

Knowledge Center (KC) Registration

DEQ's Knowledge Center (KC) is an online Learning Management System that can be used by local and federal government officials, private developers, contractors and consultants to enroll in classroom courses, launch online training and access other useful learning resources.

As Erosion and Sediment Control (ESC) classes and Stormwater Management (SWM) classes are scheduled and ready for enrollment, DEQ will publish an announcement on its website <http://www.deq.virginia.gov/> under Connect with DEQ / Training & Certification.

Before logging on to the Knowledge Center (KC) you will need to create a profile for yourself by registering. This job aid will walk you through the simple steps of registering a KC Profile.



Access the KC online at: <https://covkc.virginia.gov/deq/external>

If you don't already have a Login ID and Password, click "Register"



DEQ
VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

[Register](#) [Email Administrator](#)

Knowledge Center

Recent Announcements

Welcome to the Knowledge Center (KC)

This site can be used by local and federal government officials, private developers, contractors and consultants to enroll in classroom based courses, launch online training and access other useful resources for your job.

First time visitors must first Register (*link at the top right of your screen*).

Login ID

[Forgot Login ID?](#)

Password

[Forgot Password?](#)

[Log In](#)

Knowledge Center (KC) Registration



Select “I am a non-state employee...” and click Submit.

Non-State Registration

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 site administration. If you are a non-state employee 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 been created for you. Enter your State Employee ID as your Login ID, or if you do not know your Login ID, select the Forgot Login ID?; then select Forgot Password?, and a password will be emailed to you. If you need additional assistance, please contact your agency/domain site administrator.

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

[Return](#) [Submit](#)

FYI: About Email Addresses

After you click submit you will be prompted to enter user information. Please note that the email address you enter is where you will receive system messages (*such as recovering your password or enrollment confirmations*), and it must be a unique email address (*you cannot use the same email address for multiple people*).

If you have no email, enter:

- noemail1@yourcompanyname.com
- noemail2@yourcompanyname.com
- etc.



If you have no email address - consider signing up for a free internet email address. (For example: google.com, live.com; yahoo.com)

If no valid email entered during KC registration: Setup “My Messages”

In order to receive enrollment confirmation messages without a valid email address, you must change your communication preference from “Email” to “My Messages”. You set this up after you are able to login to the Knowledge Center.

How to setup My Messages is included later in this job aid. For now... continue KC Registration.

Knowledge Center (KC) Registration


User Information



- Create a Login ID and Password for yourself (remember these!)
- Complete the User Information fields (as displayed on the next page) - click Next.

Please Note: Date of Birth Field (This method was chosen by the [State's LMS Vendor](#))

- Click on the calendar icon

* Date of Birth 

- Click on the Current Month/Year

* Date of Birth	<input type="text"/>						
* Email Address	« « August 2013 » »						
* Gender	S	M	T	W	T	F	S
* Address	28	29	30	31	1	2	3
* City	4	5	6	7	8	9	10
* U.S. State	11	12	13	14	15	16	17
* Postal Code	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
	1	2	3	4	5	6	7

- Click on the « arrows to scroll back to find your birth year. Click your year, month and OK.

Jan	Feb	1969	1974	
Mar	Apr	1970	1975	
May	Jun	1971	1976	
Jul	Aug	1972	1977	
Sep	Oct	1973	1978	
Nov	Dec			
		«	»	
		Current	OK	Cancel

- Lastly, click the day of your birth to enter your Date of Birth in the field.

«	«	August 1971					»	»
S	M	T	W	T	F	S		
25	26	27	28	29	30	31		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31	1	2	3	4		

Knowledge Center (KC) Registration

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

* Section 508 Support

* Primary Language

* Region

* Time Zone

[Check Spelling](#)

[Next](#)

[Cancel](#)

Knowledge Center (KC) Registration

Manager



- You do not need a Manager listed in the KC, so...
- Enter "aaaaa" in the last name field, click search
- Then mark the checkbox and click Next.

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, 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

First Name

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

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).

Knowledge Center (KC) Registration

Organization



Under Organization – mark the checkbox, click next.

Create an account for a new user.

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

Select Organization

Select your organization (only one can be saved). Click Save (or click Next if creating a new account).

Department of Environmental Quality - External Entities

Back **Next** Cancel

Job Title



- You do not need a Job Title listed in the KC
- Enter “other” in the Search Text field, click search
- Click the button “other” and click Next.

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

Search

Records found: 1

	Job Title
<input checked="" type="checkbox"/>	Other

Back **Next** Cancel

Knowledge Center (KC) Registration

Affiliation



- Select Affiliation and select a Reason for Access
- Enter County ID / Fed Agency as required.
- Click Create

Create an account for a new user.

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

Select Affiliation

Type the indicated information in the fields, make menu selections, and click Create or Next (if available) to proceed.

* Affiliation

* Reason for Access

Some of the fields below might become required depending on the affiliation selected

* Federal Agency / Organization

* County ID

Registration Request Submitted

Registration Request Submitted

Your registration request has been submitted to an Administrator for approval. You will be notified via an email if your registration was approved or denied

Knowledge Center (KC) Registration

KC Registration Approval Process

- Your Registration request will be submitted to the KC Administrator for approval.
 - If you entered a valid email address – you will receive an email once approved.
 - If you did not enter an email address, give it an hour or two - then try.
- Once approved you can use the Login ID and Password you created to login to:
<https://covkc.virginia.gov/deg/external>

The first time you login, you will be prompted to change your password. You can keep the New Password the same as the current password if you wish (*just enter new password same as current*).

The image shows two screenshots of the Knowledge Center (KC) registration and password management interface. The left screenshot shows the login page with fields for 'Login ID' (containing 'sstormwater') and 'Password' (masked with dots). There are links for 'Forgot Login ID?' and 'Forgot Password?' and a 'Log In' button. The right screenshot shows the 'Edit Password' page with the instruction 'Change your password. Remember to use your new password the next time you log in.' It features three password fields: '* Current Password', '* New Password', and '* Confirm New Password', all masked with dots. A 'Password Rules' link is visible next to the 'New Password' field. A 'Save' button is highlighted with a red box at the bottom of the page.

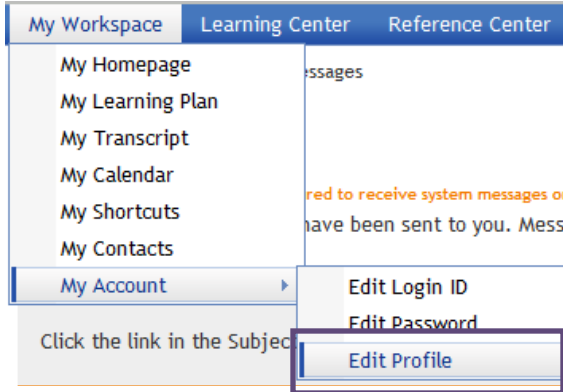
Course Enrollment Instructions

1. Access the Knowledge Center (KC): <https://covkc.virginia.gov/deg/external>
2. Enter your Login ID / Password and click Submit.
 - If you don't know what these are – use the "forgot login" or "forgot password" links.
 - Forgot password will only work if you have a valid email address in the KC
3. Click on "Learning Center" then "Course Catalog".
4. Enter a keyword from the course title to search for the course.
5. Click on the course you want to enroll in.
6. Click on the section (session) you want to enroll in and then click "Enroll"
 - If you have a valid email in the system you and will get an automated email confirmation of your enrollment.

Knowledge Center (KC) Registration

How to setup My Messages (if no email)

1. Login to the Knowledge Center: <http://covkc.virginia.gov/deq/external/>
2. Click on Edit Profile – under My Workspace / My Account.



3. Click on the Preferences Tab.
4. Check the box next to My Messages (uncheck Email)

Edit Preferences

Edit Profile is where you enter information about you and your preferences when using the site. Click the tab below to edit your information.

Contact Manager Organization Job Title Professional **Preferences**

Edit Preferences

Make selections using the menus and checkboxes, then click Save. An asterisk (*) indicates required information.

* Section 508 Support Off

* Primary Language English (US)

Alternate Language English (US)

* Region English (United States)

Directory Status I want to display my contact information to other users

I want to display my professional information to other users

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

Skin Base Top Menu

Records (per page) 10

Landing Page Department of Environmental Quality - External: Home >> My

Communication Method Email (send messages to email address in my profile)

My Messages (display messages within the system)

Save

Knowledge Center (KC) Registration

How to Access My Messages

- Click on My Messages.
- Click the subject title to read the message and/or to print the message.

Welcome, Sally Stormwater | [Logout](#) [Site Map](#) **My Messages** [Shopping Cart \(0\)](#) | [Site Help](#)

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Enter Search Text... [Advanced Search](#)

[My Workspace](#) [Learning Center](#) [Reference Center](#) [Collaboration Center](#) [Administration](#)

[Home](#) >> [My Workspace](#) >> [My Messages](#)

My Messages

Review system messages that have been sent to you. Messages will automatically be deleted 45 days after the Email Date indicated in the table below.

My Messages

Click the link in the Subject column to read messages. Use the checkboxes and the buttons to delete or change the status of your system messages.

Records found: 4

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	From	Subject	Email Date
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ROBERT EHRHART	Access approval granted for: Pilot - Erosion and Sediment Control in Virginia for Inspectors - Section # 1	5/13/2013 1:56 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ROBERT EHRHART	Course Section Enrollment: Pilot - Erosion and Sediment Control in Virginia for Inspectors - Section #1	5/13/2013 1:55 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ROBERT EHRHART	Course Section Enrollment: Kevin - Basic Erosion & Sediment Control - Section #1	5/9/2013 10:44 AM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ROBERT EHRHART	Access Approval Request: Kevin - Basic Erosion & Sediment Control - Section #1	5/9/2013 10:43 AM

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