NOVA Academy/COVLC

Non-State User Registration Guide

Table of Contents

Non-State User Registration Guide

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 <u>not</u> NOVA employees (such as contractors).

> ✳ **Note**: NOVA Academy/COVLC user accounts are <u>*not*</u> 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).
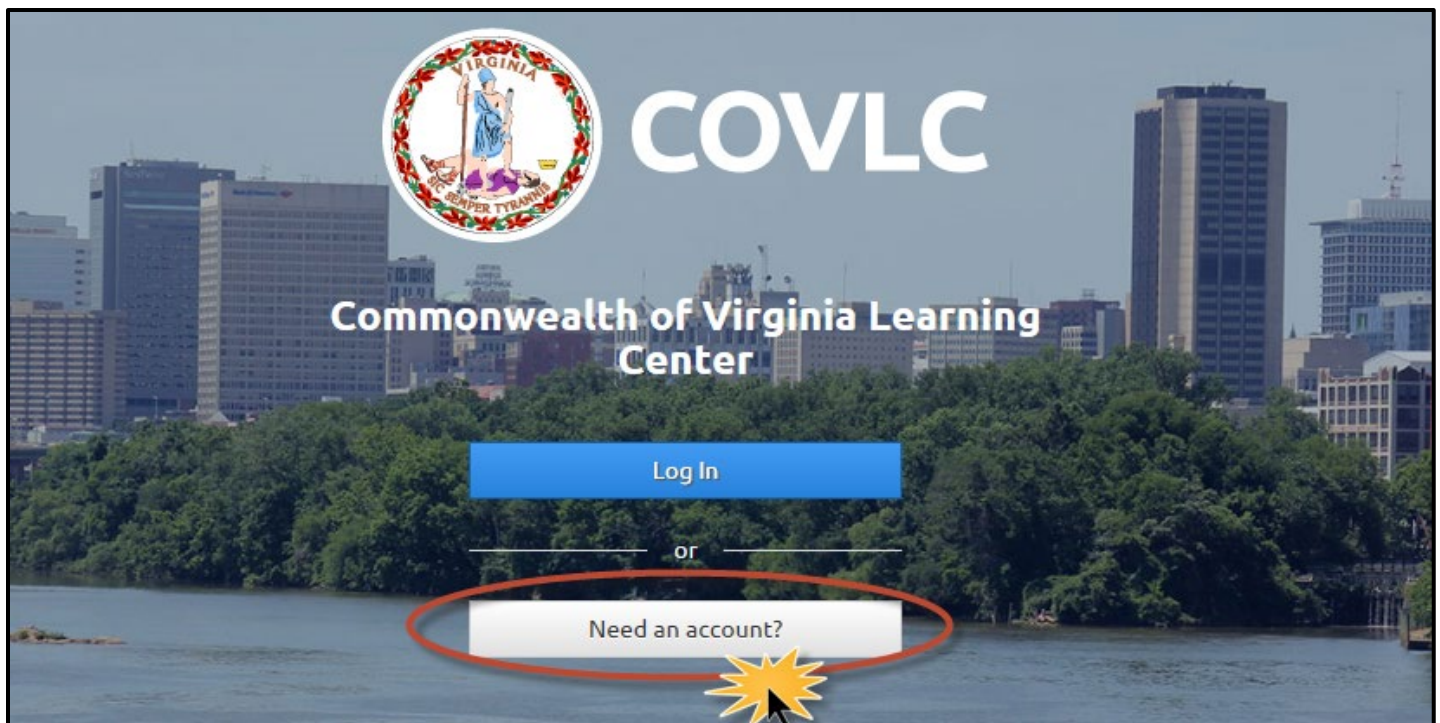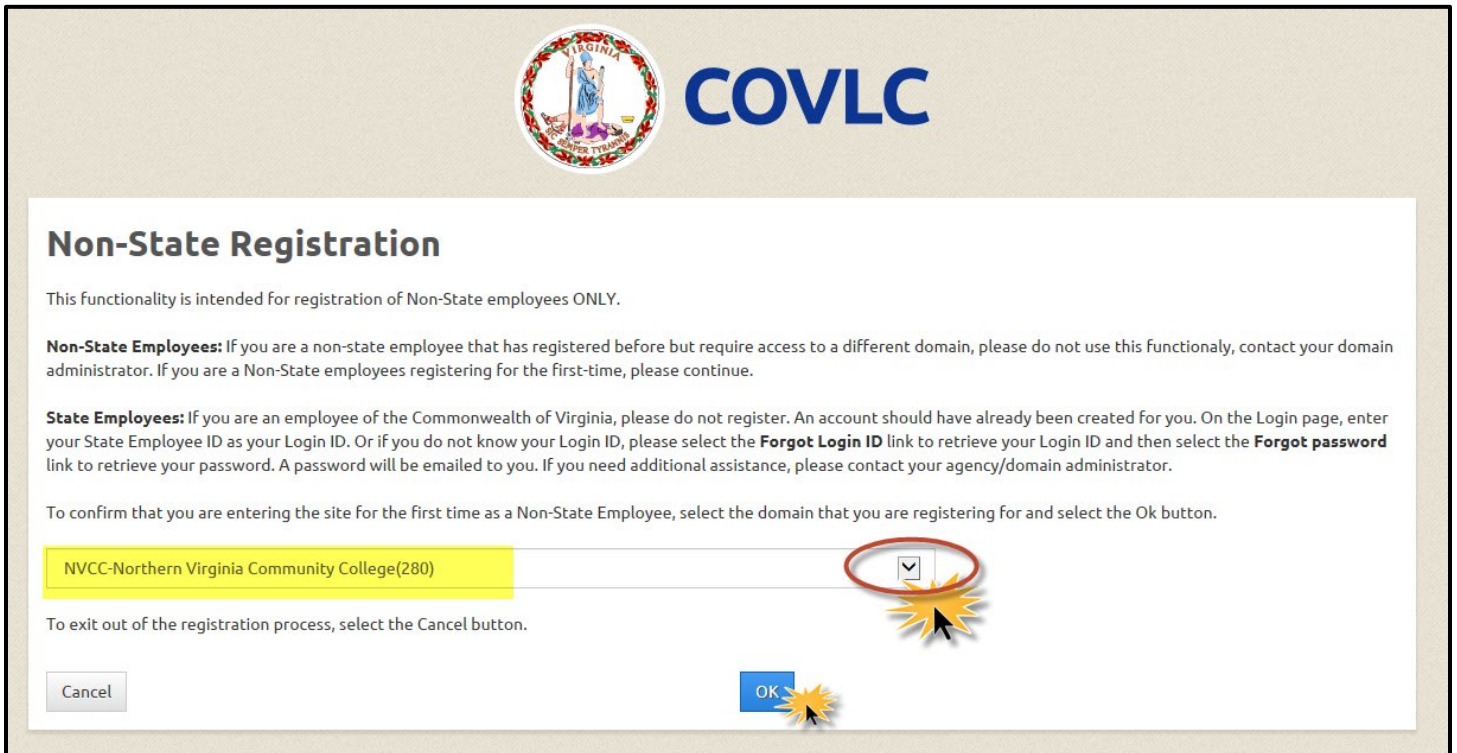

Figure 1. NOVA Academy homepage.

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.

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 <u>not</u> 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	*Email Address
jmsmith	jmsmith@nvcc.edu
*Password	*Confirm Password
••••••	••••••

*First Name	Middle Name	*Last Name
John	M	Smith

*Gender
◉Male
○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.
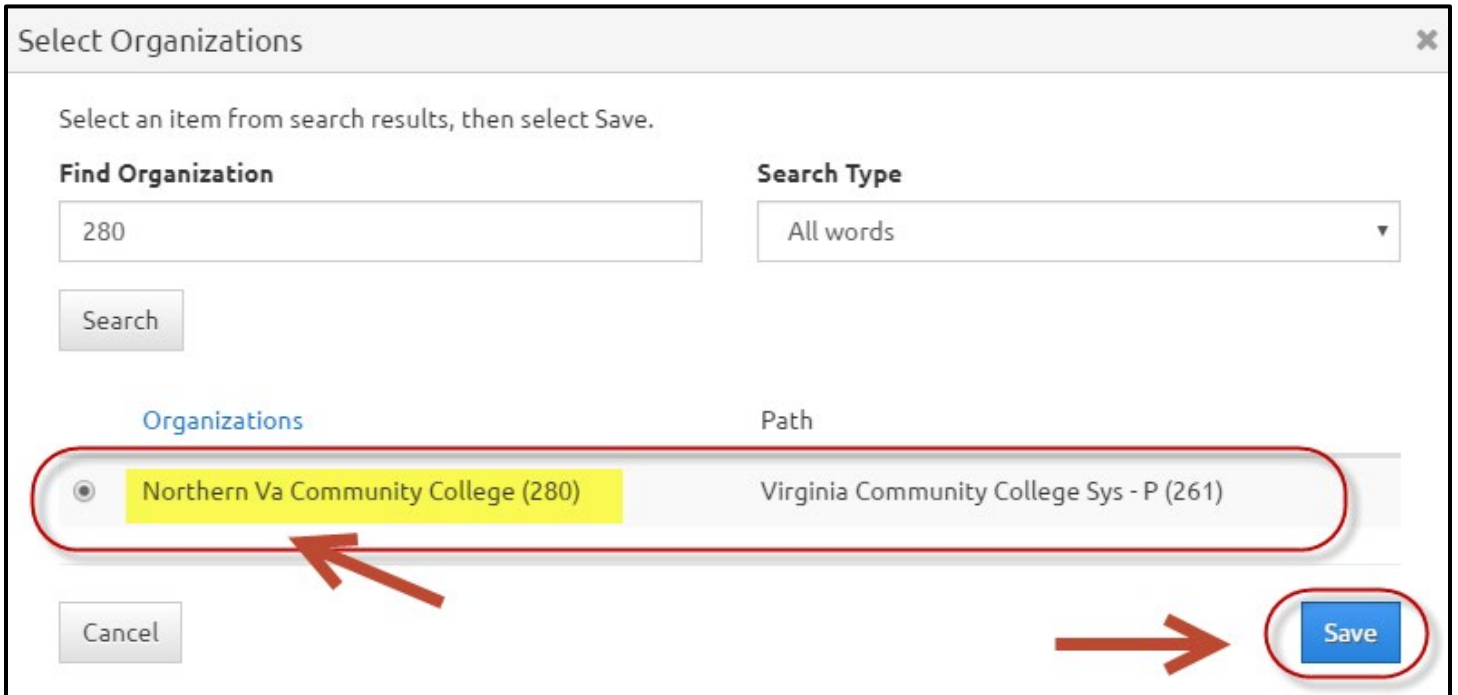
Find Organization

280

Enter 280, then click
the Search button.

Search Type

All words ▾

Search

Cancel

Save

Figure 5. Searching for the organization.
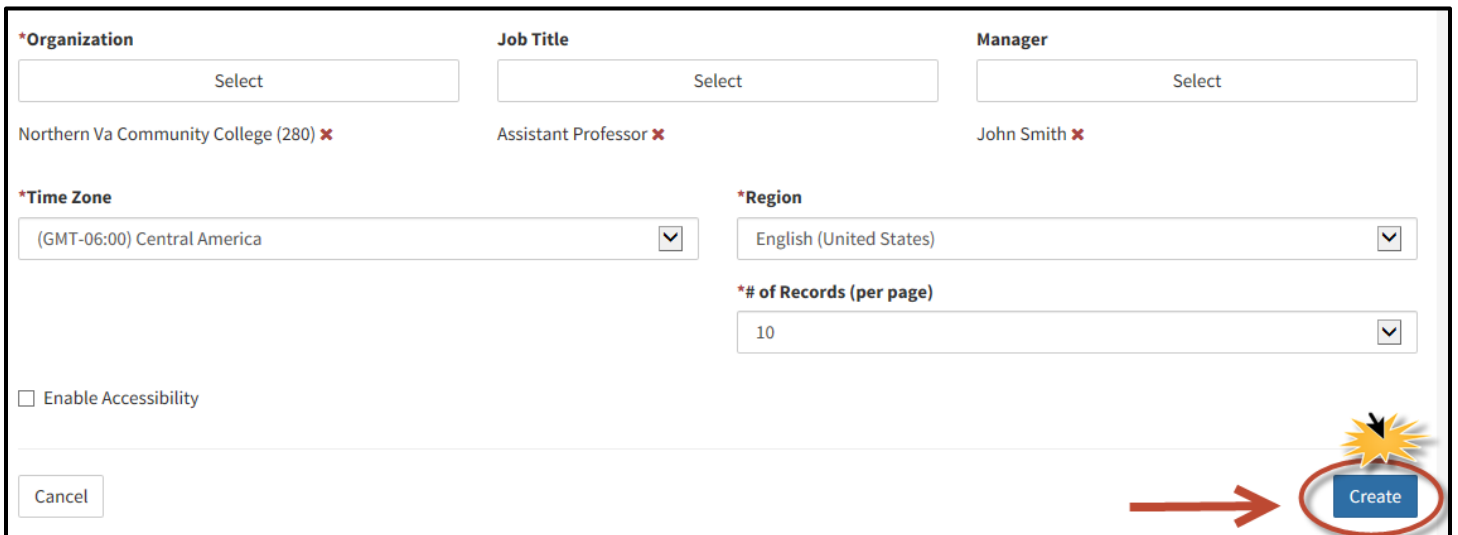
3. **Click** the circled radio next to the *Northern Va Community College (280)* option (see Figure 6)*.*

4. **Click** *Save***.**

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).

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.**

Your request for access was submitted. You will receive an email indicating whether your request is approved or denied. You will have access if your request is approved.

OK

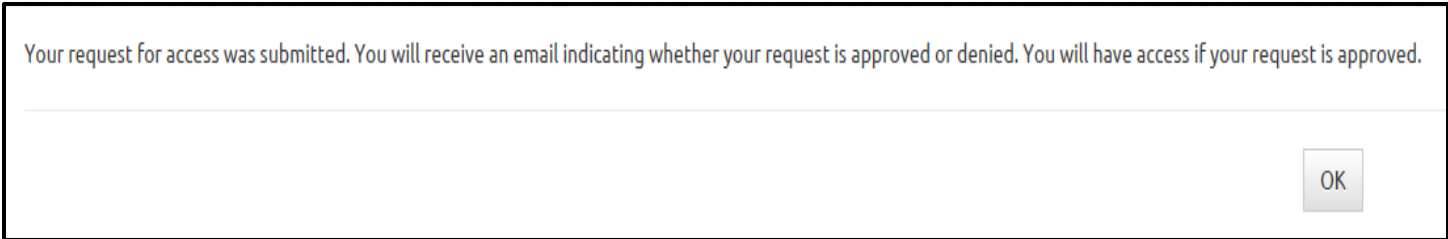<p style="text-align: right">Figure 8. Submission confirmation.</p>

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.