

# PRINT THIS PAGE

## Step 2: Getting Started – Registration in the Knowledge Center

### A. Obtain all necessary documents

The **Child Day Center Licensure Packet** documents may be downloaded and printed from here or from the VDSS webpage at [http://www.dss.virginia.gov/facility/child\\_care/licensed/child\\_day\\_centers/index.cgi](http://www.dss.virginia.gov/facility/child_care/licensed/child_day_centers/index.cgi)

- ▶ [Study Guide](#)
- ▶ [CDC Licensure Packet \(new applicants only\)](#)

Or, you can download the **Child Day Center Licensure Packet** documents in the Knowledge Center. Instructions will be provided as you begin the training; however, it is imperative that you print out the information **BEFORE** starting the Phase 1 session.

Or, you may purchase the Child Day Center Licensure Packet documents from the Virginia Department of Social Services for \$30.00.

- ▶ [Order Form](#)

### B. Register as a Non-State User in the Knowledge Center

- A. You **MUST** have an email address in order to register at the Virginia Department of Social Services **Knowledge Center**. **Multiple people cannot share one email address in the Knowledge Center**. Each participant must have his or her own email address.

**NOTE:** The Internet Browsers **FireFox** and **Google Chrome** will **not** work in the Knowledge Center.

- B. At the end of these instructions, you will be registering at the Knowledge Center.
- C. When you get to the Knowledge Center webpage, click on **Licensing Training Print enrollment instructions**

Knowledge Centre - Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://covkc.virginia.gov/kc/login/login.asp?kc\\_id=kc0001&strUrl=https://covkc.virginia.gov/dss/external/Default.asp](https://covkc.virginia.gov/kc/login/login.asp?kc_id=kc0001&strUrl=https://covkc.virginia.gov/dss/external/Default.asp)

**\_Virginia Department of Social Services - External**

Register Login Tour

Welcome to the Department of Social Services Knowledge Center

If you are a first-time user you will need to do a one time registration to gain access to the system.

- Please print the appropriate document below.
- Read through this one time process then follow it step by step to register.

If you are...

- Local Departments of Social Service [Print enrollment instructions](#)
- Community Partners (outside organizations providing services) [Print enrollment instructions](#)
- Licensing Training [Print enrollment instructions](#)**

To recover your old ID, forget your user ID or password please click on the appropriate link – “Forgot Userid” or “Forgot Password” found below under the submit button.

If you have any questions associated with your logon or registration, please e-mail the [DSS Support Center](#) or call (866) 637-8482 for assistance.

If this is your first visit, please select the [Register](#) option from the navigation menu. Registration is free of charge. You can also take a [Tour](#) to learn more about the site.

*Social Services*  
Non-State Staff

Login ID:

Password:

[Forgot Login?](#) | [Forgot Password?](#)

For Local Agency Employees and Community Partners

The Virginia State Social Services System Knowledge Center

Done

start

Inbox - Microsoft ...

FDH PowerPoint, ...

FDH Phase Traini...

Knowledge Centre...

Local Intranet

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- D. **Print out** and carefully follow the step-by-step instructions on how to register as a **Non-state User** in the Knowledge Center.
- E. After you submit your registration request, you will receive a confirmation email in approximately 48 hours. While you are waiting for your registration confirmation, review the CDC Study Guide and CDC Licensure Packet documents.
- F. Once you receive your confirmation email, go to *Step 3 Complete CDC Phase 1 On-line in the Knowledge Center*.

**CLICK here now to register in the [Knowledge Center](#)**