

# The Virginia Learning Center

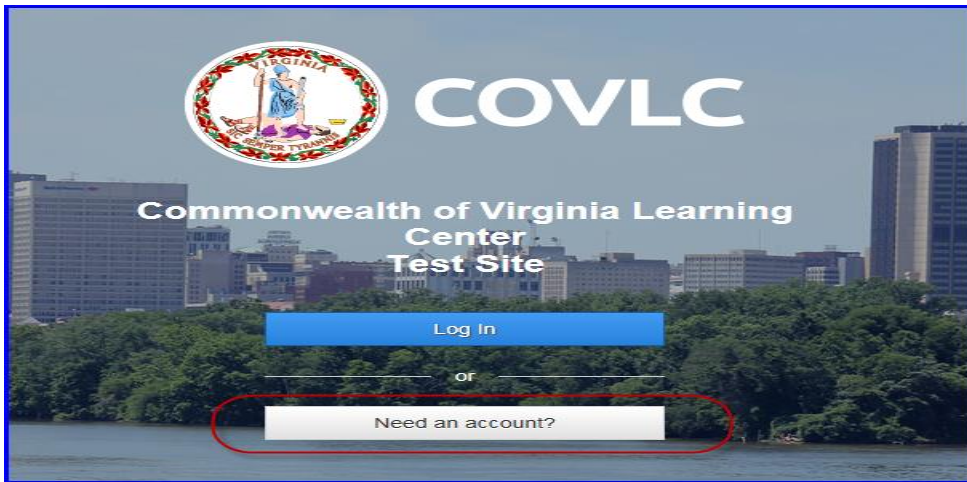


VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

*Illustration of how to:*

## Request an Account

Step 1: Click on Need an Account?



Step 2: Choose VDSS – External from the drop-down menu and then click OK

### 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 - External

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

Cancel OK

# The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

*Illustration of how to:*

## Request an Account

Step 3: Populate all fields circled in red

### Create New Account

<b>Login ID</b> test	<b>Email Address</b> test.test@dss.virginia.gov	
<b>Password</b> ....	<b>Confirm Password</b> ....	
<b>First Name</b> Test	<b>Middle Name</b> Test	<b>Last Name</b> Test
<b>Gender</b> <input checked="" type="radio"/> Male <input type="radio"/> Female	<b>Date of Birth</b> 9/3/1963	<input type="text"/>

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.

<b>Organization</b> Select	<b>Job Title</b> Select	<b>Manager</b> Select
-------------------------------	----------------------------	--------------------------

# The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

*Illustration of how to:*

## Request an Account

Choosing an organization

Type in the Agency location and click search

Select Organizations

Select an item from search results, then select Save.

**Find Organization**  
roanoke city

**Search Type**  
Any words

Search

Organizations	Path
<input checked="" type="radio"/> Piedmont-770 - Roanoke City	Dept of Social Services - External Entities > (PRTO) - Piedmont Regional Training Office (ROANOKE, VA)
<input type="radio"/> Roanoke City Foster Parents	Dept of Social Services - External Entities > (PRTO) - Piedmont Regional Training Office (ROANOKE, VA) > Piedmont-770 - Roanoke City

Cancel Save

Click the radio button beside the appropriate agency and click save.

Type in Community Partners and click search

Select Organizations

Select an item from search results, then select Save.

**Find Organization**  
community partners

**Search Type**  
Exact phrase

Search

Organizations	Path
<input type="radio"/> (LIC) Community Partners	Dept of Social Services - External Entities > Community Partners
<input type="radio"/> Central-Community Partners	Dept of Social Services - External Entities > Community Partners
<input checked="" type="radio"/> Community Partners	Dept of Social Services - External Entities
<input type="radio"/> Community Partners (Unassigned)	Dept of Social Services - External Entities > Community Partners
<input type="radio"/> Duplicate Community Partners	Dept of Social Services - External Entities > Community Partners
<input type="radio"/> Eastern-Community Partners	Dept of Social Services - External Entities > Community Partners
<input type="radio"/> Northern-Community Partners	Dept of Social Services - External Entities > Community Partners

Click the radio button beside Community Partners and click save.

Step 5: On the same page, click select underneath Job Title Field

# The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

*Illustration of how to:*

## Request an Account

\*Organization      Job Title      Manager

Select      Select      Select

Step 6: Review the below job titles and type in the appropriate job tile in the search field then click search

**\*\*These are the only approved job titles for you to select\*\***

Job Title
Administrative
Administrative Supervisor
Adult Protective Service (APS)/Child Protective Service (CPS)
Adult Protective Service/Child Protective Service Supervisor
Adult Protective Services (APS)
Adult Protective Services (APS) Supervisor
Adult Protective Services/Foster Care
Assistant Director
Benefit Program Specialist
Benefit Program Specialist Supervisor
Benefits & Family Services (Generic)
Benefits Aid
Benefits Worker - ABD Medicaid/Auxiliary Grant
Benefits Worker - Energy Assistance
Benefits Worker - F&C Medicaid/ABD Medicaid
Benefits Worker – F&C Medicaid/ABD Medicaid/LTC Medicaid
Benefits Worker - LTC Medicaid
Benefits Worker - SNAP
Benefits Worker - SNAP/ABD Medicaid
Benefits Worker - SNAP/TANF/F&C Medicaid
Benefits Worker - View
Benefits Worker & Child Care
Child Care
Child Care Supervisor
Child Care/Child Protective Service (CPS)
Child Care/Child Protective Services/View
Child Care/Permanency/View
Child Protective Service (CPS)/Foster Care (FC)

# The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

*Illustration of how to:*

## Request an Account

Job Titles continued
Child Protective Services (CPS)
Child Protective Services (CPS) Supervisor
Community Partner
CSA Program Coordinator
Director
Employment Services (ESP)
Employment Services Supervisor
Family Services (Child Welfare)
Family Services (Generic)
Family Services Supervisor (Child Welfare)
Family Services Supervisor (Generic)
Financial Services Manager I
Foster Care (FC)
Foster Care (FC) Supervisor
Fraud
Fraud Supervisor
Intern
Office Manager
Other
Permanency

Enter your job title and click search.

Select Job Title

Select an item from search results, then select Save.

Find Job Title

Search Type

# The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

*Illustration of how to:*

## Request an Account

Click the radio button beside the appropriate job title and click save

Benefit Program Specialist Supervisor  
 Benefits & Family Services (Generic)

48 Items Page 1 of 5

Cancel Save

Step 7: On the same page click select underneath Manager Field

\*Organization Select Job Title Select Manager Select

Step 8: Type in the last name of your manager and then click search

Select Managers

Select an item from search results, then select Save.

Find Manager  
cottrell Search

Cancel Save

Click on the radio button beside the appropriate name and click save

Managers Job Title

COTTRELL, ROBERT Prog Admin Manager II

Cancel Save

Step 9: Click Create

Create