

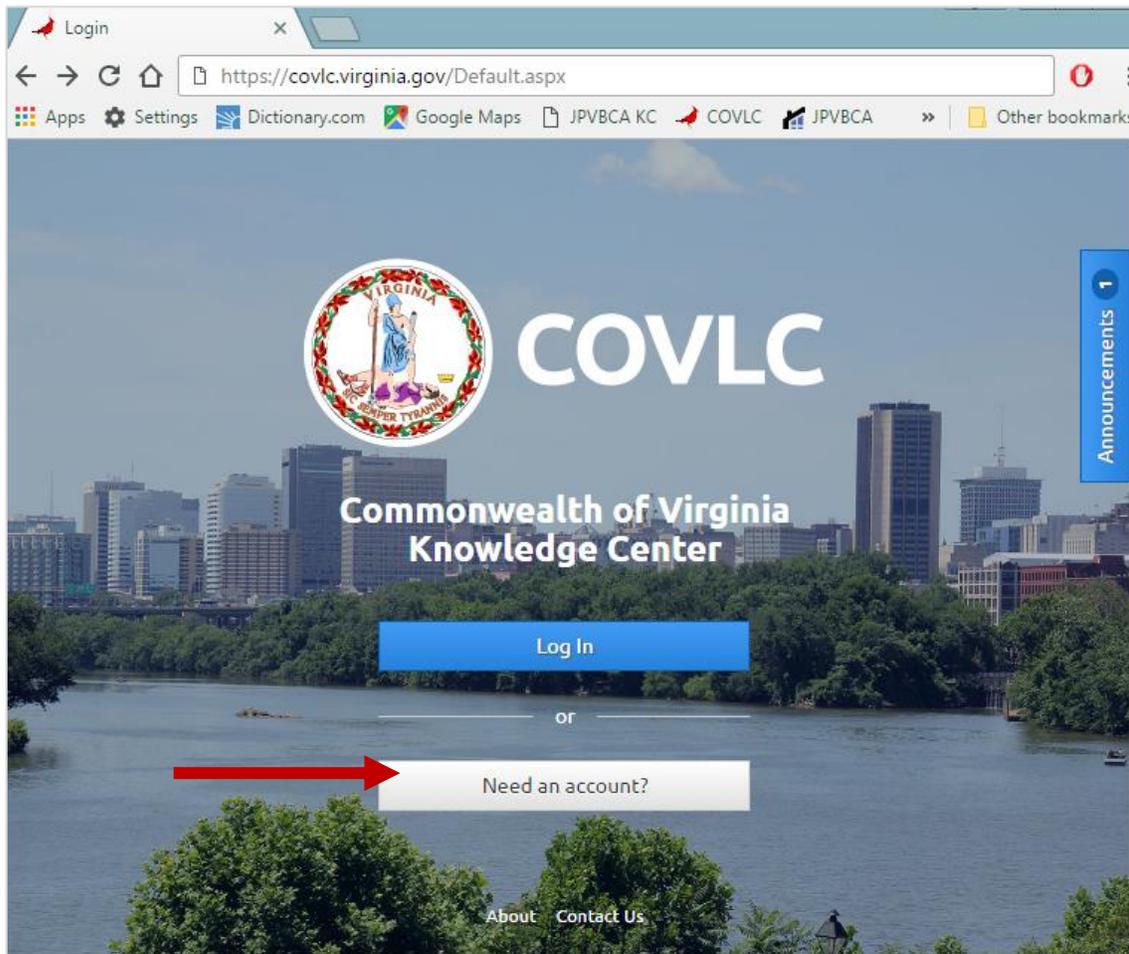


Register as a Non-State User in the VBCA Learning Center

The Jack A Proctor Virginia Building Code Academy Learning Center is a web-based application that delivers self-study training to your desktop, and tracks your progress through the training. To access the JPVBCALC, you need to navigate to the web site and register as a new user. Please note that this site is a domain within the Commonwealth of Virginia's Knowledge Center (COVLC). If you already have an account on the COVLC and wish to access the JPVBCA domain, contact VBCA@dhcd.virginia.gov for assistance.

Access the VBCALC

- 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://covlc.virginia.gov/default.aspx>) and press the **Enter** key on your keyboard. The *Virginia Learning Center Home Page* opens.
- Step 3.** Press "Need an account?"

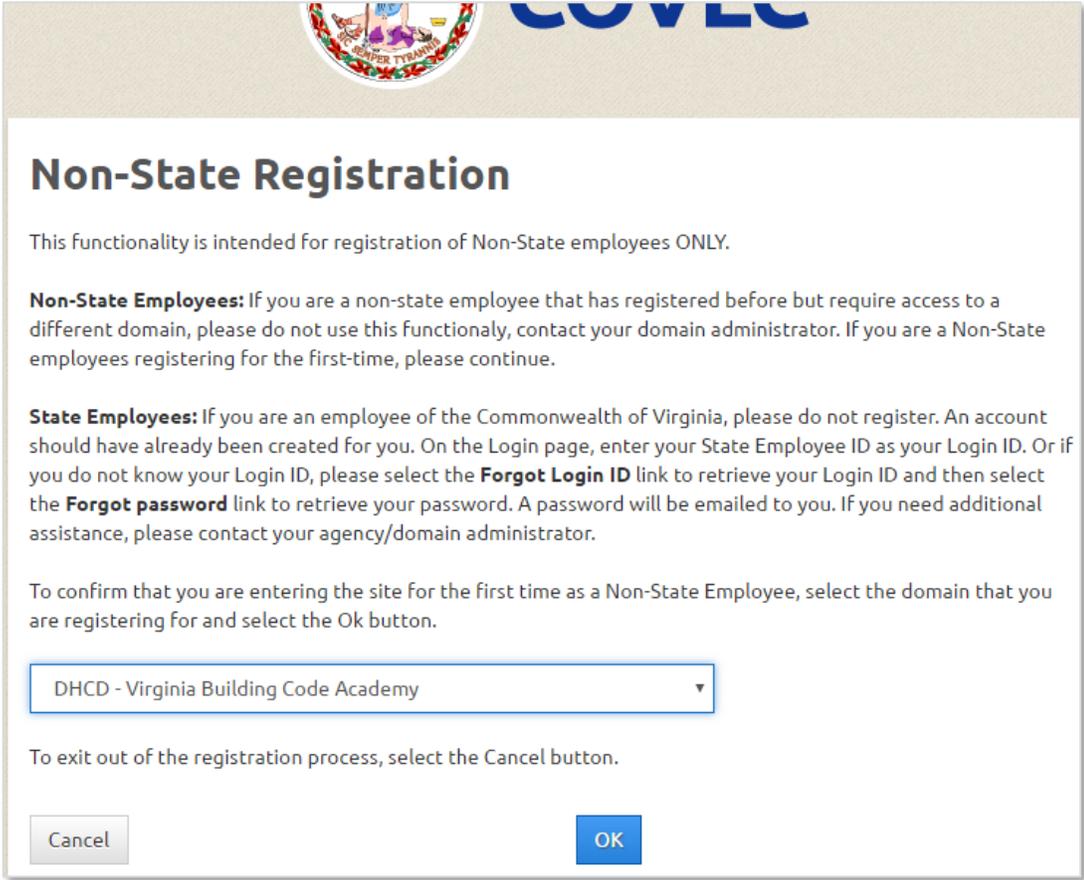


Register in the VBCALC

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

To register in the VBCALC:

- Step 1.** Select DHCD – Virginia Building Code Academy from the dropdown box as the domain you wish to access.



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.

DHCD - Virginia Building Code Academy ▼

To exit out of the registration process, select the Cancel button.

Cancel OK

- Step 2.** Click the **OK** button. The *User Profile* window opens and displays fields for entering your contact information. The required fields are marked with an asterisk (*).

Create New Account

*Login ID	<input type="text"/>	*Email Address	<input type="text"/>
*Password	<input type="text"/>	*Confirm Password	<input type="text"/>
*First Name	<input type="text"/>	Middle Name	<input type="text"/>
		*Last Name	<input type="text"/>
*Gender			*Date of Birth
<input type="radio"/> Male			<input type="text"/>
<input type="radio"/> Female			
<hr/>			
*Organization	Job Title	Manager	
<input type="button" value="Select"/>	<input type="button" value="Select"/>	<input type="button" value="Select"/>	
*Time Zone			*Region
<input type="text" value="(GMT-05:00) Eastern Time (US and Canada)"/>			<input type="text" value="English (United States)"/>
			*# of Records (per page)
			<input type="text" value="20"/>
<input type="checkbox"/> Enable Accessibility			
<input type="button" value="Cancel"/>			<input type="button" value="Create"/>

- Step 3.** Enter a username into the **Login ID** field. You will use this ID to access the Knowledge Center. If the username that you submit has already been assigned, you will be prompted to provide a different ID.
- Step 4.** Enter your **Email Address**. This is the e-mail address the Learning Center will use in order to notify you of course enrollments and cancellations, password resets, etc.
- Step 5.** Enter and confirm a **Password** in the appropriate fields. Click Password Rules on the right side of the screen for password guidelines.
- Step 6.** Enter your **First Name** and **Last Name** in the appropriate fields.
- Step 7.** Select your **Gender**.
- Step 8.** Enter your **Date of Birth** (in the *mm/dd/yyyy* date format).
- Step 9.** Enter your **Organization** by clicking the 'Select' button. A new box will open. You may search for your locality or organization using the search tool or you can browse options by simply clicking on the 'search' button. If your organization is not listed, you may select 'DHCD – Virginia Building Code Academy' as your organization. Click the desired organization and press the 'save' button to return to the form.

Step 10. Enter optional job title in the **Job Title** field similarly to how you entered your organization.

Step 11. Leave the **Manager** field unchanged.

Step 12. Do not change **Time Zone** or **Region** fields.

Note: If you require **Section 508 (accessibility) support**, please contact the DHCD administrator at vbca@dhcd.virginia.gov

Step 13. Click the **Create** button to submit your user account request.

Your request to access the Learning Center is sent to the VBCALC Administrator for approval. You 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 Knowledge Center site, as well as a reminder of the **Login ID** and **Password** that you selected for your access. Please make note of this Login ID and Password as they will be needed in order to access the site in the future.