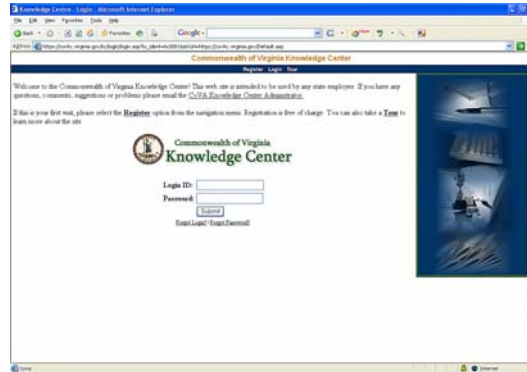


## How to register for the Knowledge Center:

### State employee:

Go to the Internet screen and in the Address Bar enter:

<https://covkc.virginia.gov/>



Click “Register” to access registration page.



Select “I am a state employee, entering the site for the first time.” Click “Submit”



Fill in pertinent information into the required fields.

The screenshot shows a web browser window titled "User Registration - Microsoft Internet Explorer". The address bar shows the URL "https://knowledge.virginia.gov/kc/register\_2ndtime.asp?root=1&root\_page=643". The page header includes the Commonwealth of Virginia logo and the text "Commonwealth of Virginia Knowledge Center". Below the header, there is a "Main Portal" link. The main content area contains a registration form with the following fields and instructions:

- As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. All required are marked with \*.
- \* First Name: [Text Input]
- Middle Initial: [Text Input]
- \* Last Name: [Text Input]
- \* Date Of Birth: [Text Input] (Enter the date in mm/dd/yyyy format)
- \* Last four digits of SSN: [Text Input]
- \* Are you a Wage employee:  Yes  No
- Root Organization: [Dropdown Menu]
- [Submit Button]

Choose your "Root Organization". Click "Submit"

This screenshot shows the same registration form as the previous one, but with the "Root Organization" dropdown menu open. The menu lists various departments and agencies, including:

- Department of Agriculture
- Department of Criminal Justice Services
- Department of Game and Inland Fisheries
- Department of Correctional Education
- Department of Corrections
- Department of Education - Richmond
- Department of Emergency Management
- Department of Forestry
- Department of General Services
- Department of Historical and Comm. Dev.
- Department of Justice
- Department of Juvenile Justice
- Department of Medical Asst Services
- Department of Motor Vehicles
- Department of State Police
- Department of Transportation
- Department of the Treasury
- Department of Veterans Services
- DIRM - Personnel Development Services Training Center
- Other State Agencies
- State Board of Elections
- State Board of Elections - Affiliate Users
- Virginia Employment Commission
- Virginia Housing Development Authority
- Virginia Institute of Procurement
- Virginia School For the Deaf and Blind - Staunton
- Virginia Western Community College

The "Submit" button is visible at the bottom of the form.

You will receive an e-mail notification confirming your registration.

## How to register for the Knowledge Center:

### Not a State employee:

Go to the Internet screen and in the Address Bar enter:

<https://covkc.virginia.gov/>



Click “Register” to access registration page.



Select “I am not a state employee, entering the site for the first time.” Click “Submit”



Fill in desired Login ID and Password. Click “Submit”

The screenshot shows the 'REGISTER' page of the Commonwealth of Virginia Knowledge Center. The page title is 'REGISTER: Establish Login & Password'. Below the title, there is a brief instruction: 'To begin registration, type a Login ID and Password. You will enter these each time you access the site. Your Login ID should be at least 4 characters. Your password must be a minimum of 6 characters. Your password must be a combination of 1 of the following: 4 uppercase letters, lowercase letters, numbers (0-9), and/or special characters (!@#%&\*^&#). Then click **Submit** to continue your registration.' The form contains three input fields: 'Login ID:', 'Password:', and 'Confirm password:'. A 'Submit' button is located below the 'Confirm password' field.

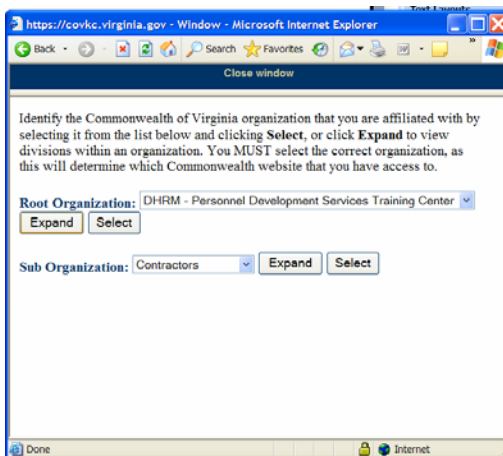
Fill in pertinent information into the required fields.

The screenshot shows the 'REGISTER: User Profile' page. The page title is 'REGISTER: User Profile'. Below the title, there is a brief instruction: 'As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. All required are marked with \*'. The form contains several input fields: 'First Name:', 'Middle Initial:', 'Last Name:', 'Email Address:', 'Registrant Classification:' (with a dropdown menu), 'Organization:' (with a 'Search' button), 'Gender:' (with radio buttons for Male and Female), 'Address 1:', 'Address 2:', 'City:', 'State:', 'Province/Other:', 'Zip:', and 'Country:' (with a dropdown menu). There is also a checkbox for 'Send me updates and notification of content changes at this email address.' and a 'Submit' button at the bottom.

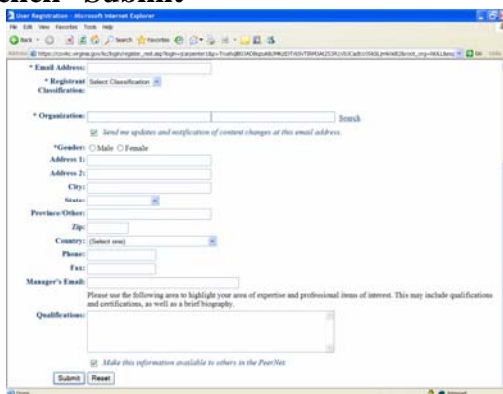
When get to the “Organization” field, click “Search” and a new window will pop-up.

The screenshot shows the 'REGISTER: User Profile' page with a pop-up window open over the 'Organization' field. The pop-up window is titled 'https://marks.org/va/... - Window - Microsoft Internet Explorer' and contains the following text: 'Identify the Commonwealth of Virginia organization that you are affiliated with by selecting it from the list below and clicking **Select**, or click **Expand** to view divisions within an organization. You MUST select the correct organization, as this will determine which Commonwealth website that you have access to.' Below the text, there is a 'Root Organization:' dropdown menu and two buttons: 'Expand' and 'Select'.

Select your “Root Organization” from the drop down list. Click “Expand” for options regarding “Sub Organizations” (such as Contractors). Click “Select”



Finish filling out fields and click “Submit”



You will receive this e-mail notification confirming your registration.

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Registration Notification to | The Commonwealth of Virginia Knowledge  
Center - Main Portal |  
covkhelpdesk@dhrm.virginia.gov  
To: Carpenter, Jon  
Cc: COV Knowledge Center Admin

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Thank you for registering with | The Commonwealth of Virginia  
Knowledge Center - Main Portal | Knowledge Centre:

Your request has been submitted to a domain administrator for approval. When you are approved or denied, you will receive an email indicating your registration status.

Thank you.

Please do not reply to this email address. You will not receive any response. If you have questions or find this email in error, please contact covadmin@dhrm.virginia.gov.

This incoming message was scanned by Webshield at DHRM.