

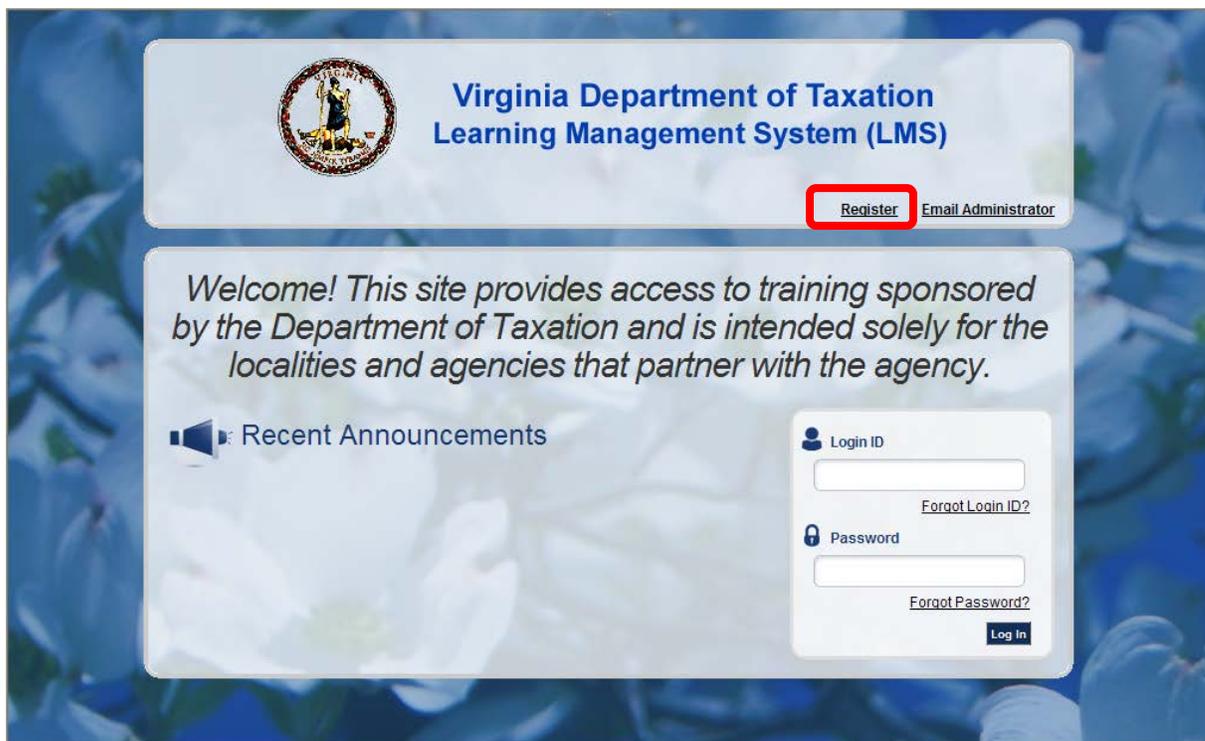
Register for TAX Training

TAX's Learning Management System (LMS) is a Web-based application that delivers self-study training topics to your desktop, as well as tracks your progress through the training. To access the LMS, you need to navigate to the LMS Web site and register as a new user.

Access the TAX Training Web Site

- Step 1.** Open your Internet browser (such as *Internet Explorer*, *Firefox*, etc.).
- Step 2.** Enter the LMS Web site address (<https://covkc.virginia.gov/tax/external>) in the **Address** line and press the **Enter** key on your keyboard.

The *TAX Learning Management System Login Page* opens.



 **Note:** At this point, it is recommended that you add the TAX LMS Web site to your Favorites list (or bookmarks) for quick access to the site in the future.

Register on the TAX Training Web Site

This registration process needs only to take place once. After registering in the LMS the first time, you will use the unique login ID and password combination that is created for you to access the site in the future.

To register in the TAX LMS:

- Step 1.** Click the **Register** link on the TAX Learning Management System Login Page. The *Non-State Registration* window opens.

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 using this functionality. An account should have already been created for you, if you don't know your credentials please contact your site administrator.

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

[Return](#) [Submit](#)

- Step 2.** Select the **I am a non-state employee, entering the site for the first time** option.
- Step 3.** Click the **Submit** button. The *Create New Non-State Account* window opens and displays fields for entering your contact information. The required fields are marked with an asterisk (*).

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

* Password

* Confirm Password

* First Name

* Last Name

Middle Name

* Last 4 of SSN

* Date of Birth

* Email Address

* Gender Male Female

* Address

* City

* U.S. State

* Postal Code

* Home Phone

Fax

Qualifications

* Section 508 Support

* Primary Language

* Region

* Time Zone

Step 4. Fill in the required user information.

- Enter a **Login ID**. It must be between 4 and 20 characters in length.
- Enter the password you wish to use in the **Password** and **Confirm Password** fields.



Note: Your password must be at least 6 characters and contain at least one upper case character, one lower case character, and one number (0-9). An example of an acceptable password is **Training1**.

- Enter your **First Name** and **Last Name** in the appropriate fields.
- Enter the last four digits of your Social Security Number in the **Last 4 of SSN** field.
- **Date of Birth:** Click the calendar icon next to this field and select your birth date.



Note: To select your birth date, click on the month/year displayed, “August 2013”. Another screen displays with months and years:



Then select the double left direction arrows “<<” and you can scroll backwards by 10 years at a time (Double right arrows goes forward in time). Once you find your year/month “May 1956”, you select “OK”, then that specific calendar month displays and you can select your birth date.



- Enter your **Email Address**. This is the e-mail address the Knowledge Center will use in order to notify you of your new login id and password, course enrollments and cancellations, password resets, etc.



Note: Your email address must not match an email address on another registration. If you do not have an email address, there are web sites such as www.hotmail.com and mail.gmail.com that will allow you to establish a free email account.

- Select your **Gender**.
- Enter your business street address in the **Address** field, and your **City**, **State**, and **Zip Code** or **Postal Code** in the appropriate fields.
- Enter your business phone number in the **Home Phone** field.
- Change the choices in the **Section 508 Support**, **Primary Language**, **Region**, and **Time Zone** fields as desired.

Step 5. Click **Next**. The *Manager* tab opens.

Create New Non-State Account

Create an account for a new user.

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

Select Manager

Type a last name, first name or both and then click Search. Click the button to the left of the manager's name and click Select Manager (or click Next if creating a new account).

Last Name

First Name

Step 6. Type your manager's **Last Name** and First Name, and click **Search**.

Create New Non-State Account

Create an account for a new user.

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

Select Manager

Type a last name, first name or both and then click Search. Click the button to the left of the manager's name and click Select Manager (or click Next if creating a new account).

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: 1

	Last Name	First Name	Title	Location
<input type="radio"/>	Reilly	John	LMS Administrator and Training Developer	

Step 7. Either select your manager's entry in the search results or click the check box to proceed with your registration without specifying your manager. Then click **Next**. The *Organization* tab opens.

Create New Non-State Account

Create an account for a new user.

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

Select Organization

Select your organization (only one can be saved). Click Save (or click Next if creating a new account).

Department of Taxation (TAX) - External

Back | **Next** | Cancel

Step 8. Select the **Department of Taxation (TAX) – External** from the list of Organizations, and then click **Next**. The *Job Title* tab opens.

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: 1

Job Title
<input type="checkbox"/> Other

Back | **Next** | Cancel

Step 9. Click **Search**.

Step 10. Select the **Other** job title. Then click **Next**. The *Affiliation* tab opens.

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 Next 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

- Step 11.** Select your user type (such as Contractor, Local Government, or General Public) from the **Affiliation** drop-down list. Select a value from the **Reason for Access** drop down that tells us why we should approve your access to the TAX Knowledge Center – External.

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 Next to proceed.

* Affiliation Local Government

* Reason for Access To gain access to this agency site

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

* Federal Agency / Organization

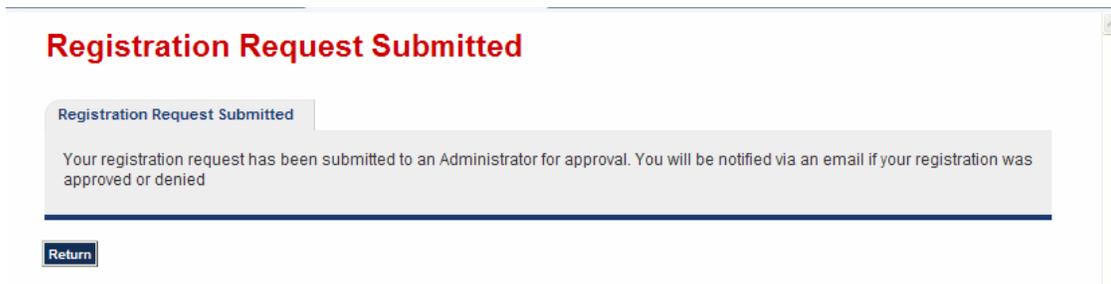
* County ID HENRICO - 087

Create Back Cancel



Note: If you choose **Local Government** from the **Affiliation** drop-down, you must also choose the County, City, or Town from the **County ID** drop-down. If you choose **Non-Profit Organization** from the Affiliation drop-down, you must enter your organization name in the **Federal Agency / Organization** field.

- Step 12.** Click **Create**. The *Registration Request Submitted* window opens.



Step 13. Click **Return**.

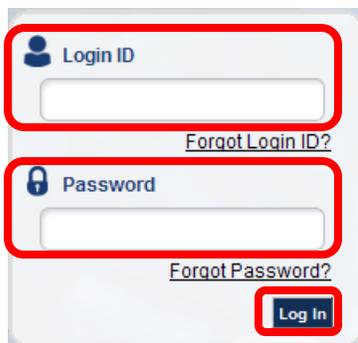
Your request to access the Knowledge Center is sent to the TAX LMS Administrator for approval. You will receive an e-mail acknowledgement of your registration (to the e-mail address you entered on the *User Information* tab). Once approved, you will receive another e-mail notifying you of your approval to the Knowledge Center site. Please make note of the Login ID and Password you supplied, because they will be needed to access the site in the future.

Login to the TAX Training Web site

After registering and receiving approval to use the LMS Web site, you need to login each time you want to access the training.

To login to the LMS Web site:

- Step 1.** Open your Internet browser (such as *Internet Explorer, Firefox, etc.*).
- Step 2.** Enter the LMS Web site address (<https://covkc.virginia.gov/tax/external>) in the **Address** line and press the **Enter** key on your keyboard.
- Step 3.** Enter the **Login ID** and **Password** which was created during the registration process.



- Step 4.** Click the **Login** button. The *TAX Learning Management System* window opens.

If you need assistance, please send an email to the TAX LMS Administrator at LMSAdmin@tax.virginia.gov.