



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.

Cancel

OK

Step 3: Populate all fields circled in red

The screenshot shows a 'Create New Account' form with the following fields circled in red:

- Login ID: test
- Password: ****
- First Name: Test
- Gender: Male (selected)
- Email Address: test.test@dss.virginia.gov
- Confirm Password: ****
- Middle Name: Test
- Last Name: Test
- Date of Birth: 9/3/1963

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

The screenshot shows three selection buttons:

- Organization: Use this button only
- Job Title: Do not use these buttons
- Manager: Do not use these buttons

Step 5: Community Partners - follow the points below.

The screenshot shows the 'Select Organizations' dialog box with the following instructions:

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

The screenshot shows a web form titled "Step 6: Create Record". The form contains the following elements:

- *Time Zone**: A dropdown menu with the selected value "(GMT-05:00) Eastern Time (US and Canada)". A red box highlights the text "Select your time zone" above the dropdown, and a red circle with the number "1" is next to the dropdown arrow.
- *Region**: A dropdown menu with the selected value "English (United States)". A red box highlights the text "Select your language" above the dropdown, and a red circle with the number "2" is next to the dropdown arrow.
- *# of Records (per page)**: A dropdown menu with the selected value "100". A red box highlights the text "Set this for 100" above the dropdown, and a red circle with the number "3" is next to the dropdown arrow.
- Enable Accessibility**: A checkbox that is currently unchecked. A red box highlights the text "if you require a reader such as JAWS select this (leave it blank otherwise)" next to the checkbox, and a red circle with the number "4" is next to the checkbox.
- Buttons**: A "Cancel" button on the left and a "Create" button on the right. A red box highlights the text "Create your record" above the "Create" button, and a red circle with the number "5" is next to the "Create" button.

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.