

NOVA Academy/COVLC

Non-State User Registration Guide



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Introduction

This guide is intended to assist users who have been instructed to create a new account (such as adjunct faculty or wage employees) or who are not NOVA employees (such as contractors).

- * **Note:** NOVA Academy/COVLC user accounts are not automatically generated for adjunct faculty and wage employees. If you have followed the “Forgot Login ID” and “Forgot Password” steps from the NOVA Academy login page and received a message stating that the system does not recognize your information, please click “Need an account?” from the homepage and follow the registration process to obtain a user account.

NOVA full-time employees **should not** need to request a new account and should follow the first-time user instructions found in the Basic User Guide. If these steps fail, employees should email hrlearn@nvcc.edu for login ID and/or password help.

Register on the NOVA Academy/COVLC Login Page

Go to <https://covlc.virginia.gov>.

1. **Click** on the *Need an account?* link on the NOVA Academy homepage (see Figure 1).

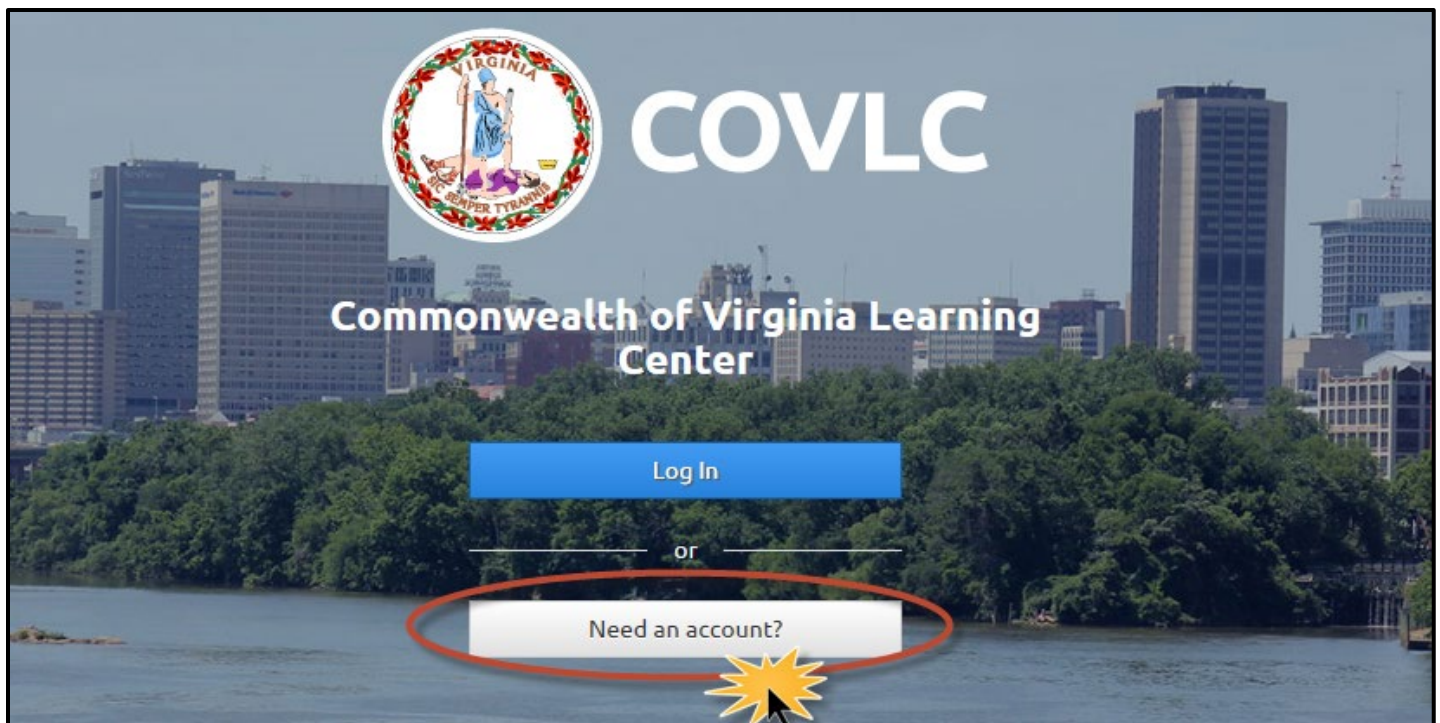
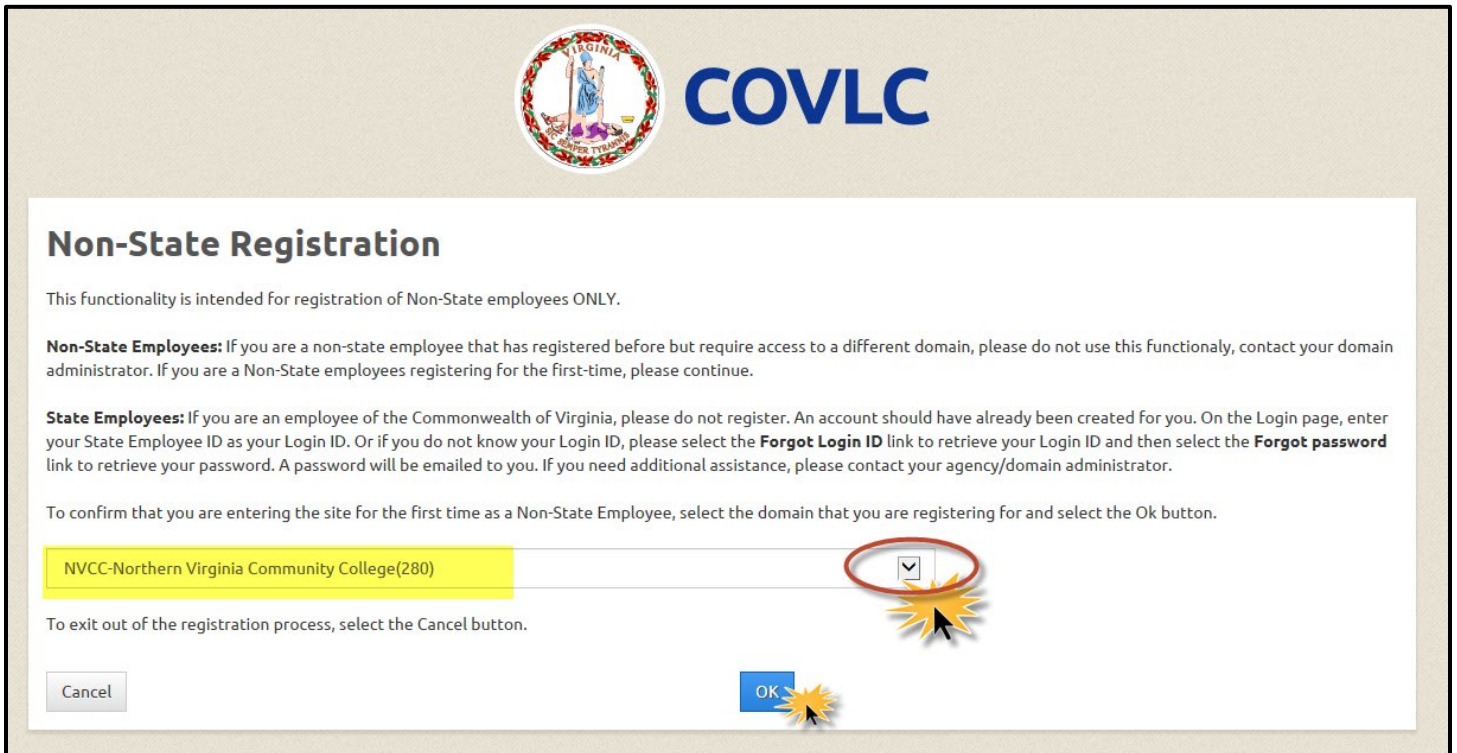


Figure 1. NOVA Academy homepage.

Confirm Non-State Registration

1. **Click** the drop-down menu and select *NVCC-Northern Virginia Community College (280)* and **click OK** to continue (see Figure 2).

You must confirm that you are registering as a non-state employee, even if you are a current NOVA employee (such as an adjunct faculty or a wage/P-14 employee). This is simply what the process is called and has no impact on your employment at the college.



The screenshot shows the COVLC (Commonwealth of Virginia Learning Community) Non-State Registration confirmation screen. At the top, there is the Virginia state seal and the COVLC logo. The main heading is "Non-State Registration". Below this, there is a note: "This functionality is intended for registration of Non-State employees ONLY." Two paragraphs of instructions follow: one for Non-State Employees and one for State Employees. A confirmation instruction states: "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." Below this, there is a dropdown menu with "NVCC-Northern Virginia Community College(280)" selected. A red circle highlights the dropdown arrow, and a mouse cursor is pointing at it. Below the dropdown menu, there is a "Cancel" button and an "OK" button. A mouse cursor is also pointing at the "OK" button.

Figure 2. Confirming non-state registration.

Entering User Information

1. **Enter** your preferred *Login ID* and *Password*. Next, enter all the required information denoted with an asterisk (see Figure 3). **If you select a login ID that has already been taken by another user, you will receive an error message. This does not always mean that you already have an existing account.**

* **Note:** If anything is filled out incorrectly, you will receive a notice at the top of this screen in red after **clicking Create**. In this case, please **correct** the error and **click Create** again to continue.

Create New Account

| | | |
|---|---|----------------------------|
| *Login ID jmsmith | *Email Address jmsmith@nvcc.edu | |
| *Password | *Confirm Password | |
| *First Name John | Middle Name M | *Last Name Smith |
| *Gender <input checked="" type="radio"/> Male <input type="radio"/> Female | *Date of Birth 5/15/1975 | |

Figure 3. Sample user information.

Selecting the NOVA Organization

1. Click *Select* under the *Organization* section.

***Organization**

Select

Figure 4. Selecting the Organization.

2. Enter 280 under the *Find Organization* field. Click the *Search* button.

Select Organizations

Select an item from search results, then select Save.

Find Organization 280

Search Type All words

Search

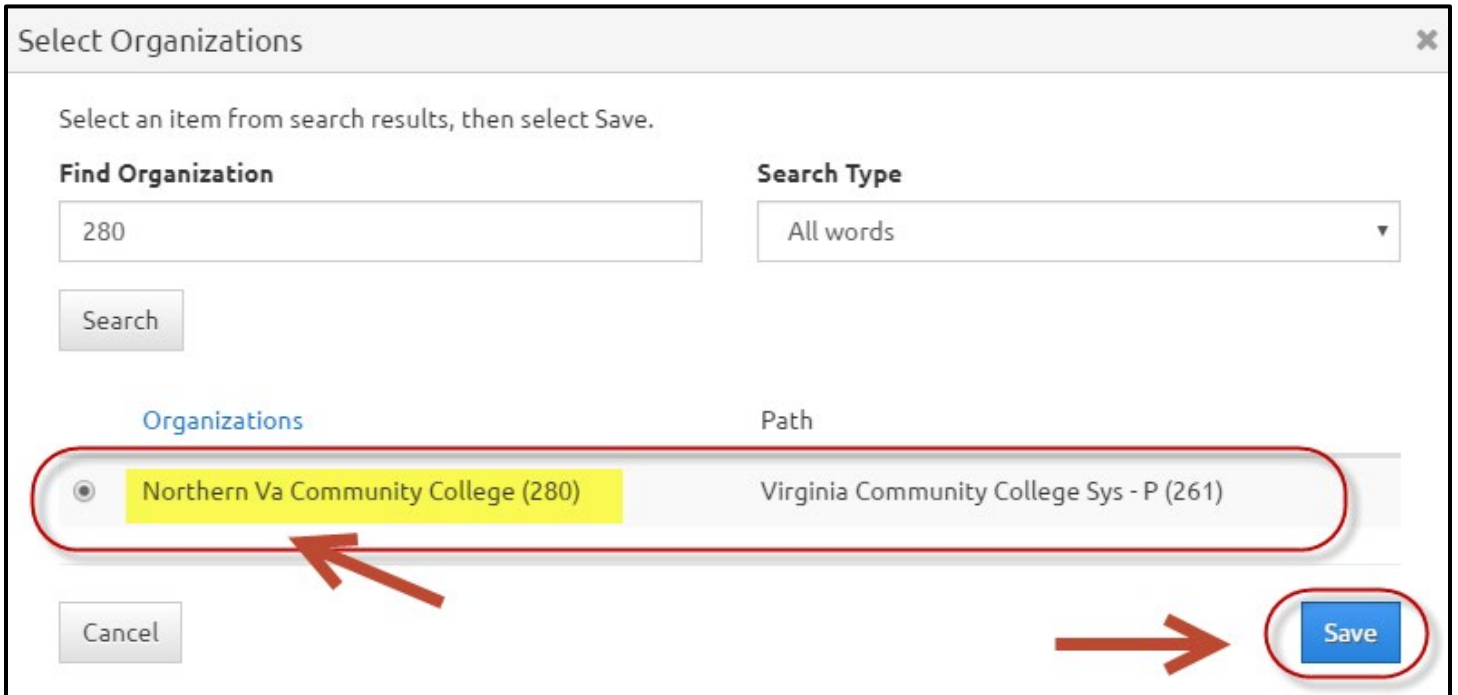
Cancel Save

Enter 280, then click the Search button.

Figure 5. Searching for the organization.

3. Click the circled radio next to the *Northern Va Community College (280)* option (see Figure 6).

4. Click *Save*.



Select Organizations

Select an item from search results, then select Save.

Find Organization **Search Type**

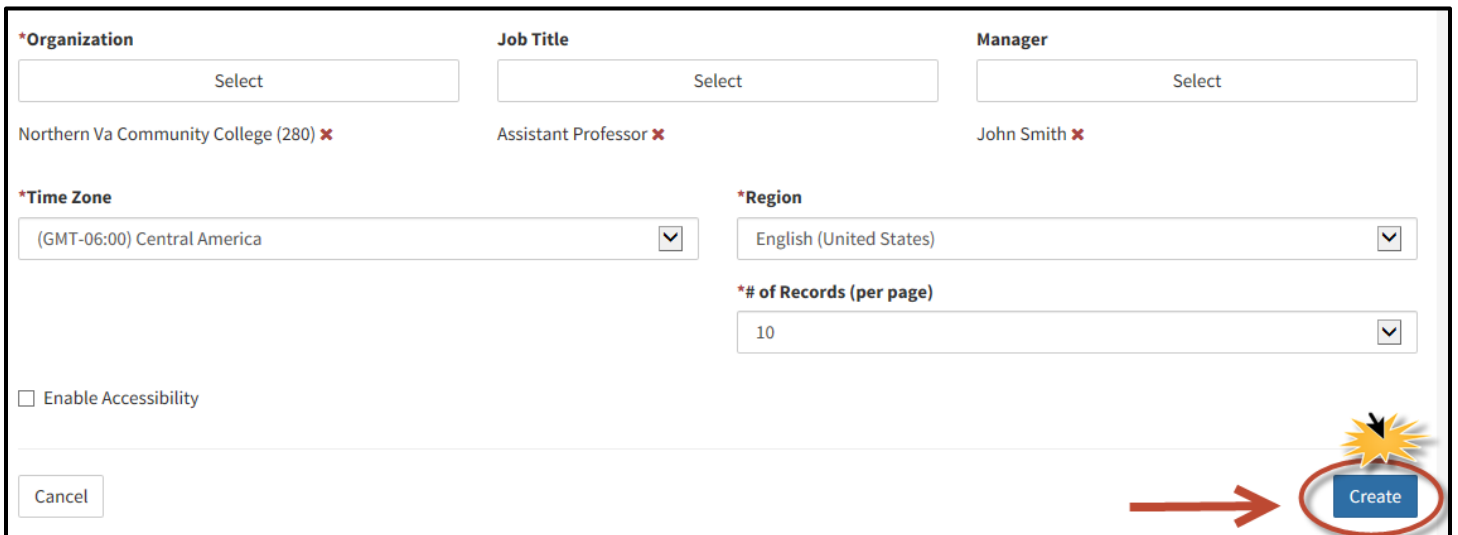
Organizations **Path**

Northern Va Community College (280) Virginia Community College Sys - P (261)

Figure 6. Selecting the correct organization.

* **Note:** While the Job Title and Manager fields are not required, it is highly recommended that you complete these two fields before proceeding.

5. Review entered information, click *Create* to submit your request (see Figure 7).



*Organization Northern Va Community College (280) ✘

Job Title Assistant Professor ✘

Manager John Smith ✘

*Time Zone

*Region

*# of Records (per page)

Enable Accessibility

Figure 7. Submitting your request.

* **Note:** You will see the message below (see Figure 8) and receive an email notification to confirm your successful submission. **If you did not see the screen below or receive the confirmation email, please resubmit your request.**

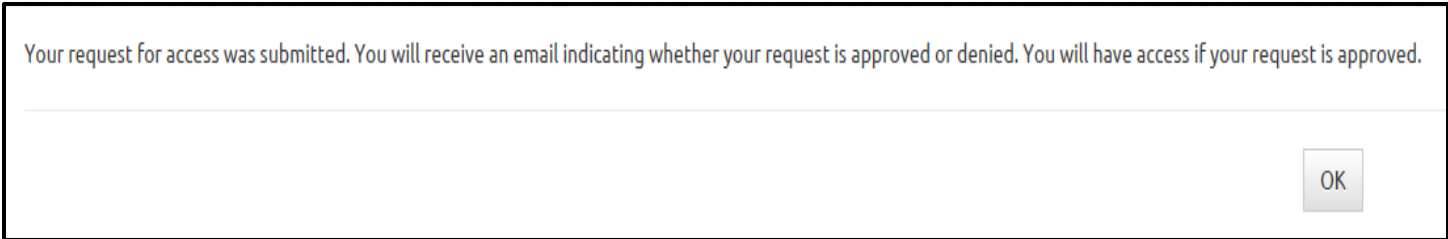


Figure 8. Submission confirmation.

If you do not receive a response to your request within two business days, please email hrlearn@nvcc.edu for assistance.

Once your request is approved, you will be able to access the system.

* **Note:** The recommended browser when accessing NOVA Academy is Google Chrome.