

Step 3: Complete CDC Phase 1 on-line in the Knowledge Center

A NOTE BEFORE YOU GET STARTED:

ONLY the internet browser “Internet Explorer”.

The internet browsers **FireFox, Google, GChrome, Safari, etc.** are **not** compatible.

As soon as you receive your confirmation email from the Knowledge Center, you will be able to enter the Knowledge Center:

- (1) Go to <https://covkc.virginia.gov/dss/external>
- (2) Enter your Login ID and Password; click on **Submit**
- (3) A list of domains will appear. You need to select **Virginia Department of Social Services – External**

Social Services Non-State Staff

For
Local Agency Employees
and
Community Partners



The
Virginia State Social
Services System
Knowledge Center

Please select which domain you would like to login to this session.

Domain	Status
<input type="radio"/> _Office of the Attorney General - EXTERNAL ENTITIES	N/A
<input type="radio"/> _VDFP - Fire Service Training Knowledge Center	N/A
<input checked="" type="radio"/> _Virginia Department of Social Services - External	Approved
<input type="radio"/> Blue Ridge Community College Learning Management System	N/A
<input type="radio"/> Central State Hospital Knowledge Center	N/A
<input type="radio"/> Commonwealth Center for Children and Adolescents Knowledge Center	N/A
<input type="radio"/> Commonwealth of Virginia Knowledge Center	N/A
<input type="radio"/> Dabney S. Lancaster Community College	N/A
<input type="radio"/> Danville Community College	N/A
<input type="radio"/> Department for the Blind and Vision Impaired Knowledge Center	N/A
<input type="radio"/> Department for the Deaf and Hard of Hearing Knowledge Center	N/A
<input type="radio"/> Department of Accounts Knowledge Center	N/A
<input type="radio"/> Department of Behavioral Health and Developmental Services	N/A

- (4) You are now in the Knowledge Center. Move your cursor to the “**Learning Center**” icon and click.



[Administration](#) | [Career Center](#) | [Learning Center](#) | [Library](#) | [Team Center](#)

- (5) Click on the **Course Information & Enrollment** icon.
- (6) Go to the **Topic** box in the upper right hand corner and enter **Licensing** in the box.
- (7) Go to the **Keywords** box in the upper right hand corner and enter **Child Day Center** the box and click on **Search**.
- (8) Select this course **VDSS – POU4005: Child Day Center Pre-Application Consultation, Phase 1 (Online)**.
- (9) A new page will pop up with a description of the course. Click on **Take Course**.
- (10) The course, **VDSS – POU4005: Child Day Center Pre-Application Consultation, Phase 1** will be listed on the left. Select the course.
- (11) A “Security Information” screen will pop-up click on **Yes**.

You can now begin the course.