

Commonwealth of Virginia Learning Center

Access for Soil and Water Conservation District Staff and Directors

*District staff who already have an account and associated login to the COVLC should contact Carl Thiel-Goin. Carl will modify your current account settings to allow you to access the District domain.

(804)887-8915 or Carl.Thiel-Goin@dcr.virginia.gov

If you are unsure if you currently have a user account, follow the attached directions for gaining access.


*New Users: To register for access to the Commonwealth of Virginia Learning Center (COVLC), follow the steps listed below.

The registration process is as follows:

- Go to the URL – <https://covlc.virginia.gov>



- Select “Need an Account”
- When the Non-State Registration window appears, in the drop down, scroll down and choose DCR-SWCDs and click ok.



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.

DCR - SWCDs

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

Cancel OK

- This will take you to the Create New Account page
- Fill out the required information fields on the form.
- To select the organization, click “select”. When the “select organization” window opens, type “SWCD” in the “Find Organization” search box, and click the “Search” button. Choose the “DCR – SWCDs” option, then click save.



Create New Account

*Login ID

*Password

*First Name

*Gender
 Male
 Female

*Organization

*Time Zone
 (GMT-05:00) Eastern T

of Records (per page)
 20

Select Organizations

Select an item from search results, then select Save.

Find Organization: swcd

Search Type: All words

Search

Organizations Path

DCR - SWCDs Dept Conservation - Recreation - P (199) > Dept Conservation - Recreation (199)

Cancel Save

- When you have finished filling-in requested data fields, select “Create”.
- Once your account is approved, you will receive an email, containing your user account access information.
- NOTE – Please remember the Login ID and Password you created.