

Accessing Knowledge Center PSE029 Training



Knowledge Center PMIS PSE029 Training

Access to the new PMIS PSE029 RESTORE transaction in PMIS will be granted to each PMIS User with update capability who successfully completes the PSE029 Training in the Knowledge Center. Please follow these steps to access the training.

PROCEDURE:

1. *Navigate to Knowledge Center home page at the following link.
https://covkc.virginia.gov/Kview/CustomCodeBehind/Customization/Login/COV_Login.aspx*
2. *If you are a VA state employee and your agency is a member of the KC your account is automatically created within 2-10 days from the date of hire. To verify your login select “Forgot log in id “ and your log in will be emailed. To verify your password select “Forgot Password” link and a temporary password will be emailed.*
3. *Log into the COVKC log in screen and you will advance to your Agency Domain screen.*
4. *Select your Domain Title and you will advance to another log in screen for your Agency domain.*
5. *Select Learning Center>Course Catalog from your Knowledge Center Home Page.*
6. *In the Search Text Box from the Course Catalog Screen Type the Title of the course DHRM – PMIS PSE029 and click the Search button.*
7. *Select the DHRM – PMIS PSE029 link.*
8. *Select Access Item button.*
9. *Select the DHRM – PMIS PSE029 Restore Transaction link from the upper left corner of your screen to begin the short course.*

COVKC Log In Screen

The screenshot shows a Windows Internet Explorer browser window displaying the COVKC login page. The address bar shows the URL: https://covkc.virginia.gov/Kview/CustomCodeBehind/Customization/Login/COV_Login.aspx. The page features the COVKC logo and the text "Welcome to the Commonwealth of Virginia Knowledge Center!". Below the welcome message, there are sections for "Recent Announcements" and a login form. The login form includes fields for "Login ID" and "Password", with "Forgot Login ID?" and "Forgot Password?" links. A "Log in" button is located at the bottom right of the form. The browser's status bar at the bottom indicates "Done" and "Local intranet".

COVKC

[Email Administrator](#)

My Company logo

Welcome to the Commonwealth of Virginia Knowledge Center!

Recent Announcements

Commonwealth of VA Knowledge Center (KC) - Core

State Users
If you are a VA State Employee and your agency is a member of the KC, your account is automatically created within 2-10 days from date of hire. To verify your Login, select the "Forgot Login ID" link and your Login will be emailed.

To verify your Password, select the "Forgot Password" link and a Temporary Password will be emailed. For additional help, please select the "Email Administrator" link above or contact your agency's site admin.

Non-Member Agency Users
If you are an external user and not a VA State Employee, you will need to create an account by registering. If you are registering to take a specific course listed on the DHRM website. Please go to the DHRM external website to register and log into the Knowledge Center. <https://covkc.virginia.gov/dhrm/pds>

To access a specific KC agency site, please go to that agency's KC website. Please use this link to access the listing of the agencies <http://www.dhrm.virginia.gov/training/COVKCDomains.pdf>

Login ID

[Forgot Login ID?](#)

Password

[Forgot Password?](#)

Log in

Done Local intranet 85%

My Domains

Once you successfully log in to the Knowledge Center, you will advance to the My Domains Screen as shown in the example below. Select your Domain title from the list displayed and you will advance to your Domain log in screen as shown in the next slide.

My Domains

You are not a member of the domain you logged into. You are a member of the domains listed below, and you may log into one of them.

You are not a member of the domain you logged into. However, you may access the domains listed below or if available, select "Request Access to this Domain" tab to submit a request for access.

My Domains

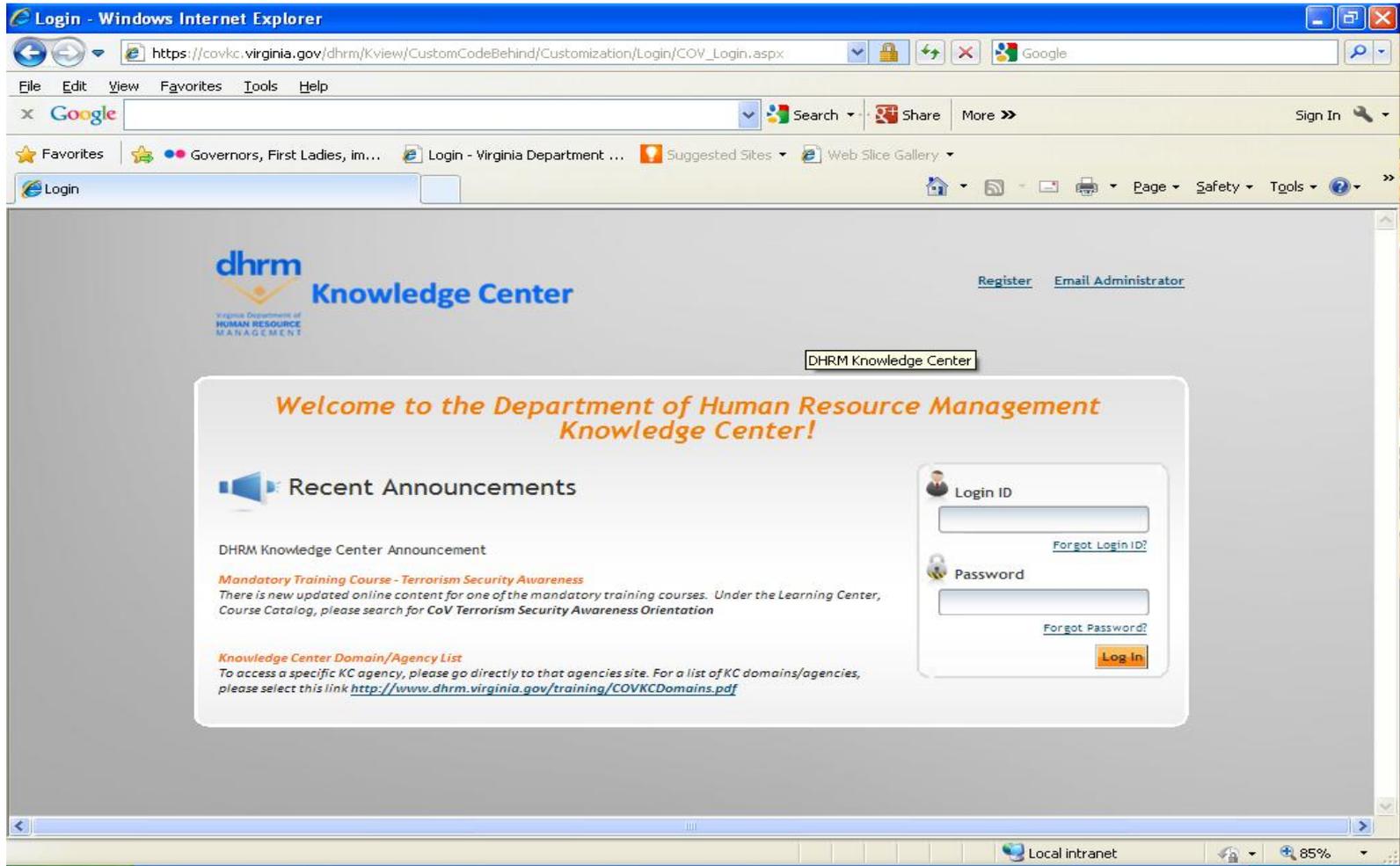
Below is a list of the active domains of which you are a member; select one. You will be redirected to the Login page for the selected domain, and asked to enter your login credentials again. Bookmark or make a note of the correct login page.

| Domain Title | Membership | Date Added |
|---|-------------------------------|------------|
| Department of Human Resource Management | User, Organization, Job Title | 1/31/2013 |

[Return](#)

Domain Log in Screen

You must log in to your Agency Domain using the same login id and Password as you used to log into the main Knowledge Center log in screen.



The screenshot shows a web browser window titled "Login - Windows Internet Explorer". The address bar displays the URL: https://covkc.virginia.gov/dhrm/Kview/CustomCodeBehind/Customization/Login/COV_Login.aspx. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar contains a search box with "Google" and a "Sign In" button. The browser's Favorites bar shows "Login" and "Governors, First Ladies, im...". The browser's status bar at the bottom indicates "Local intranet" and "85%".

The main content area of the browser displays the DHRM Knowledge Center login screen. The page header includes the DHRM logo (Virginia Department of HUMAN RESOURCE MANAGEMENT) and the text "Knowledge Center". There are links for "Register" and "Email Administrator". A box labeled "DHRM Knowledge Center" contains the following content:

Welcome to the Department of Human Resource Management Knowledge Center!

Recent Announcements

DHRM Knowledge Center Announcement

Mandatory Training Course - Terrorism Security Awareness
There is new updated online content for one of the mandatory training courses. Under the Learning Center, Course Catalog, please search for CoV Terrorism Security Awareness Orientation

Knowledge Center Domain/Agency List
To access a specific KC agency, please go directly to that agencies site. For a list of KC domains/agencies, please select this link <http://www.dhrm.virginia.gov/training/COVKCDomains.pdf>

The login form on the right side of the page includes:

- Login ID:
- Forgot Login ID? [Forgot Login ID?](#)
- Password:
- Forgot Password? [Forgot Password?](#)
- Log In:

Learning Center – Course Catalog Selection

Select Learning Center > Course Catalog from your Knowledge Center Home Page.

The screenshot shows the Knowledge Center home page in Internet Explorer. The browser's address bar displays the URL: <https://covkc.virginia.gov/dhrm/Kview/CustomCodeBehind/base/personalhomepage/personalhomepagest>. The page header includes the user name 'Welcome, NANCY TOBIN | Logout' and navigation links for 'Site Map', 'Domain Console', 'My Messages', 'Shopping Cart (0)', and 'Site Help'. The main navigation bar contains 'My Workspace', 'Learning Center', 'Reference Center', 'Collaboration Center', and 'Administration'. The 'Learning Center' menu is highlighted with a red circle, and its 'Course Catalog' sub-menu item is also highlighted with a red circle. Below the navigation bar, the page features a search bar, a 'My Home' section with a 'Customize' link, and several content widgets: 'Online Courses' (listing 'PMIS - Top Ten Guide' and 'DHRM - PMIS PSE029 Restore'), 'Scheduled Training' (listing 'KC Site Admin Training - May 2013' and 'Knowledge Center Site Admin Conference'), 'Required Training' (showing 'No records found'), 'Announcements' (showing 'No records found'), 'My Shortcuts', and 'My Contacts'. The status bar at the bottom shows 'Local intranet' and a zoom level of 85%.

Course Catalog Screen

In the Search Text Box from the Course Catalog Screen, Enter **DHRM – PMIS PSE029** and click the Search button. The link to the DHRM – PMIS PSE029 Restore Transaction will appear in the Title list. Select the link.

After you enter the name of the course and click the Orange Search button, you will be able to Select the DHRM – PMIS PSE029 Transaction link.

Course Catalog - Windows Internet Explorer

https://covkc.virginia.gov/dhrm/Kview/CustomCodeBehind/Base/Content/ContentSimpleSearch.aspx?strC

File Edit View Favorites Tools Help

Google

Course Catalog

Welcome, NANCY TOBIN | Logout

Site Map | Domain Co

dhrm Knowledge Center
Virginia Department of HUMAN RESOURCE MANAGEMENT

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. Select items from other search options to refine the results and then click Search. Use the Advanced Search link to select criteria to further refine the results.

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

Records found: 1

| | Title | Delivery Method | Rating |
|--|--|-----------------|--------|
| | DHRM - PMIS PSE029 Restore Transaction DHRM - PMIS PSE029 Restore Transaction | Online | ☆☆☆☆☆ |

Done

Local intranet 85%

Access Item Screen

You will advance to the Access screen for this online course. Select Access Item.

The screenshot shows a Windows Internet Explorer browser window displaying the 'DHRM - PMIS PSE029 Restore Transaction' page. The browser's address bar shows the URL: https://covkc.virginia.gov/dhrm/Kview/CustomCodeBehind/customization/content/cov_myoptionsnologin. The page header includes the 'dhrm Knowledge Center' logo and navigation links such as 'My Workspace', 'Learning Center', 'Reference Center', 'Collaboration Center', and 'Administration'. A search bar is located in the top right corner. The main content area features a course card for 'DHRM - PMIS PSE029 Restore Transaction' with details: 'No Rating Available', 'Rate', 'Course Provider: DHRM - Department of Human Resource Management', 'Cost: \$0.00', 'Locale: English (United States)', and 'Duration (Hours): .25'. The course is identified as 'Type: SCORM 1.2'. A red circle highlights the 'Access Item' button, which has a 'What's this?' link below it. A 'Return' button is visible in the top left of the course card area. At the bottom of the page, a message states: 'You have made other attempts on this item. [View All Attempts](#)'. The browser's status bar at the bottom shows 'Done', 'Local intranet', and '85%' zoom level.

DHRM – PMIS PSE029 Restore Transaction

Select the link in the upper left hand corner of your screen to begin the short course. Please allow approximately 15 minutes to complete. Please note that there will be a five question examination at the end of course. You must achieve an 80% score in order to gain access to the transaction in PMIS.

