State Employees / Contractors

State Employees Registration to the COVLC

Background Information: **Unlike Local Agency Profiles, State employees' VLC profiles are generated when Cardinal updates the employee information**.

How long will it take me to get my login information? **It will take 5 to 10 days after your employee orientation.**

How do I get my login information? **You will be emailed your login information the day your profile posts.**

**Questions? Please direct any questions you may have to
hris.security@dss.virginia.gov**

Contractors' Registration to the COVLC

STEP #1

Contractors requiring registration to the COVLC are required to request an account by creating an email with the following information;

1. your name

2. email address

3. Your supervisor's name

STEP #2

Send the email to the supervisor requesting them to forward it to hris.security@dss.virginia.gov with the words " I approve" in the body.

The request will be processed within 48 hours.