Request an Account

Step 1: Click on Need an Account?

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

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.

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To exit out of the registration process, select the Cancel button.
Step 3: Populate all fields circled in red

Step 4: You will only need to select the Organization button (skip the Job Title and Manager buttons)

Step 5: Community Partners - follow the points below.

1. Type - community partners
2. Click the search button
3. Click the radial button in front of the name.
4. Click the save button
Step 6: Create Record

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.