

Individuals must perform a one time registration to the Knowledge Center Global Learning Management System (LMS) in order to access the training.

Definitions:

Local Agencies are those local government social service agencies.

Community Partners are those organizations that provide community wide social services such as adoption agencies.

Licensing Community partners are generally those entities such as adult homes and day care providers seeking licensing training.

Go to <https://covkc.virginia.gov/dss/external> on the internet. This is the logon page for Social Services Local Agencies, Community Partners and Licensing Community Partners

The following set of instructions is for Community Partners

Step #1. Click the Register button on the logon page.



Knowledge Center Global Learning Management System

VIRGINIA DEPARTMENT OF SOCIAL SERVICES

If you are not registered in the system ... click here [Register](#) [Email Administrator](#)

VDSS Knowledge Center Global
for Local Agencies and Community Partners

Recent Announcements

Video Overview

The VDSS KCG is now available. When you first login, use your regular Login ID and the temporary password kcpassword. You will be prompted to change your password. **If you have any login/password issues,** use "Forgot Login ID" or "Forgot Password" on the login page. You will receive your credentials via email. Should you need further assistance click the "Email Administrator" link at the top of the page.

Important information to get you started in the new VDSS Knowledge Center Global...

Take a tour of the new VDSS Knowledge Center!

Click the link just above OR once you log in. Look for the "Announcements" section and click the link- "Video Overview Link" to access the video demonstrating how to register for an online course, classroom course, and view transcripts. The video will take a few seconds to load and is maximized for Internet Explorer browsers only.
(QuickTime software is required to view the video)

Login ID

[Forgot Login ID?](#)

Password

[Forgot Password?](#)

[Log In](#)

Step #2. Select Non State radio button then click the Submit button

Non-State Registration

The screenshot shows a web form titled "Non-State Registration". The form contains the following text:

Non-State Registration

This functionality is intended for registration of Non-State employees ONLY.

Non-State Employees: If you are a non-state employee that has registered before but require access to a not use this functionality, contact your site administration. If you are a non-state employee registering for the

State Employees: If you are an employee of the Commonwealth of Virginia please do not register using this functionality. An account should have already been created for you, if you don't know your credentials please contact your site administrator.

Are you a non-state employee? I am a non-state employee, entering the site for the first time

At the bottom of the form are two buttons: "Return" and "Submit".

Red annotations include a callout box pointing to the selected radio button with the text "Click this radio button... then click the Submit button" and a red arrow pointing from the "Submit" button back to the selected radio button.

Step #3. Fill in the form as noted below.... Then click the next button

Create New Non-State Account



Create an account for a new user.

- User Information
- Manager
- Organization
- Job Title
- Affiliation
- Additional Information

User Information

Type the indicated information in the fields, make menu selections, and click Next to proceed.

* Login ID

* Password

* Confirm Password

* First Name

* Last Name

Middle Name

* Last 4 of SSN

* Date of Birth

* Email Address

* Gender Male Female

* Address

* City

* U.S. State

* Postal Code

* Home Phone

Fax Not required

Qualifications Not required

* Section 508 Support Off (Turn on if you are reading or hearing impaired)

* Primary Language English (US)

* Region English (United States)

* Time Zone (GMT-05:00) Eastern Time (US and Canada)

Fill in the form. All fields with an asterisk indicate a required field

Check for correct region and time zone

Click the Next button

Step # 4. Tell the system about your supervisor.

Create New Non-State Account

Create an account for a new user.

User Information **Manager** Organization Job

Select Manager

Type a last name, first name or both and then click Search. Click the button to the left of the manager's name and click Select Manager (or click Next if creating a new account).

Last Name craighead
First Name William

Search

Back Next Cancel

Enter the name of your immediate supervisor OR the word "None" in the last name field if there is no immediate supervisor.
Click the search button

Step #4.1 verifying the supervisor.

When the supervisor search returns possible records, you can check records to identify your supervisor's information by clicking on the blue button in front of the individuals name... creating a pop up box of that information for your verification. (see below and right)

Information - WILLIAM CRAIGHEAD
Close Window | Print

Contact	Professional	Contributions
Name	WILLIAM W CRAIGHEAD	
Email Address	bill.craighead@dss.virginia.gov	
Work Phone	8047267609 Ext.	
Home Phone		
Mobile Phone		
Fax	8047267027	
Address	801 E MAIN ST	
City	RICHMOND	
Non-U.S. State/Province		
U.S. State	VA	
Country	UNITED STATES	
Postal Code	23219-2901	
Manager	PATRICK PATRONG	
Organization	Dept of Social Services - Training (OT	

Records found: 1

	Last Name	First Name
	CRAIGHEAD	WILLIAM

Step 4.2 Selecting Supervisor OR indicating that none exist.

Create New Non-State Account

Create an account for a new user.

- User Information
- Manager**
- Organization
- Job Title
- Affiliation
- Additional Information

Select Manager

Type a last name
(or click Next if

Select your supervisor by clicking the radio button in front of their name OR if there is no supervisor click the checkbox

of the manager's name and click Select Manager

Last Name

First Name

Click this checkbox if you are unable to select a manager at this time, and then click Next (if creating a new account) or click Select Manager (if editing a profile).

Search

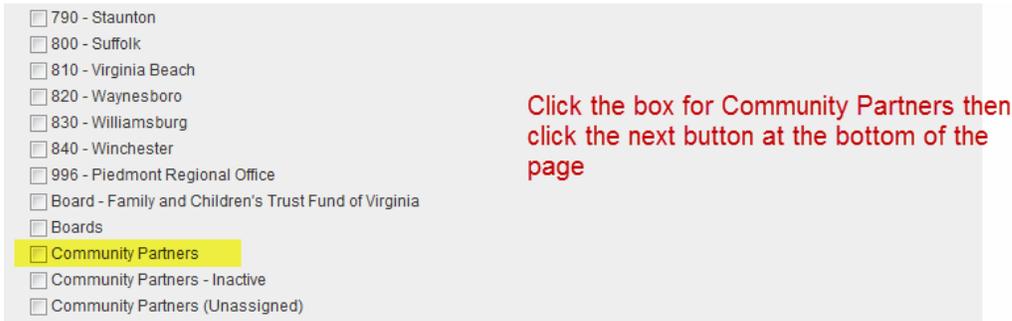
Records found: 1

	Last Name	First Name	Title	Location
<input type="radio"/>	CRAIGHEAD	WILLIAM	Other	RICHMOND, VA

Back Next Cancel

After making your selection click the "Next" button

Step #5 Selecting the Organization



790 - Staunton
 800 - Suffolk
 810 - Virginia Beach
 820 - Waynesboro
 830 - Williamsburg
 840 - Winchester
 996 - Piedmont Regional Office
 Board - Family and Children's Trust Fund of Virginia
 Boards
 Community Partners
 Community Partners - Inactive
 Community Partners (Unassigned)

Click the box for Community Partners then click the next button at the bottom of the page

Step 6 Job Title. We do not populate this field at this time. Type none in the text box and click the Search button.

Create New Non-State Account

Create an account for a new user.

User Information | Manager | Organization | **Job Title** | Affiliation | Additional Information

Select Job Title

Perform a search to find job titles. Click the button to the left of a job title and click Next. Click the checkbox if unable to select a job title at this time.

Search Text

Search Type All words

Search

Type none in text box then click search

Step 6.1

Create New Non-State Account

Create an account for a new user.

User Information | Manager | Organization | **Job Title** | Affiliation | Additional Information

Select Job Title

Perform a search to find job titles. Click the button to the left of a job title and click Next. Click the checkbox if unable to select a job title at this time.

Search Text

Search Type All words

Click this checkbox if you are unable to select a job title at this time, and then click Create (if creating a new account) or click Save (if editing a profile).

Search

Back | **Next** | Cancel

Click the checkbox then click next

Step #7 Create the record

Create New Non-State Account

Create an account for a new user.

User Information Manager Organization Job Title **Affiliation**

Select Affiliation

Type the indicated information in the fields, make menu selections, and click

* Affiliation

* Reason for Access

Some of the fields below might become required.

* Federal Agency / Organization

* County ID

In the affiliation and reason fields...
Click the drop down arrows in each field and select the choices displayed.
Once these selections have been made click the Create

The record has now been submitted to the unit registrar. You will have a reply within 48 hours.