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"

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 functionaly, 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.

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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				⊞			
* Email Address	◀◀ ◀		August 2013			▶ ▶▶	
* Gender	S	M	T	W	T	F	S
	28	29	30	31	1	2	3
* Address	4	5	6	7	8	9	10
* City	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
* U.S. State	25	26	27	28	29	30	31
* Postal Code	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

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**   SStormwater
* **Password**   ●●●●●●●●
* **Confirm Password**   ●●●●●●●●
* **First Name**   Sally
* **Last Name**   Stormwater
* **Middle Name**
* **Last 4 of SSN**   5555
* **Date of Birth**   8/12/1971
* **Email Address**   noemail@abccontracting.com
* **Gender**   ○ Male   ● Female
* **Address**   555 Stormwater Ave
* **City**   Richmond
* **U.S. State**   Virginia
* **Postal Code**   23219
* **Home Phone**   5555555555

* **Section 508 Support**   Off
* **Primary Language**   English (US)
* **Region**   English (United States)
* **Time Zone**   (GMT-05:00) Eastern Time (US and Canada)

Check Spelling

[Next] [Cancel]

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: aaaaa
First Name:

Search

Back Next Cancel

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: aaaaa
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).

Search

Back Next Cancel

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   other
Search Type   All words ▼

Search

Records found: 1

Job Title
⊙ ℹ️ Other

Back   Next   Cancel

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   Local Government

* Reason for Access   To complete mandatory job-related training

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

* Federal Agency / Organization   [   ]

* County ID   ROCKINGHAM - 165

[Create]   [Back]   [Cancel]

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

[Return]

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/deq/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*).

Course Enrollment Instructions

1. Access the Knowledge Center (KC): https://covkc.virginia.gov/deq/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.

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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.
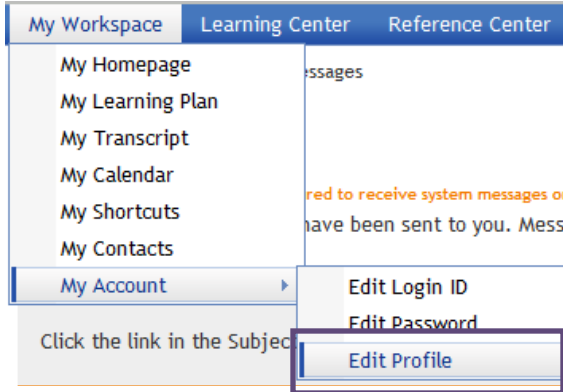
3. Click on the Preferences Tab.

4. Check the box next to My Messages (uncheck Email)

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How to Access My Messages

- Click on My Messages.

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