The Vision Resource Center

VRC FAQ Sheet

How do I login to the Vision Resource Center?

1. Via the Internet
   a. Go to https://visionresourcecenter.cccco.edu/
   b. Click the Login Now button
   c. Use your GCCCD email address to login
2. Via Office 365
   a. Sign in to Office 365
   b. Go to Outlook
   c. Click App Launcher or the nine dots in the top left corner
   d. Select the large gold C for the Vision Resource Center or More apps to locate VRC.
3. How to Video: How to login to the VRC 2

How do I register for a workshop or meeting?

1. From your welcome page, click the *Calendar* button.
2. You will then see the VRC Calendar.
3. Click on the event you wish to attend and select *Request*.
4. You are now registered for the session.

How do I see the workshops I signed up for?

1. The workshops and meetings you signed up for should appear on your *Active* Transcript.
2. To locate your transcript, click on *My Transcript*.
3. You should also receive a confirmation email from the VRC.
4. If you do not receive a confirmation email, please check your junk mail.

My workshops and meetings are no longer on my Transcript.

1. Once the workshop or meeting roster is completed, it will move to your *Completed* Transcript.
2. Go to your Transcript-see item two above.
3. Go to *Active*, click the down arrow, select *Completed*.
4. You will see your completed meetings and sessions.

How do I complete a session or meeting evaluation?

1. Once the session is complete, the VRC will send an email to participants that will include a link to the evaluation.
2. Evaluations can also be accessed via the Completed Transcript:
   a. Go to your *Completed* Transcript

b. To the right of each activity, you will see *View Certificate*
c. Use the down arrow to select *Evaluate*
d. You will be taken directly to the evaluation

Faculty VRC Questions:

How do I find my flex obligation?

1. You will find your flex obligation on your welcome page, on the right-hand side under *Your Professional Development Obligation.*

How do I see my completed hours?

1. To find your completed hours, you may either use the *My Completed Hours* button or via the *Dashboard* report under the *Reports* tab.
2. To refresh the report, select *Refresh* from the dropdown menu
3. To view the activities, select View *Details* from the dropdown menu.
4. You can also view your Completed Transcript by clicking on *My Transcript.*
5. How to Video: How to View Your Completed PD Hours

What if I want to use an outside activity to satisfy my flex obligation?

1. Faculty wishing to use an outside activity will use the External Training button to submit a request. *We recommend that you obtain your Dean's approval prior to completing an outside activity for external training.*
    a. From your home page, select the External Training button, then fill out the form.
    b. The submission will then be routed to your Dean for approval.
    c. Once your Dean approves the request, you must go into your transcript and mark the activity complete in order for it to appear in your completed hours.
2. How to Video: How to Submit an External Training Request

How do I claim office hours for professional development credit?

1. *Full-time faculty* wishing to claim office hours for professional development credit will utilize the External Training button on the home page.
2. Be sure to enter the dates for the semester.
3. *Part-time faculty* may claim office hours for professional development credit if they are NOT claiming to be paid for office hours.
4. How to Video: How to Submit an External Training Request