



Procedure to Register as a Non-State User in the DHCD – VBCA Global Meridian Knowledge Center



Register as a Non-State User in the Knowledge Center

The DHCD – VBCA Global Meridian Knowledge Center is a Web-based application that delivers self-study training topics to your desktop, as well as tracks your progress through the training. To access the COVKC, you need to navigate to the appropriate Web site and register as a new user.

Access the DHCD – VBCA Global Meridian Knowledge Center

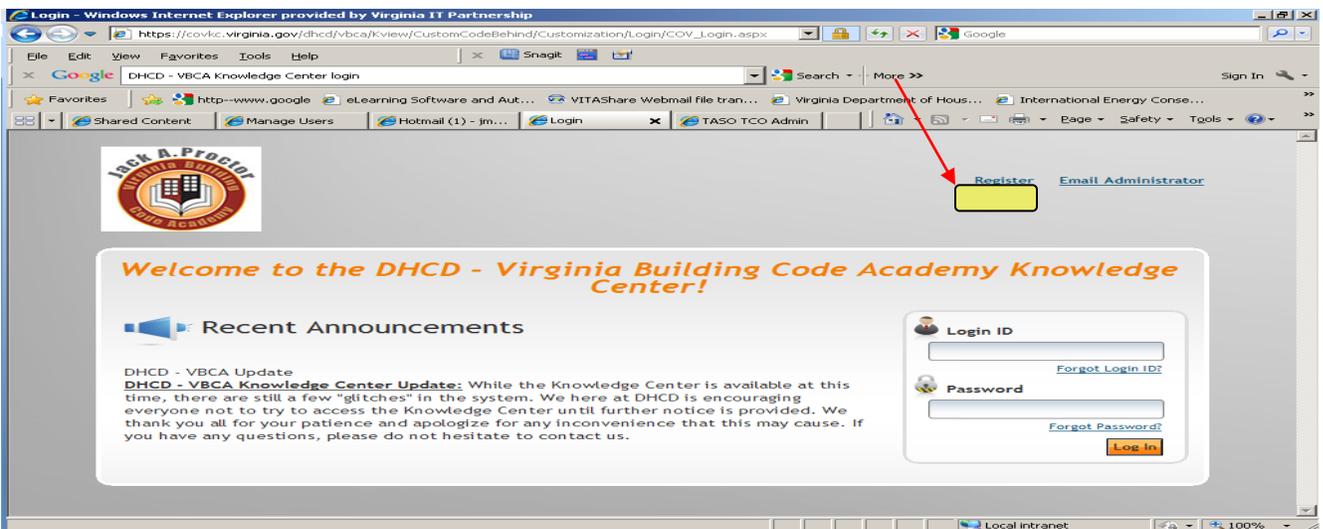
- Step 1.** Open your Internet browser (such as *Internet Explorer, Firefox, etc.*).
- Step 2.** In the **Address** line, enter the Knowledge Center Web site address (<https://covkc.virginia.gov/dhcd/vbca/>) and press the **Enter** key on your keyboard. The *DHCD – VBCA Global Meridian Knowledge Center Login Page* opens.

Register in the DHCD – VBCA Global Meridian Knowledge Center

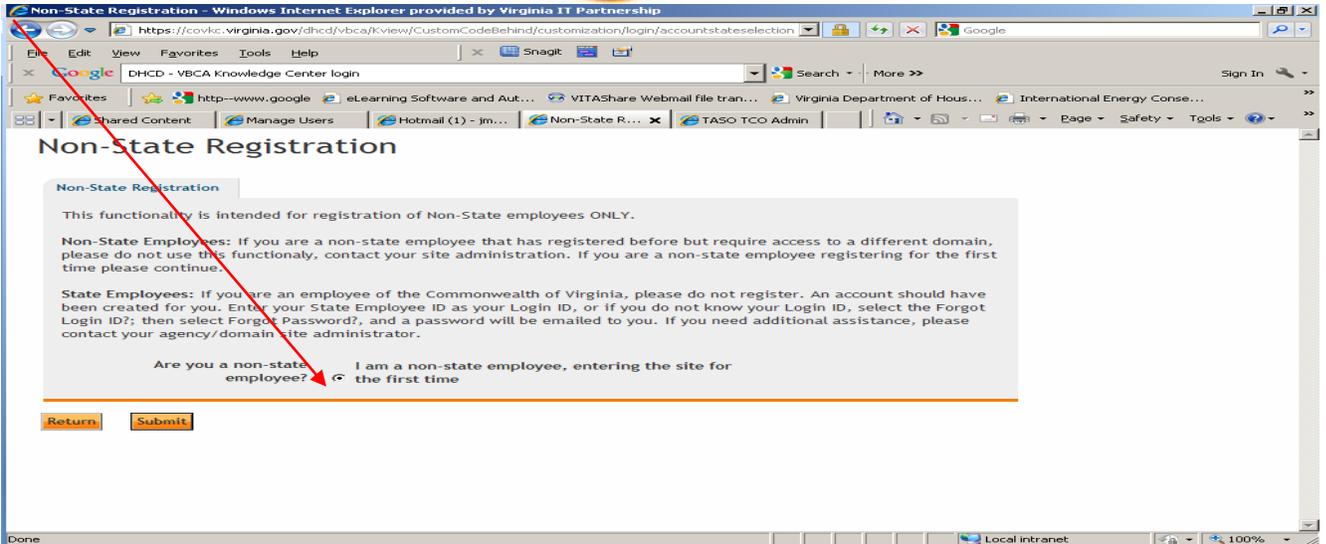
This registration process needs only to take place once. After registering in the COVKC the first time, you will use the unique login ID and password combination to access the site in the future.

To register in the DHCD – VBCA Global Meridian Knowledge Center:

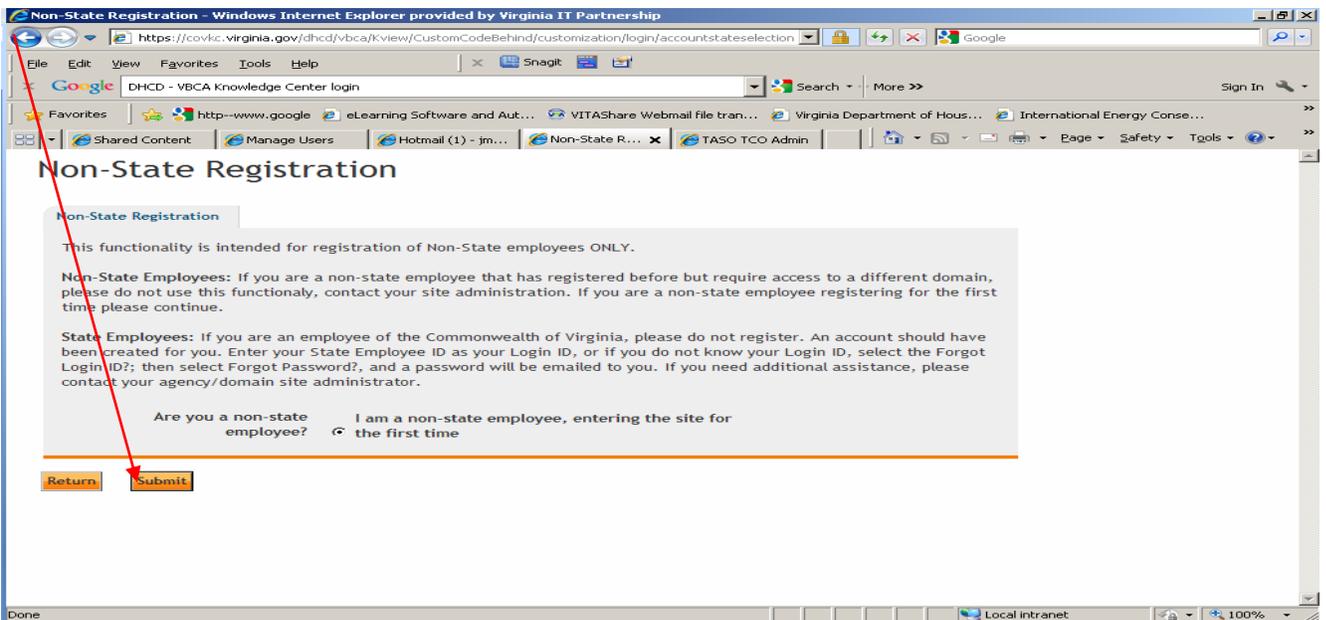
- Step 1.** Click one of the **Register** links on the DHCD – VBCA Global Meridian Knowledge Center Login Page. The *Registration* window opens.



- Step 2.** Select the: **I am a non state employee, entering the site for the first time** option.



Step 3. Click the **Submit** button. The *User Profile* window opens and displays fields for entering your contact information. The required fields are marked with an asterisk (*).



Step 4. Enter your **Login ID** and **Password** in the appropriate fields. Confirm your **Password** in the **Confirm Password** field.

Tips about login IDs and passwords:

- The **login ID** must be at least 4 characters and no more than 20 characters.
- The **password** must be at least 6 characters and no more than 20 characters.
- **Passwords** are case-sensitive (login IDs are not). If you use both uppercase and lowercase letters when you create your password, then you need to type the letters in the same format each time you log into the system.



- The **login ID and password** may only contain numbers, uppercase letters, lowercase letters and the following special characters -
Login ID: @, #, [, ^, \$, ., |, ?, *, +, (,),], {, }, and \.
Password: %, !, @, #, [, ^, \$, ., |, ?, *, +, (,),], {, }, and \.
- Each character you add to your **login ID and password** makes your access to the system more secure (harder for someone to easily figure out).
- For both the **login ID and password**, use a meaningful word or combination of letters and numbers that you can easily remember.

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

Fax

Qualifications

* Section 508 Support

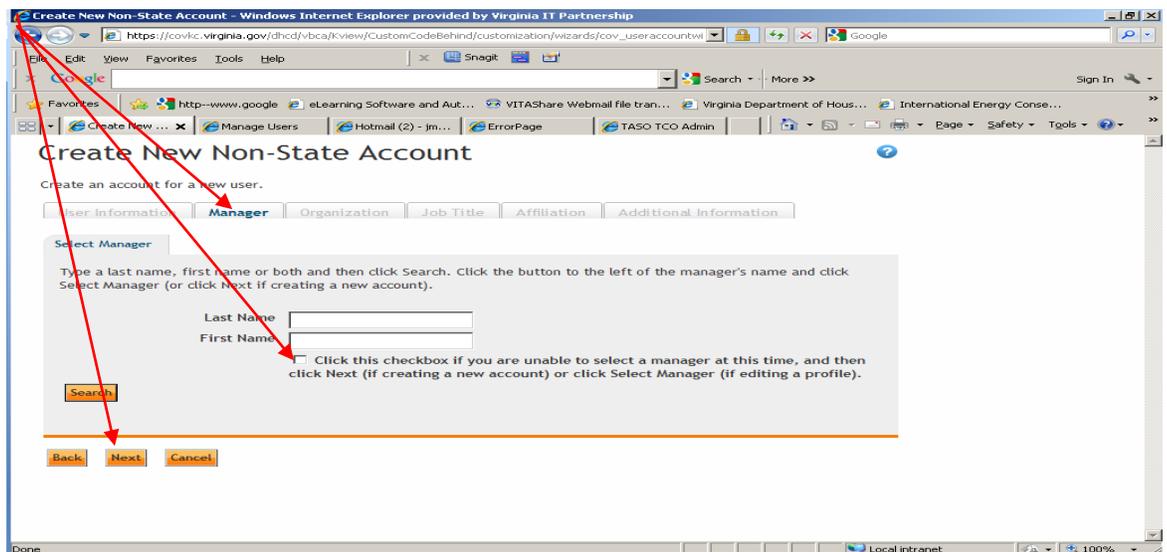
* Primary Language

* Region

* Time Zone



- Step 5.** Enter your **First Name** and **Last Name** in the appropriate fields.
- Step 6.** Enter the last four digits of your Social Security Number in the **Last 4 of SSN** field.
- Step 7.** Enter your **Date of Birth** using the Calendar Icon. 
- Step 8.** Enter your **Email Address**. This is the e-mail address the DHCD – VBCA Global Meridian Knowledge Center will use in order to notify you of course enrollments and cancellations, password resets, etc.
- Step 9.** Select your appropriate **Gender** button.
- Step 10.** Enter your business **Address, City, State, Postal Code, Phone Number, and Fax Number** (optional).
- Step 11.** Enter your area of expertise in the **Qualifications** field (i.e. Building Inspector, Plan Reviewer, Building Official, Permit Technician, etc.) - optional.
- Step 12.** Do not change **Section 508 Support, Primary Language, Region and Time Zone** fields.
Note: If you require Section 508 Support, please contact the DHCD Administrator.
- Step 13.** Click the **Next** button at the bottom of the page. You will be advanced to the **Manager** tab.



- Step 14.** Click the “**Click this checkbox if you are unable to select a manager at this time...**”, and then click the **Next** button at the bottom of the page. You will be advanced to the **Organization** tab.



Create New Non-State Account

Create an account for a new user.

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

Select Organization

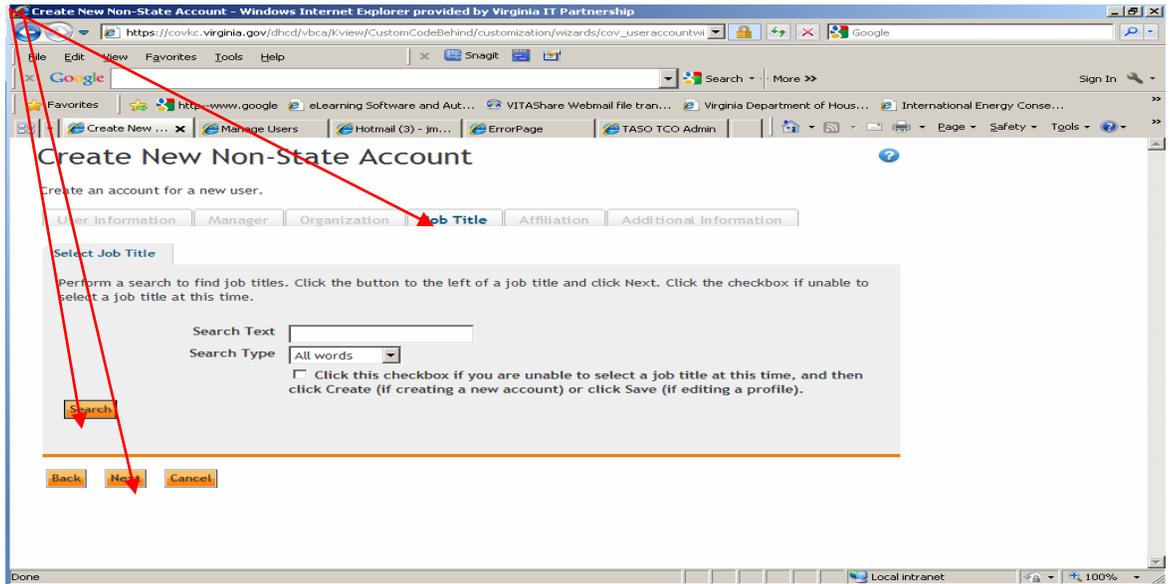
Select your organization (only one can be saved). Click Save (or click Next if creating a new account).

- Abingdon (Town)
- AECOM
- Albermarle
- Alexandria (City)
- Alleghany
- Amelia
- Amherst
- Arlington
- Augusta
- Bedford (City)
- Big Stone Gap (Town)
- Blacksburg (Town)
- Bland
- Bluefield (Town)
- Bristol (City)
- Brunswick
- Buckingham
- Campbell
- Cape Charles (Town)
- Caroline
- Carroll
- Charlotte
- Charlottesville (City)
- Chesapeake (City)
- Chesterfield
- Christianburg (Town)
- Clarke
- Clifton Forge (Town)
- Colonial Beach (Town)
- Colonial Heights (City)
- Culpeper
- Cumberland
- Danville (City)
- DHCD - Virginia Building Code Academy
- Dinwiddie
- E & F elevator Inspections & Consulting Inc.
- EEIS
- Emporia (City)
- Fairfax
- Fairfax (City)
- Falls Church (City)
- Farmville (Town)
- Fauquier
- Franklin (City)
- Frederick
- Fredericksburg (City)
- Galax (City)
- Gloucester
- Goochland
- Greene
- Greensville
- Halifax
- Hampton (City)
- Hanover
- Henrico
- Henry
- Herndon (Town)
- Hillsville (Town)
- Hopewell (City)
- Institute for Building Technology & Safety
- Isle of Wight
- James City
- Lancaster
- Lexington (City)
- Loudoun
- Louisa
- Lynchburg (City)
- Madison
- Manassas (City)
- Manassas Park (City)
- Martinsville (City)
- Mathews
- Mecklenburg
- Middlesex
- Nelson
- New Kent
- Newport News (City)
- Norfolk (City)
- Northampton
- Northumberland
- Norton (City)
- Orange
- Patrick
- Petersburg (City)
- Pittsylvania
- Portsmouth (City)
- Prince Edward
- Prince George
- Prince William
- Pulaski
- Rappahannock
- Richmond (City)
- Roanoke
- Roanoke (City)
- Rockbridge
- Rockingham
- Russell
- Salem (City)
- Scott
- Shenandoah
- Smyth
- Southampton
- Spotsylvania
- Stafford
- Staunton (City)
- Suffolk (City)
- Sussex
- Tazewell
- University of Virginia
- Virginia Beach (City)
- Virginia Polytechnic Institute and State University
- Warren
- Warrenton (Town)
- Washington
- Washington Airport Authority
- West Point (Town)
- Westmoreland
- Winchester (City)
- Wise
- Wythe
- Wytheville (Town)
- York

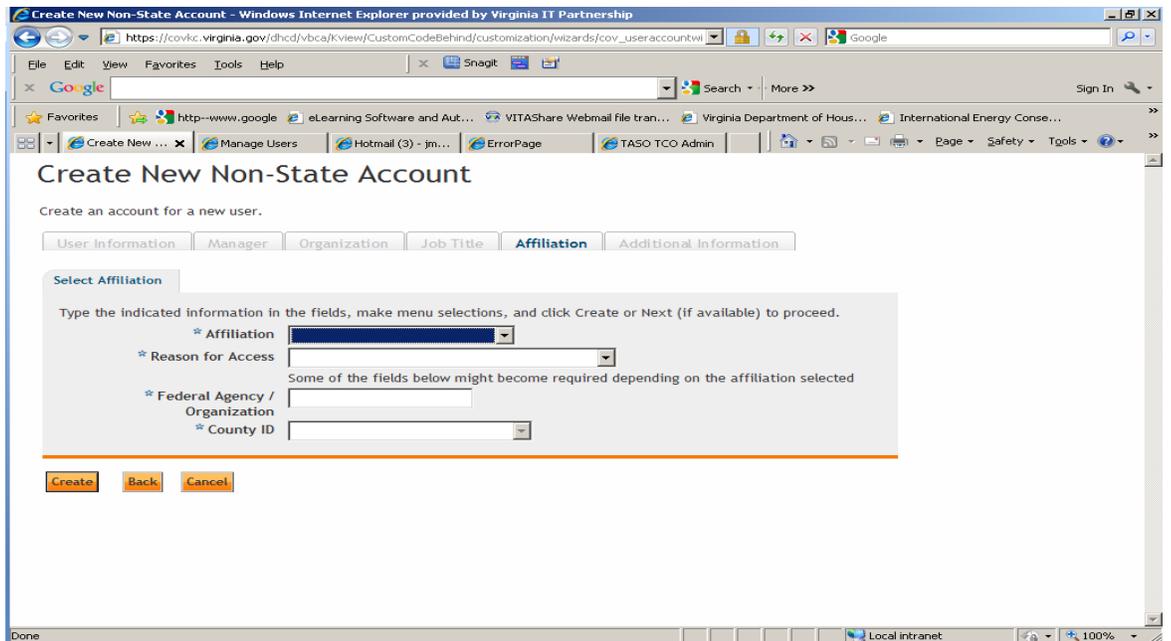
[Back](#) [Next](#) [Cancel](#)



Step 15. Select your locality by clicking the check box next to locality name (only select one) and the click the Next button. You will be advanced to **Job Title** tab.



Step 16. Click the **Search** button and select job title that best describe your current job position, and then click the **Next** button at the bottom of the page. You will be advanced to the **Affiliation** tab.





Step 17. Enter the requested information:

- In the **Affiliation** field, select Local Government or appropriate affiliation from the pull down menu.
- Select a justification for your need to access the site from the pull down menu in the **Reason For Access** field.
- If *Federal Government* was selected, enter the **Federal Agency Name** field.
- If *Non-Profit Organization* was selected, enter the appropriate **Organization Name**.
- If *Local Government* was selected, select your appropriate county/city from the **County ID** drop-down list.

Step 18. Click the **Submit** button.

Your request to access the DHCD – VBCA Global Meridian Knowledge Center is sent to the Administrator for approval. You will also receive an e-mail acknowledgement of your registration (to the e-mail address you entered on the *User Profile* window). Once approved, you will receive another e-mail notifying you of your approval to the DHCD – VBCA Global Meridian Knowledge Center site. Please make note of your Login ID and Password as they will be needed in order to access the site in the future.

Login to the COVKC

After registering and receiving approval to use the DHCD – VBCA Global Meridian Knowledge Center, you need to login each time you want to access the training.

To login to the COVKC:

- Step 1.** Open your Internet browser (such as *Internet Explorer, Firefox, etc.*).
- Step 2.** In the **Address** line, enter the DHCD – VBCA Global Meridian Knowledge Center site address (<https://covkc.virginia.gov/dhcd/vbca/>) and press the **Enter** key on your keyboard.
- Step 3.** Enter your unique **Login ID** and **Password** which was created during the registration process.
- Step 4.** Click the **Submit** button. A window opens that allows you to select which agency's training you would like to access.
Note: Agencies for which you have been approved access are shown with an "Approved" status in the list.
- Step 5.** Select the appropriate agency's option and click the **Submit** button. The *DHCD – VBCA Global Meridian Knowledge Center* window opens.