

REGISTRATION PROCESS FOR VDOT STAFF IN DEQ COURSE OFFERINGS

As a participant member within the statewide COV Learning Center (COVLC), VDOT is able to provide its employees with access to course offerings shared by other Commonwealth agencies.



The **Department of Environmental Quality** is one agency sharing content of interest to many within VDOT. DEQ provides required courses related to **Erosion & Sediment Control** and **Stormwater Management** among other offerings. The process for access to and payment for these offerings has been arranged between the two agencies to simplify the process.

To access classroom course offerings from the DEQ, please follow the guidance below.

- All DEQ offerings available to VDOT employees are accessible through VDOT's domain within the COVLC application. The URL address for VDOT employees is <https://COVLC.Virginia.gov>
- All VDOT employees have an existing account on this site. There is no need to "register" to establish one. If you have not used this account or have forgotten your login or password, you can use the self-help options available from the login page of the site (e.g. "Forgot Your Login ID or Password?")

A screenshot of the COVLC login page. At the top left is the Virginia state seal. To its right is the text "COVLC" in a large, blue, sans-serif font. Below the seal and text is the instruction "Enter your login information below." There are two input fields: "Login ID" and "Password". Below these fields is a blue "Log In" button. At the bottom of the page is a link that says "Forgot your login ID or password?"

- If unable to leverage the self-help options, employees may request login assistance via our VDOTUniversity@VDOT.Virginia.gov support mailbox. When requesting support, please ensure you clarify you need help in accessing the COVLC and not the Virtual Campus. If sending a support request from a personal email address (non-VDOT), please include the last four digits of your SSN to verify your identity.
- If you are a VDOT employee in need of registering for a DEQ course but do NOT have computer access to register for the course directly, you can seek registration assistance in one of the following ways:
 - Contact us at VDOTUniversity@VDOT.Virginia.gov and note the course title, date and location of the course for which you would like to be enrolled. Your supervisor should be copied on this request.
 - Have your supervisor contact us at VDOTUniversity@VDOT.Virginia.gov ensuring he/she notes the course title, date and location of the course for which you should be enrolled.
 - Contact your District Training Manager directly to have him/her coordinate your enrollment request with the Virtual Campus team.

Important Notes:

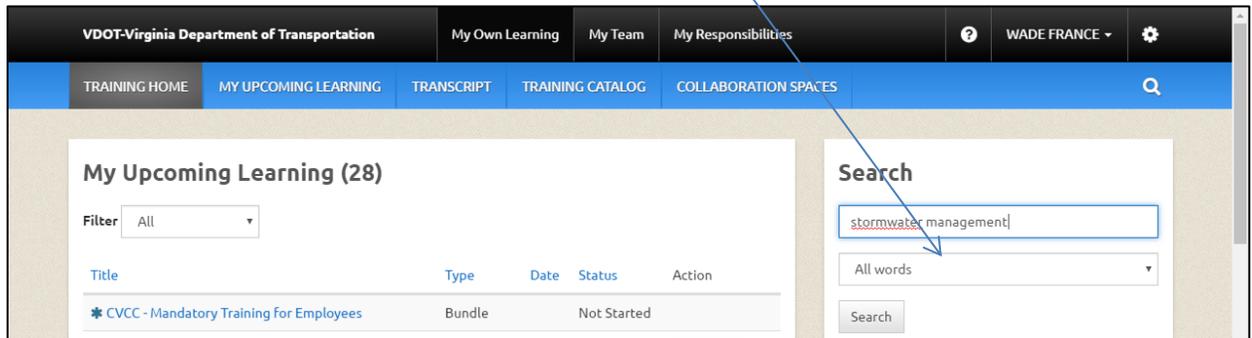
- Enrollment in DEQ offerings requires 2 levels of approval (Supervisor and Learning Center). Supervisory approval should be obtained prior to any requested enrollment action. Learning Center approval is handled through the COVLC system upon registration request.
- Payment for approved VDOT employee attendance in DEQ offerings is made by the Learning Center and will require no action by the student. DEQ will direct bill VDOT for all employees with approved attendance.
- VDOT employees shall not attempt to attend a DEQ course without advanced registration and approval per the procedures noted in this document. Attendance without the appropriate registration is subject to denial by DEQ and subject to refusal of payment by VDOT.
- If you are contracted to work at VDOT but are not a VDOT employee, the procedures outlined within this document are not applicable. Contract staff must access DEQ offerings through their external domain at <https://COVLC.Virginia.gov> and the payment arrangements made through DEQ's standard process.

Locating Courses and Requesting Access:

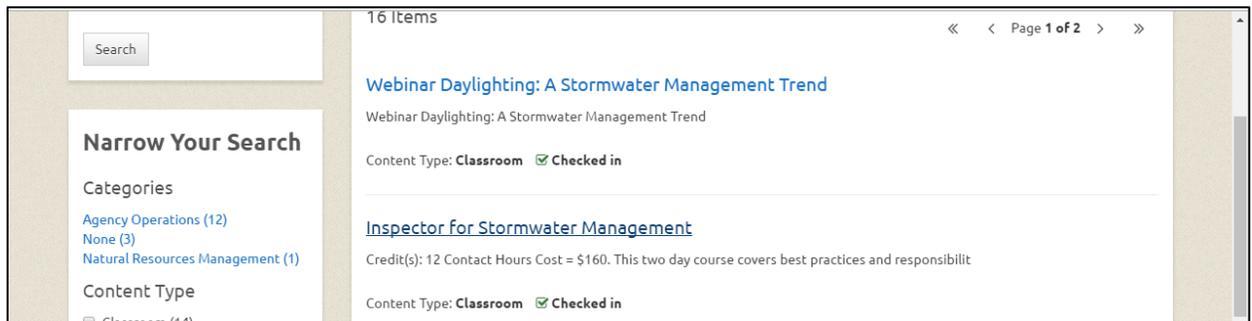
Once in the site, take the following steps to locate the appropriate course and request access.

1. Obtain verbal approval from your supervisor to attend a course.
2. Access the COV Knowledge Center: <https://COVLC.Virginia.gov>
3. Click the "Log In" button
4. Enter your Login ID / Password and click Submit.

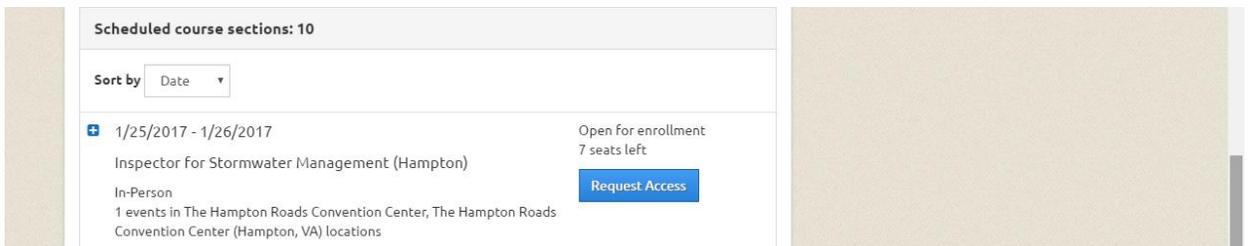
5. Enter your search criteria in the “Search” area and click “Search”



6. Click on the course title you want to enroll in.



7. Click “Request Access” for the session you wish to attend



Upon Learning Center approval, you will be registered. You and your supervisor should receive an email confirmation of your enrollment.

Course Cancellations:

If you are a VDOT employee in need of assistance cancelling a DEQ offering, please contact us at VDOTUniversity@VDOT.Virginia.gov.