

# **Learning Management System (LMS) Portal Registration Tutorial**

DCJS On-Line Courses

# Non-State Registration

The screenshot shows a web browser window with the URL [https://covkc.virginia.gov/dcjs/ss/Kview/CustomCodeBehind/Customization/Login/COV\\_Login.aspx](https://covkc.virginia.gov/dcjs/ss/Kview/CustomCodeBehind/Customization/Login/COV_Login.aspx). The page header includes the Virginia Department of Criminal Justice Services logo and the text "Virginia Department of Criminal Justice Services" and "www.dcjs.virginia.gov". At the top right, there are two links: [Register](#) and [Email Administrator](#). A green arrow points from a callout box to the "Register" link. The callout box contains the text: "Click here to begin your registration process". Below the header, there is a large white box with the following text: "Click on the 'Register' button located at the top right of the page to create your user profile. If you have questions or issues, please email [Distance.Learning@dcjs.virginia.gov](mailto:Distance.Learning@dcjs.virginia.gov)." Below this text, there is a section titled "Recent Announcements" with a speaker icon. On the right side of the page, there is a login form with fields for "Login ID" and "Password", each with a "Forgot" link below it, and a "Log In" button at the bottom.

# Registering

The screenshot shows a web browser window with the URL <https://covkc.virginia.gov/dcjs/ss/View/CustomCodeBehind/customization/login/accountstateselection.aspx>. The page title is "Non-State Registration".

**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 site administration. If you are a non-state employee 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 been created for you. Enter your State Employee ID as your Login ID, or if you do not know your Login ID, select the Forgot Login ID?; then select Forgot Password?, and a password will be emailed to you. If you need additional assistance, please contact your agency/domain site administrator.

Are you a non-state employee?  I am a non-state employee, entering the site for the first time

Return Submit

1 Click here, then click SUBMIT to go to the next screen

2

The diagram includes green arrows: one pointing from the "Submit" button to the "I am a non-state employee, entering the site for the first time" radio button; another pointing from the "Return" button to the "Submit" button; and a curved arrow pointing from the right side of the page back to the "Return" button.

# User Information Page

https://covk.virginia.gov/dcjs/ss/View/CustomCodeBehind/customization/wizards/cov\_useraccountwizard.aspx

## 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: PSstraining5
- \* Password: [Redacted] [Password Rules](#)
- \* Confirm Password: [Redacted]
- \* First Name: Private
- \* Last Name: Security
- Middle Name: [Empty]
- \* Last 4 of SSN: 1234
- \* Date of Birth: 8/8/1978
- \* Email Address: complianceagent12@dcjs.gov
- \* Gender:  Male  Female
- \* Address: 1100bankstree
- \* City: Richmond
- \* U.S. State: Virginia
- \* Postal Code: 23219
- \* Home Phone: 807-786-4000
- Fax: [Empty]
- Qualifications: [Empty]
- \* Section 508 Support: Off
- \* Primary Language: English (US)
- \* Region: English (United States)
- \* Time Zone: (GMT-05:00) Eastern Time (US and Canada)

[Check Spelling](#)

[Next](#)

Fill out all Required fields with \*. Use current and accurate information.

Scroll to the bottom and click NEXT button  
**(Minimum Password Length: 6 characters)**  
**IMPORTANT: WRITE DOWN LOGIN ID AND TEMPORARY PASSWORD**

# Manager

https://cov.kc.virginia.gov/dcjs/ss/Kview/CustomCodeBehind/customization/wizards/cov\_useraccountwizard.aspx

File Edit View Favorites Tools Help

DCJS CA Training Portal GL Test Login (2) Login - Virginia Departm... External Knowledge Center Intranet VA DCIS - MyLicense Office EmployeeDirect Login Commonwealth of Virginia

## Create New Non-State Account

Create an account for a new user.

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

**Select Manager**

Enter a last name, first name or both and then click Search. Click the button next to a user's name and click Select Manager to designate the person as your manager. You can click the Information icon for any user to view more information about the user.

Last Name

First Name

Search

Cancel

**DO NOT** enter a name **CLICK SEARCH TAB ONLY** to advance to the next screen

# Manager Continued

https://covkc.virginia.gov/dcjs/ss/Kview/CustomCodeBehind/customization/wizards/cov\_useraccountwizard.aspx

File Edit View Favorites Tools Help

DCJS CA Training Portal GL Test Login (2) Login - Virginia Departme... External Knowledge Center Intranet VA DCIS - MyLicense Office EmployeeDirect Login Commonwealth of Virginia

## Create New Non-State Account

Create an account for a new user.

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

### Select Manager

Enter a last name, first name or both and then click Search. Click the button next to a user's name and click Select Manager to designate the person as your manager. You can click the Information icon for any user to view more information about the user.

Last Name

First Name

Click this checkbox if you are unable to select a manager at this time, and then click Next (if creating a new account) or click Select Manager (if editing a profile).

Records found: 200  
The maximum returned results from a search is 200 items. If your expected result is not listed in the results below please define your search by adding text to the 'Search Text' box or using the 'Advanced Search' link, when applicable.

	Last Name	First Name	Title	Location
<input checked="" type="radio"/>			No job title	
<input type="radio"/>			No job title	
<input type="radio"/>			No job title	
<input type="radio"/>			No job title	richmond, VA
<input type="radio"/>			No job title	
<input type="radio"/>			No job title	Norfolk, VA
<input type="radio"/>			No job title	Norfolk, VA
<input type="radio"/>			No job title	Amherst, VA
<input type="radio"/>			No job title	Madison Heights, VA
<input type="radio"/>			No job title	Hampton, VA
<input type="radio"/>			No job title	Hampton, VA
<input type="radio"/>			No job title	Sterling, VA
<input type="radio"/>			No job title	Sterling, VA
<input type="radio"/>			No job title	Roanoke, VA
<input type="radio"/>			No job title	Midlothian, AL

Please click on the white box to indicate you have no manager. Then scroll to the bottom and click NEXT

# Manager Continued

Browser address bar: [https://covkc.virginia.gov/dcps/ss/Kview/CustomCodeBehind/customization/wizards/cov\\_useraccountwizard.aspx](https://covkc.virginia.gov/dcps/ss/Kview/CustomCodeBehind/customization/wizards/cov_useraccountwizard.aspx)

<input type="radio"/>			No job title	Midlothian, VA
<input type="radio"/>			No job title	Midlothian, VA
<input type="radio"/>			No job title	Midlothian, VA
<input type="radio"/>			No job title	Bassett, VA
<input type="radio"/>			No job title	Waynesboro, VA
<input type="radio"/>			No job title	Waynesboro, VA
<input type="radio"/>			No job title	Waynesboro, VA
<input type="radio"/>			No job title	Waynesboro, VA
<input type="radio"/>			No job title	Waynesboro, VA
<input type="radio"/>			No job title	
<input type="radio"/>			No job title	Fredericksburg, VA
<input type="radio"/>			No job title	Danville, VA
<input type="radio"/>			No job title	Danville, VA
<input type="radio"/>			No job title	Newport News, VA
<input type="radio"/>			No job title	Hampton, VA
<input type="radio"/>			No job title	Hampton, VA
<input type="radio"/>			No job title	Hampton, VA
<input type="radio"/>			No job title	Hampton, VA
<input type="radio"/>			No job title	Newport News, VA
<input type="radio"/>	Faison	Charles	61522	
<input type="radio"/>	Leach	John	Fire Fighter	
<input type="radio"/>	LIU	BONNIE	OTHER	lorton, MD
<input type="radio"/>	Miller	Linda	Other	martinsville, VA

1 2 3 4 5

Buttons: Back, Next, **C** (highlighted with a green arrow)

# Organization

## Create New Non-State Account

Create an account for a new user.

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

### Select Organization

Select an organization from the list below. You can only select one organization. Then click Save (or click Next if creating a new account).

- DCJS - Compliance Agent
- DCJS-Do not use

Back   Next   Cancel

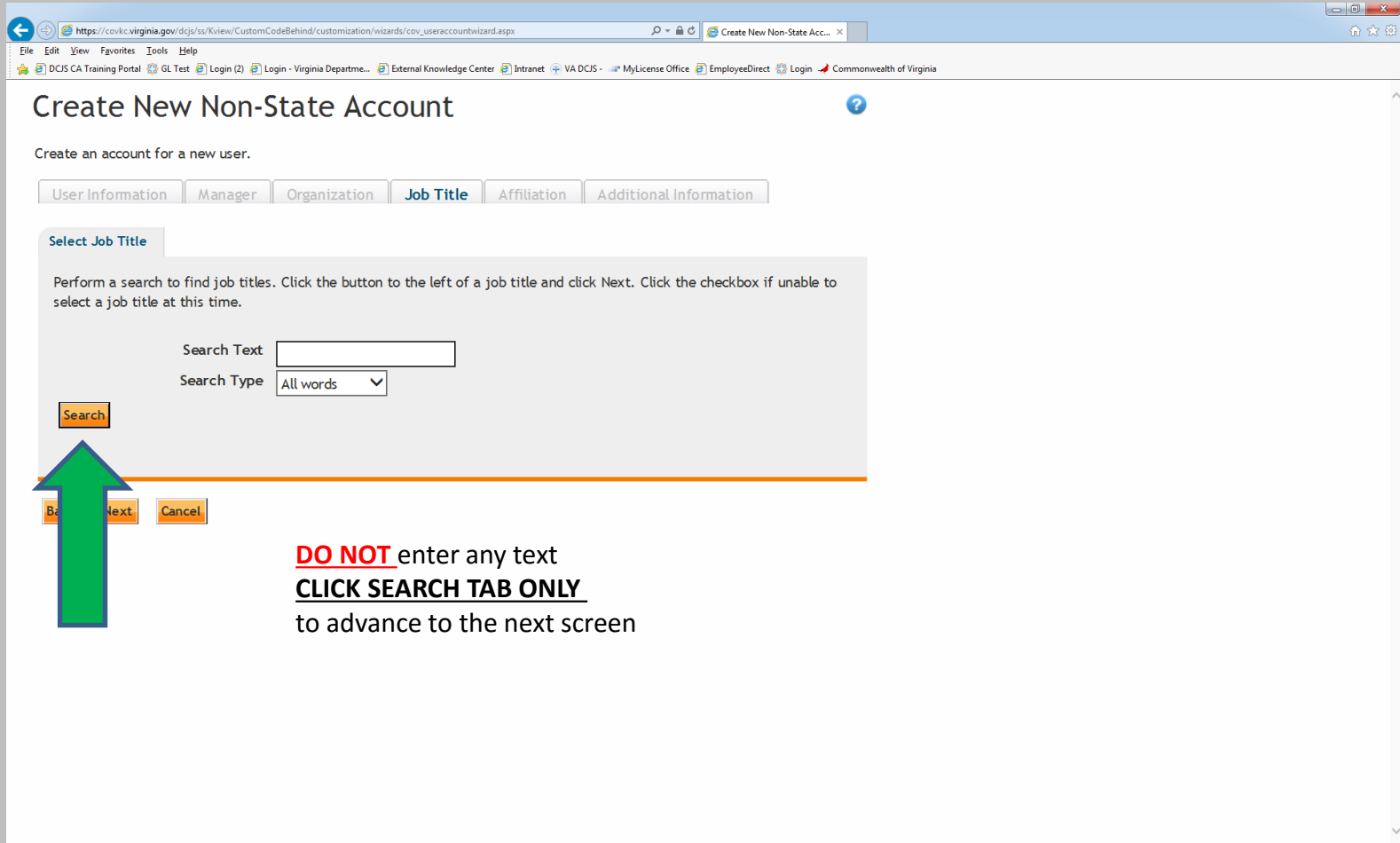
1

2

Select DCJS  
Compliance Agent  
then click NEXT



# Job Title



The screenshot shows a web browser window with the URL [https://cov.kc.virginia.gov/dcis/ss/KView/CustomCodeBehind/customization/wizards/cov\\_useraccountwizard.aspx](https://cov.kc.virginia.gov/dcis/ss/KView/CustomCodeBehind/customization/wizards/cov_useraccountwizard.aspx). The page title is "Create New Non-State Account". Below the title, there is a navigation bar with tabs: "User Information", "Manager", "Organization", "Job Title" (selected), "Affiliation", and "Additional Information".

The "Job Title" section is titled "Select Job Title" and contains the following text: "Perform a search to find job titles. Click the button to the left of a job title and click Next. Click the checkbox if unable to select a job title at this time." Below this text are two input fields: "Search Text" (an empty text box) and "Search Type" (a dropdown menu set to "All words"). A "Search" button is located below the "Search Text" field. Below the "Search" button, there are three buttons: "Back", "Next", and "Cancel". A green arrow points to the "Search" button.

**DO NOT** enter any text  
**CLICK SEARCH TAB ONLY**  
to advance to the next screen

# Job Title Continued

## Create New Non-State Account

Create an account for a new user.



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

### Select Job Title

Perform a search to find job titles. Click the button to the left of a job title and click Next. Click the checkbox if unable to select a job title at this time.

Search Text   
Search Type All words ▾

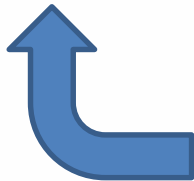
Search

Records found: 3

	Job Title
<input type="radio"/>	Business Owner
<input type="radio"/>	Compliance Agent
<input type="radio"/>	Other

Back | Next | Cancel

Select Job Title  
then click Next



# Affiliation

https://cov.kc.virginia.gov/dcjs/ss/KView/CustomCodeBehind/customization/wizards/cov\_useraccountwizard.aspx

Create New Non-State Account

Create an account for a new user.

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

Select Affiliation

Type the indicated information in the fields, make menu selections, and click Create or New (if available) to proceed.

\* Affiliation

\* Reason for Access

Some of the fields below might become required depending on the affiliation selected

\* Federal Agency / Organization

\* County ID

Create Back Cancel

Select an affiliation

# Affiliation

https://covk.virginia.gov/dcjs/ss/KView/CustomCodeBehind/customization/wizards/cov\_useraccountwizard.aspx

## Create New Non-State Account

Create an account for a new user.

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

Select Affiliation

Type the indicated information in the fields, make menu selections, and click Create or Next (if available) to proceed.

- \* Affiliation
- \* Reason for Access
- \* Federal Agency / Organization
- \* County ID

Required depending on the affiliation selected

**Create** **Back** **Cancel**

Commonwealth Board Member  
Community Partner  
Contractor  
Federal Government  
For Profit Organization  
General Public  
JSRCC Advanced College Academy-ACA  
JYF Volunteer  
License - Community Partners  
Local Government  
Non-Profit Organization  
Other Employment Status  
Student  
VMFA intern  
VMFA Volunteer  
William and Mary - Contractor  
William and Mary - Hourly  
William and Mary - Student  
William and Mary - Student Employee  
William and Mary - Temp Worker  
William and Mary Employee

Select one that applies

# Affiliation

https://cov.kc.virginia.gov/dcis/ss/Kview/CustomCodeBehind/customization/wizards/cov\_useraccountwizard.aspx

Create New Non-State Account

Create an account for a new user.

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

Select Affiliation

Type the indicated information in the field below. If you are unsure of the correct information, click on the help icon or Next (if available) to proceed.

- \* Affiliation
- \* Reason for Access
  - DCSE - Contract Staff
  - None of the above, no reason provided
  - To access training for this agency**
  - To complete job-related certification training
  - To complete job-related licensing training
  - To complete mandatory job-related training
  - To gain access to this agency site
- \* Federal Agency / Organization
- \* County ID

DCSE - Contract Staff

None of the above, no reason provided

**To access training for this agency**

To complete job-related certification training

To complete job-related licensing training

To complete mandatory job-related training

To gain access to this agency site

Create Back Cancel

Select an option under reason for access. Then select CREATE

# Registration Submitted

The screenshot shows a web browser window with the address bar displaying <https://covk.virginia.gov/dcs/ss/Kview/CustomCodeBehind/customization/login/nonstateregistrationend.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows a search icon, a lock icon, and a tab titled 'Registration Request Submi...'. The browser's toolbar includes icons for DCJS CA Training Portal, GL Test, Login (2), Login - Virginia Departme..., External Knowledge Center, Intranet, VA DCJS, MyLicense Office, EmployeeDirect, Login, and Commonwealth of Virginia.

## Registration Request Submitted

**Registration Request Submitted**

Your registration request has been submitted to an Administrator for approval. You will be notified via an email if your registration was approved or denied

[Return](#)

Select RETURN to return to the log in page

# Reminder

- You will NOT have immediate access to the Learning Management System portal.
- It may take up to 2 business days to be granted access to the Learning Management System portal.
- You will receive an email notifying you that you have access to the Learning Management System portal once approved.
- Please monitor your spam/junk folder as well
- For further assistance please contact a Learning Management System portal administrator at [Distance.learning@dcjs.virginia.gov](mailto:Distance.learning@dcjs.virginia.gov).

# **Taking the Course**

Compliance Agent 12E/12I



# Accessing the Portal

Click on the "Register" button located at the top right of the page to create your user profile.

If you have questions or issues, please email [Distance.Learning@dcjs.virginia.gov](mailto:Distance.Learning@dcjs.virginia.gov).

 Recent Announcements

When you have been granted access to LMS, you will receive an email from DCJS that your registration is complete. To gain access to the portal you will log in with the Login ID and Password you created during registration.

Login ID  [Forgot Login ID?](#)

Password  [Forgot Password?](#)

# Change your Password

The screenshot shows a web browser window with the URL <https://covk.virginia.gov/dcjs/ss/Kview/CustomCodeBehind/base/login/updatepassword.aspx>. The browser's address bar shows the page title "Edit Password" and a "New tab" button. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows several icons, including "DCJS CA Training Portal", "GL Test", "Login (2)", "Login - Virginia Depart...", "External Knowledge Center", "Intranet", "VA DCJS -", "MyLicense Office", "EmployeeDirect", "Login", and "Commonwealth of Virginia".

The page header features a "Welcome, Private Security | [Logout](#)" message and a "Site Help" link. The Virginia Department of Criminal Justice Services logo is displayed, along with the text "Virginia Department of Criminal Justice Services" and the website address "www.dcjs.virginia.gov".

## Edit Password

Change your password. Remember to use your new password the next time you log in.

**Edit Password**

To change your password, enter your current password and enter the new password twice. Click Save when finished.

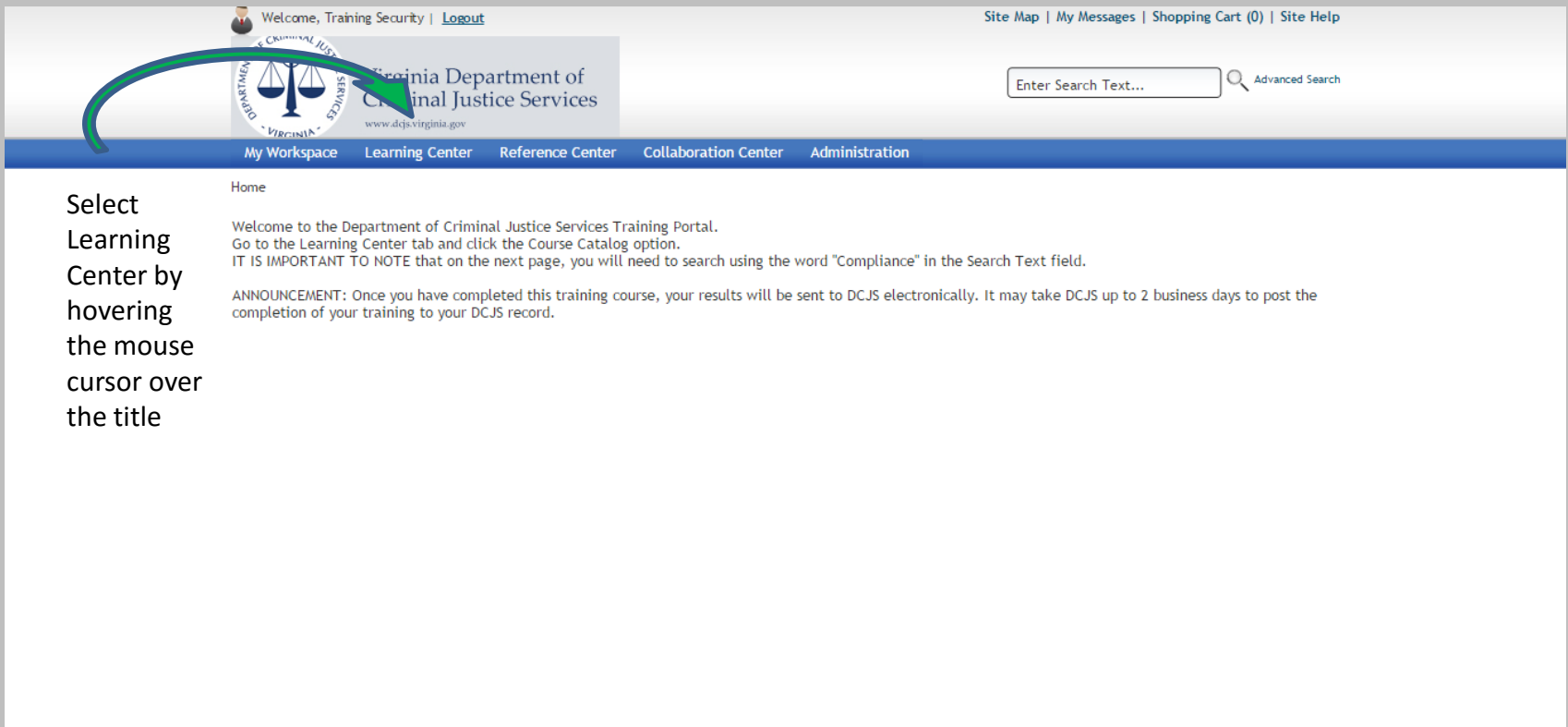
\* Current Password

\* New Password  [Password Rules](#)


\* Confirm New Password

Enter in your temporary password you created during registration and now create a permanent password using no less then 6 characters.

# Welcome



Welcome, Training Security | [Logout](#) [Site Map](#) | [My Messages](#) | [Shopping Cart \(0\)](#) | [Site Help](#)

 Virginia Department of Criminal Justice Services  
www.djcs.virginia.gov

Enter Search Text... [Advanced Search](#)

[My Workspace](#) [Learning Center](#) [Reference Center](#) [Collaboration Center](#) [Administration](#)

Select Learning Center by hovering the mouse cursor over the title

Home

Welcome to the Department of Criminal Justice Services Training Portal.  
Go to the Learning Center tab and click the Course Catalog option.  
IT IS IMPORTANT TO NOTE that on the next page, you will need to search using the word "Compliance" in the Search Text field.

ANNOUNCEMENT: Once you have completed this training course, your results will be sent to DCJS electronically. It may take DCJS up to 2 business days to post the completion of your training to your DCJS record.

# Learning Center

The screenshot shows a web browser window with the URL <https://covkc.virginia.gov/dcjs/ss/KView/CustomCodeBehind/base/!mswlcwcomemessage.aspx>. The page header includes the Virginia Department of Criminal Justice Services logo and navigation links such as "Site Map", "My Messages", "Shopping Cart (0)", and "Site Help". A search bar is also present. The main navigation menu is highlighted in blue and includes "Learning Center", "Reference Center", "Collaboration Center", and "Administration". A dropdown menu is open under "Learning Center", listing "Course Catalog", "Tests", "Bundled", "Courses", "Training Facilities", and "Certifications". Two green arrows indicate the navigation path: arrow 1 points to the "Learning Center" menu item, and arrow 2 points to the "Course Catalog" option in the dropdown. The text "Click Learning Center, then select course catalog" is positioned to the left of the arrows.

1

2

Click Learning Center, then select course catalog

# Course Catalog

The screenshot shows the Virginia Department of Criminal Justice Services Course Catalog page. At the top, there is a navigation bar with links for "My Workspace", "Learning Center", "Reference Center", "Collaboration Center", and "Administration". Below this, the page title "Course Catalog" is displayed. A search instruction box contains the following text: "To perform a search, enter keywords in the Search Text field. Then make selections using the search criteria options, and click Search. Use the Advanced Search link to enter more specific search criteria for your search." Below the instruction box, there is a search form with a "Search Text" input field, a dropdown menu set to "All words", and a "Search" button. A green arrow points to the "Search Text" input field. To the right of the search form, there are links for "Advanced Search", "Calendar View", and "Print Version".

Search for courses and curriculums and enroll in them. Depending on the system's configuration, enrollment may be automatic.

To perform a search, enter keywords in the Search Text field. Then make selections using the search criteria options, and click Search. Use the Advanced Search link to enter more specific search criteria for your search.

Search Text  All words  [Advanced Search](#) | [Calendar View](#) | [Print Version](#)

Type in a key word here, Compliance will be the keyword used in this tutorial

# Finding your Course

https://covkc.virginia.gov/dcjs/ss/Kview/CustomCodeBehind/Base/Content/ContentSimpleSearch.aspx?strContentTypeId=ML.BASE.COURSEWARE

Course Catalog

Welcome, Private Security | [Logout](#) [Site Map](#) | [My Messages](#) | [Shopping Cart \(0\)](#) | [Site Help](#)

Virginia Department of Criminal Justice Services  
www.dcps.virginia.gov

My Workspace | Learning Center | Reference Center | Collaboration Center | Administration

[Home](#) >> [Learning Center](#) >> Course Catalog

## Course Catalog

Search for courses and curriculums and enroll in them. Depending on the system's configuration, enrollment may be automatic.

To perform a search, enter keywords in the Search Text field. Then make selections using the search criteria options, and click Search. Use the Advanced Search link to enter more specific search criteria for your search.

Search Text     [Advanced Search](#) | [Calendar View](#) | [Print Version](#)

Type in the word compliance and click SEARCH

https://covkc.virginia.gov/dcjs/ss/Kview/CustomCodeBehind/Base/Content/ContentSimpleSearch.aspx?strContentTypeId=ML.BASE.COURSEWARE

# Selecting a Course

Welcome, Private Security | [Logout](#) [Site Map](#) | [My Messages](#) | [Shopping Cart \(0\)](#) | [Site Help](#)

Virginia Department of Criminal Justice Services  
www.dcss.virginia.gov

My Workspace | Learning Center | Reference Center | Collaboration Center | Administration

[Home](#) >> [Learning Center](#) >> Course Catalog

## Course Catalog

Search for courses and curriculums and enroll in them. Depending on the system's configuration, enrollment may be automatic.

To perform a search, enter keywords in the Search Text field. Then make selections using the search criteria options, and click Search. Use the Advanced Search link to enter more specific search criteria for your search.

Search Text:     [Advanced Search](#) | [Calendar View](#) | [Print Version](#)

Records found: 3  
The maximum returned results from a search is 200 items. If your expected result is not listed in the results below please define your search by adding text to the 'Search Text' box or using the 'Advanced Search' link, when applicable.

		Title	Delivery Method
		<a href="#">DCJS 12E: Compliance Agent Entry Level Training</a> <i>Compliance agent certification training</i>	C
		<a href="#">DCJS PSS 12I Version.2 Compliance Agent In-Service Training</a> <i>DCJS PSS 12I Version.2, renewal certification course for compliance agents</i>	O
		<a href="#">DCJS-PSS 12E (2016) Compliance Agent Entry Level Training</a> <i>DCJS-PSS 12E (2016) Compliance Agent Entry Level Training</i>	O

Select your course by clicking on the **underlined title** (only courses marked with a green check will grant access)


# Access the Course

The screenshot shows a web browser window displaying the Virginia Department of Criminal Justice Services website. The page is titled "DCJS-PSS 12E (2016) Compliance Agent Entry Level T...". A green arrow points to the "Access Item" button, which is labeled "Click ACCESS ITEM".

Navigation: Home >> Learning Center >> Course Catalog >> DCJS-PSS 12E (2016) Complia...

## DCJS-PSS 12E (2016) Compliance Agent Entry Level T...

[Return](#)



**DCJS-PSS 12E (2016) Compliance Agent Entry Level Training** DCJS-PSS 12E (2016) [Save Shortcut](#)

Type : SCORM 1.2

Course Provider : Dept. of Criminal Justice Services  
Cost : \$0.00  
Locale : English (United States)

Duration (Hours) : None  
Credit(s) : 6 Contact Hours

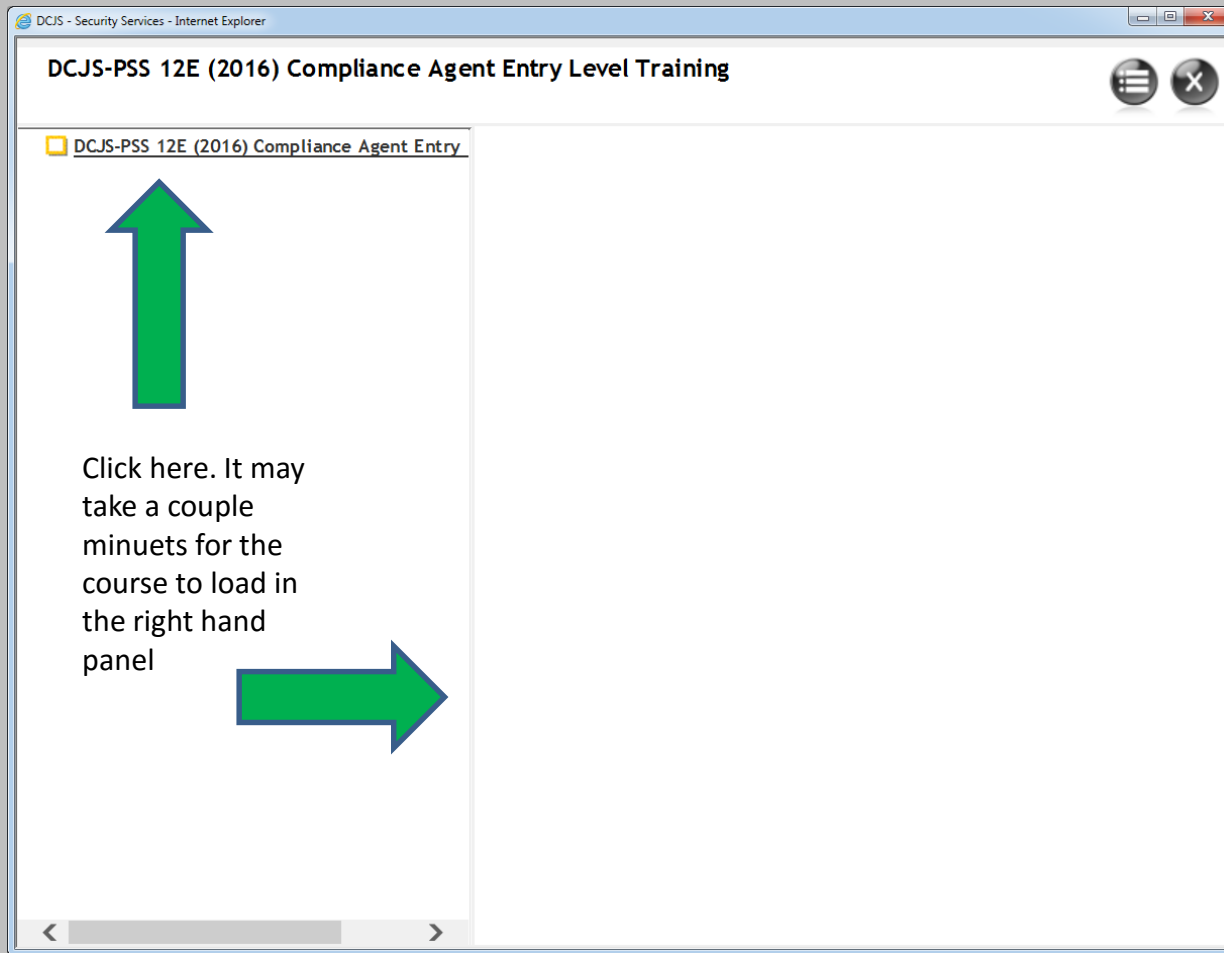
DCJS-PSS 12E (2016) Compliance Agent Entry Level Training

[Access Item](#)  
What's this?

Click ACCESS ITEM



# You May Begin



DCJS - Security Services - Internet Explorer

**DCJS-PSS 12E (2016) Compliance Agent Entry Level Training**

[DCJS-PSS 12E \(2016\) Compliance Agent Entry](#)

Click here. It may take a couple minutes for the course to load in the right hand panel

The screenshot shows a web browser window with a title bar that reads "DCJS - Security Services - Internet Explorer". The main content area has a header "DCJS-PSS 12E (2016) Compliance Agent Entry Level Training" and a sub-header "DCJS-PSS 12E (2016) Compliance Agent Entry" with a small yellow square icon to its left. A large green arrow points upwards from the text below towards the sub-header. The text below the arrow says "Click here. It may take a couple minutes for the course to load in the right hand panel". A second large green arrow points horizontally to the right, towards the empty right-hand panel of the browser window. The browser window also shows standard navigation buttons and a scrollbar at the bottom.

# Final Directions

- Take the course
- Complete the test
- Receive a certificate of completion
- Submit the Initial or Renewal application along with fees to DCJS (Disregard if you already have done so)
- LMS will notify DCJS electronically of your course completion
- After all Applications, Fees, And Training have been received, your wall certificate will issue and be mailed to your address of record.