

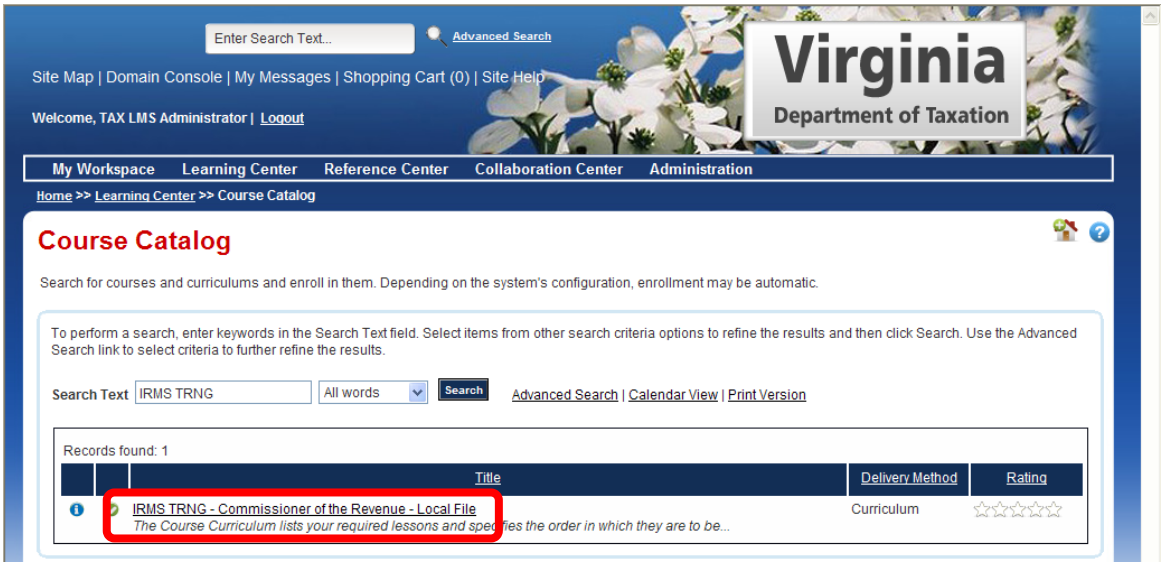
Step 3. Click the **Log In** button. The *Knowledge Center Home Page* opens.



Step 4. Select **Learning Center > Course Catalog**. The *Course Catalog* window opens.



Step 5. Type *IRMS TRNG* in the **Search Text** field and click **Search**.



Step 6. Click the link for the curriculum that applies to your role. For example:

If you work in a local Commissioner of the Revenue office where tax returns are processed, select **TAX – IRMS – Commissioner of the Revenue – Local File**.

If you work in a local Commissioner of the Revenue office where tax returns are sent directly to TAX, select **TAX – IRMS – Commissioner of the Revenue – Direct File**.

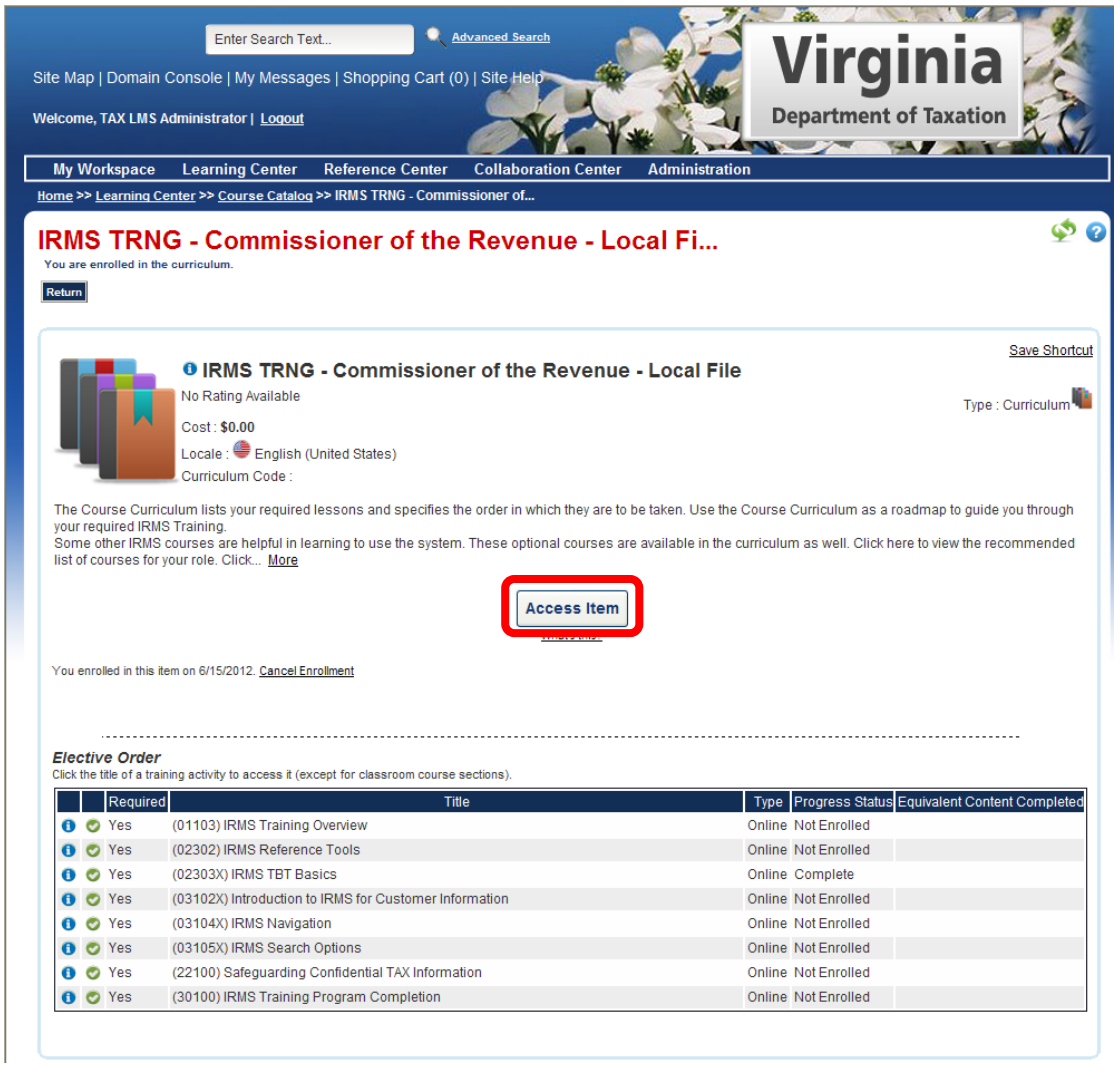
If you work in a local Treasurer's office and are involved in the Debt Set-Off process, select **TAX – IRMS – Treasurer Treasurer's Office with Set-Off Program Participation**.

If you work in a local Treasurer's office and are not involved in the Debt Set-Off process, select **TAX – IRMS – Treasurer's Office**.

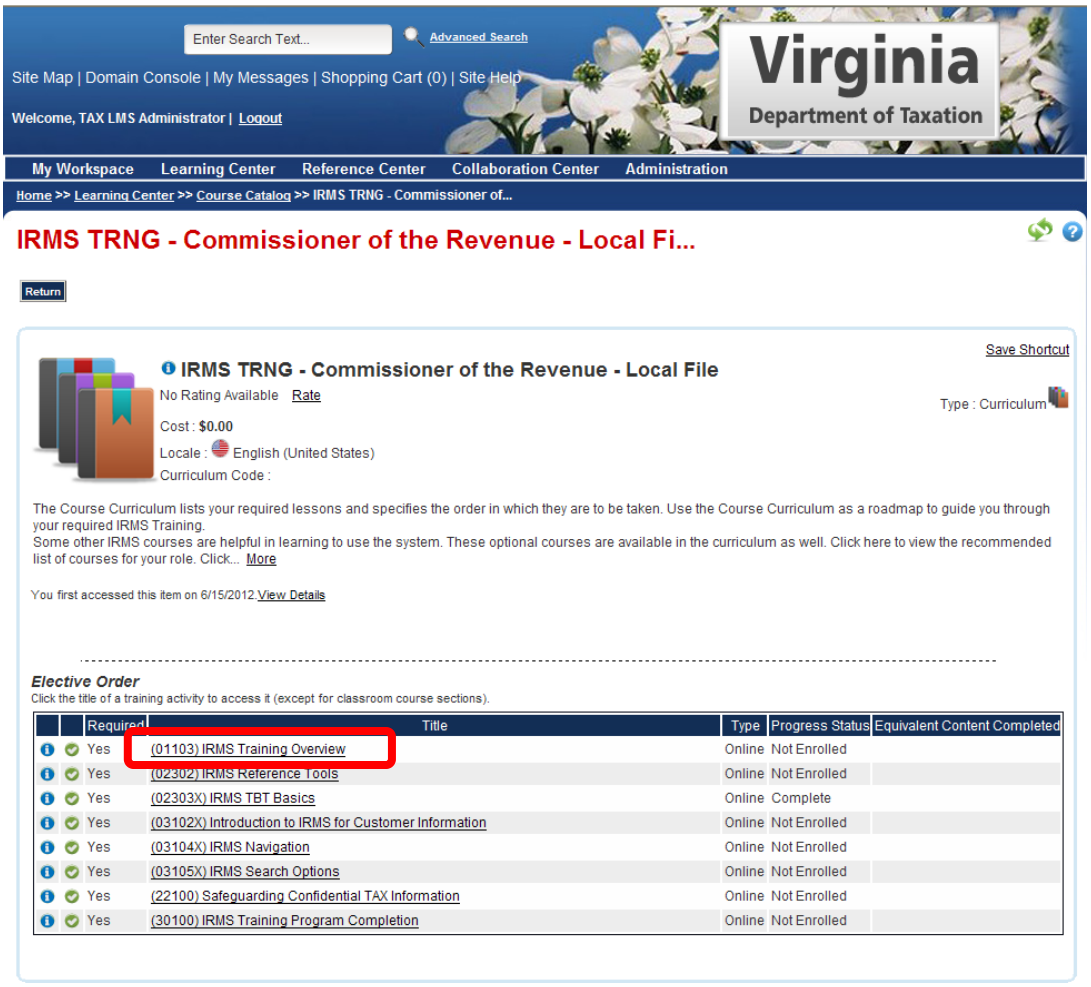
If you work for a local agency and wish to participate in the Debt Set-Off process, select **TAX – IRMS – Set-off Agency**.

If you work for a local court and wish to participate in the Debt Set-Off process, select **TAX – IRMS – Local Court Set-off Agency**.

If you only need to exchange files and/or secure messages with TAX and do not need access to the rest of IRMS, select **TAX – IRMS – External Entity Secure Messaging Center Access Only**.



Step 7. Click the **Access Item** button.



After accessing a training curriculum, the courses within are listed as links with the Progress Status displayed. The courses in the Prescribed Order list must be taken in the order they appear in the list. The Elective Order courses can be taken in any order. If the Required field contains “No”, then the course is optional.

Clicking a course’s link opens the course’s description and allows you to take the course. For more details, see *Access a Course in the LMS / KC* in the TARP Job Aids.