

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES



Illustration of how to:

Request an Account

Step 1: Click on Need an Account?



Step 2: Choose VDSS_Ext-VA Dept of Social Services – External (765Ex)

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES



Illustration of how to:

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 different domain, please do not use this functionality, contact your domain administrator. If you are a Non-State employees registering for the first-time, please continue.

State Employees: If you are an employee of the Commonwealth of Virginia, please do not register. An account should have already been created for you. On the Login page, enter your State Employee ID as your Login ID. Or if you do not know your Login ID, please select the **Forgot Login ID** link to retrieve your Login ID and then select the **Forgot password** link to retrieve your password. A password will be emailed to you. If you need additional assistance, please contact your agency/domain administrator.

To confirm that you are entering the site for the first time as a Non-State Employee, select the domain that you are registering for and select the Ok button.

VDSS_Ext-Va Dept of Social Services - External (765Ex)

To exit out of the registration process, select the Cancel button.

Cancel

OK

Step 3: Populate all fields circled in red

Create New Account

Login ID test	Email Address test.lesi@dss.virginia.gov	
Password ****	Confirm Password ****	
First Name Test	Middle Name Test	Last Name Test
Gender <input checked="" type="radio"/> Male <input type="radio"/> Female	Date of Birth 3/31/1963	

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES



Illustration of how to:

Step 4: If you work at a local agency, you must choose the agency location of where you work. Note: If you do not work at a local agency, select community partner.

Organization Job Title Manager

Select Select Select

Step 5: LOCAL DSS Employees - follow the points below.

Select Organizations **Instructions for Local DSS Units**

Select an item from search results, then select Save.

Find Organization Search Type

025 **1** Type 3 digit FIPS code here Contains

Search **2** Click the search button

Organizations	Path
3 Eastern-025 - Brunswick	Dept of Social Services - External Entities > (ERTO) - Eastern Regional Training Office (VIRGINIA BEACH, VA)

Click the radial button in front of your unit's name

Cancel Click the save button **4** Save

Step 6: Select Job Title

*Organization Job Title Manager

Select Select Select

Step 6: Chose appropriate job title...

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES



Illustration of how to:

Select Job Title

Find Job Title **Search Type**

vdss **1** Type keyword - VDSS All words

Search **2** Click the search button

53 Items Page 1 of 6

Job Titles **3** Scroll through - click the radial button in front of your job title. If you are not a VDSS employee... just select "VDSS - Other"

- VDSS - Administrative
- VDSS - Administrative Supervisor
- VDSS - Adoptions/Foster Care/Childcare/VIEW
- VDSS - Adult Protective Service (APS)/Child Protective Service (CPS)
- VDSS - Adult Protective Service/Child Protective Service Supervisor
- VDSS - Adult Protective Services (APS)
- VDSS - Adult Protective Services (APS) Supervisor
- VDSS - Adult Protective Services/Adult Services/View/Child Care Supervisor
- VDSS - Adult Protective Services/Foster Care
- VDSS - Adult Services/Adult Protective Services/Child Protective Services

53 Items Page 1 of 6

Cancel **Click the save button** **4** Save

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES



Illustration of how to:

Step 7: Select Manager

*Organization Job Title Manager

Select Select Select

Step 8: Search and select manager

Select an item from search results, then select Save.

Find Manager

cottrell robert **1** Enter manager's last name (SPACE) first name Search **2**
Click the search button

Managers	Job Title
3 COTTRELL, ROBERT	Prog Admin Manager II

Click the radial button in front of your managers name

Cancel Click the save button **4** Save

Step 9: Create Record

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES



Illustration of how to:

The screenshot shows a registration form with the following elements and callouts:

- 1**: A red circle next to the dropdown menu for the Time Zone, which is currently set to "(GMT-05:00) Eastern Time (US and Canada)". A red box above it says "Select your time zone".
- 2**: A red circle next to the dropdown menu for the Region, which is currently set to "English (United States)". A red box above it says "Select your language".
- 3**: A red circle next to the dropdown menu for the number of records per page, which is currently set to "100". A red box above it says "Set this for 100".
- 4**: A red circle next to the "Enable Accessibility" checkbox. A red box next to it says "if you require a reader such as JAWS select this (leave it blank otherwise)".
- 5**: A red circle next to the "Create your record" button. A red box above it says "Create your record".

Other visible elements include a "Cancel" button on the left and a "Create" button on the right.

You have completed the registration request process for the COVLC. You will be reviewed for approval shortly. Once approved, you will receive a confirmation with your logon parameters.