

# **NOVA Academy/COVLC Supervisor User Guide**



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## Logging In to NOVA Academy/COVLC

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

1. To obtain your login information, click the *Log In* button from the NOVA Academy homepage. **Click** the *Forgot Login ID* link, then **enter** your last name and your NOVA email address. **Click** *Get Login ID*. Your *Login ID* should be sent in an email from [hrlearn@nvcc.edu](mailto:hrlearn@nvcc.edu) within a couple minutes. Be sure to check your junk mail folder as well.
  2. Next, **click** on the *Forgot Password* link and **enter** your *Login ID* to have your password emailed to you (see Figure 1). Now you can use this *Login ID* and your temporary password to login.
- \* **Note:** We recommend you copy and paste the temporary password and ensure there are no spaces before or after it. The Login ID and password are case sensitive.
  - \* **Note:** Upon logging in the first time you will need to change your password. This will be your new NOVA Academy password.

Enter your login information below.

Login ID

Password

Log In

Forgot your login ID password?

You can obtain your login information at any time by clicking the *Forgot login ID* link, then click *Forgot password* after receiving your login ID.

Figure 1. NOVA Academy Login Page.

- \* **Note:** The recommended browser for NOVA Academy/COVLC is Google Chrome.
- \* **Note:** It may take the system up to 15-20 seconds to process after one click. It will slow down further if you **click** a button multiple times.

If you have problems logging in, email [hrlearn@nvcc.edu](mailto:hrlearn@nvcc.edu) for assistance.

## Viewing your Direct Reports

1. Notice the toolbar at the top of the screen. **Click** on the *Team* option to see your direct reports (Figure 2).

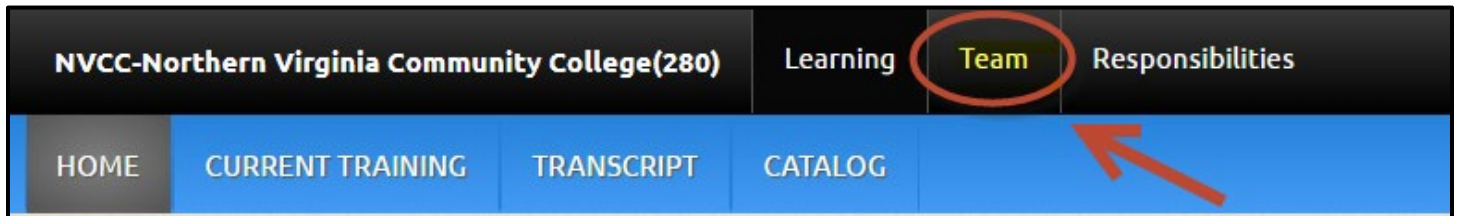
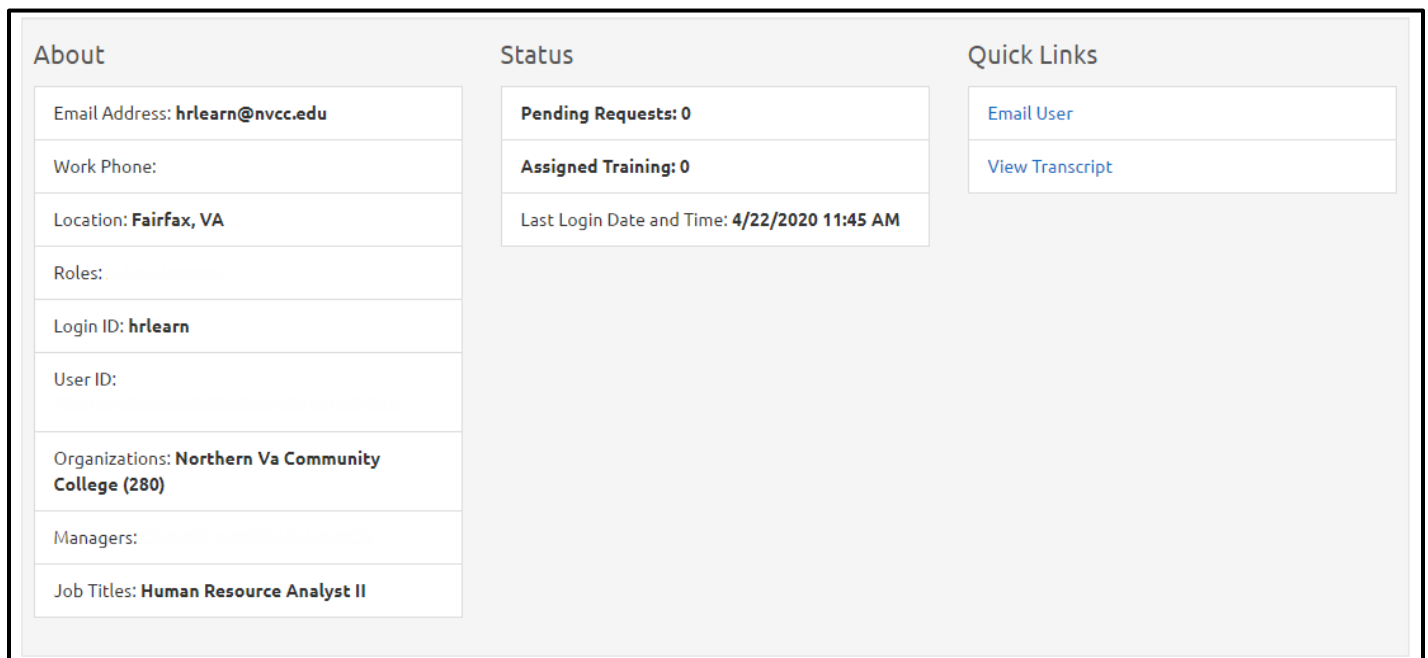
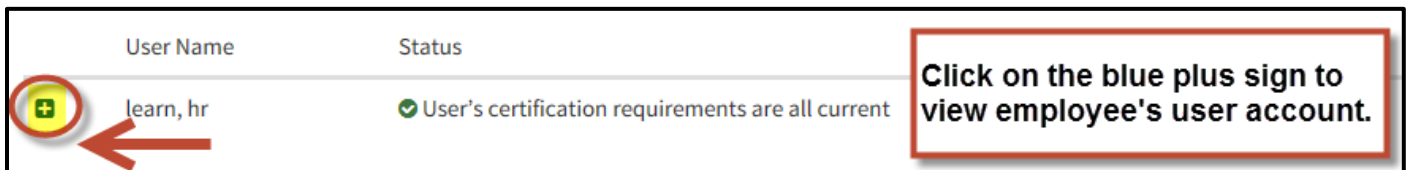


Figure 2. Viewing your direct reports.

- \* **Note:** You only have access to view employees who directly report to you in HR-related systems, or those employees who updated their NOVA Academy user profiles to list you as their Manager.

2. **Click** on the blue plus sign next to each direct report's name to view their user account information

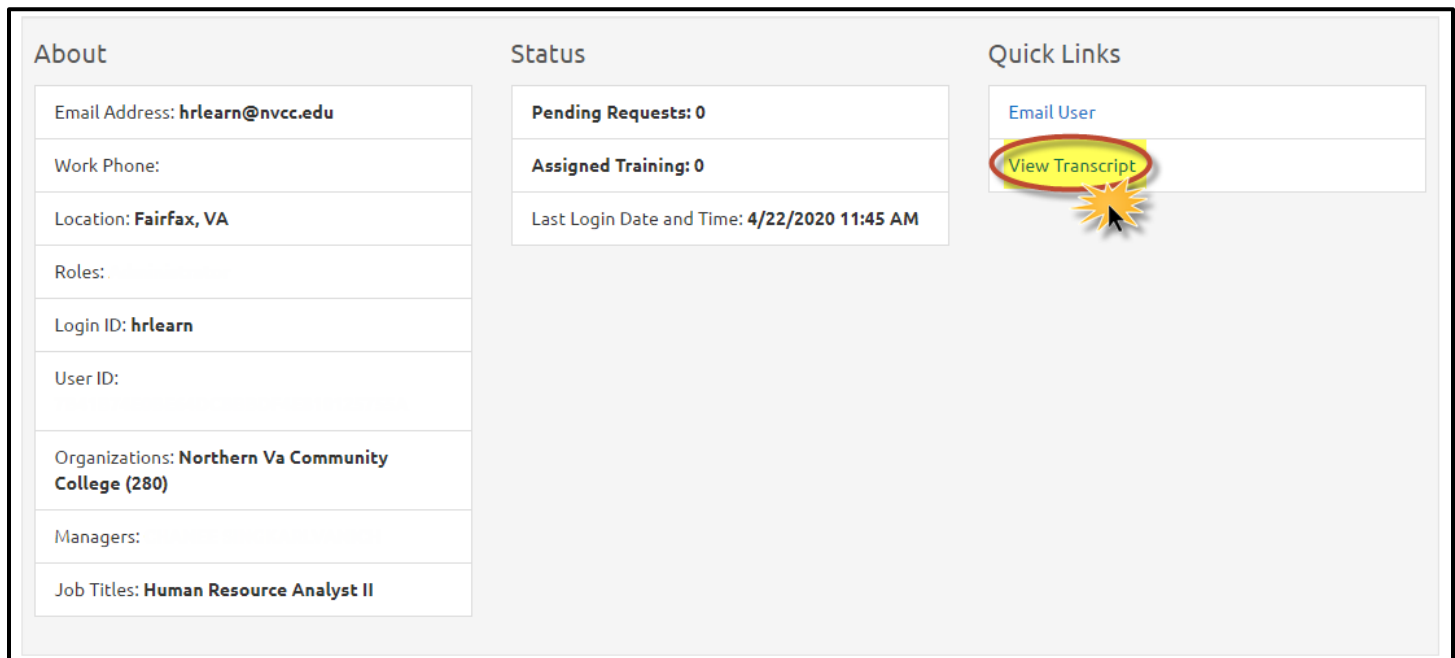


Figures 3 and 4. Viewing your direct report's user account

- \* **Note:** If your *Team* list is incomplete, ask your direct reports to **log in** to their NOVA Academy account, **go to Account** (menu option under their initials) -> click the *Profile* tab -> click the *Edit Work Information* button under the *Work Information* heading -> *Managers*. They can change their manager information under the *Managers* field.

## Viewing an Employee's Transcript

To view a selected employee's transcript, **click** on the *View Transcript* link under the Quick Links section (see figure 5).



The screenshot displays an employee profile interface with three main sections: About, Status, and Quick Links. The About section contains fields for Email Address (hrlearn@nvcc.edu), Work Phone, Location (Fairfax, VA), Roles, Login ID (hrlearn), User ID, Organizations (Northern Va Community College (280)), Managers, and Job Titles (Human Resource Analyst II). The Status section shows Pending Requests: 0, Assigned Training: 0, and Last Login Date and Time: 4/22/2020 11:45 AM. The Quick Links section includes an Email User link and a View Transcript link, which is highlighted with a red circle and a yellow starburst. A mouse cursor is pointing at the View Transcript link.

Figure 5. Accessing the employee's transcript.

- \* **Note:** You can view the employee's training progress under the *Status* column. If an employee retakes a previously completed training module without selecting "*Open New Attempt*" option (when available), the new completion date **will not** appear on the transcript. Employees **must** select "*Open New Attempt*" when retaking an online module to ensure their training records appear accurately on the transcript.
- \* **Note:** The transcript may appear in multiple pages, please check the bottom of the transcript page to see all your employee's training records.

## All Training (18)

Print

Save as PDF

Type

All Training

Status

All

From

To

Filter

18 Items

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Title	Type	Status	Score	Start Date	Completion Date	Expiration Date	Credits	Action
DCJS - Civilian Response to Active Shooter Events (CRASE)	Online	Complete	80.00	4/22/2020	4/22/2020		1 Credit Hours	<a href="#">View Certificate</a>
DOA - Travel Cardholder Training 2016	Online	Started		12/9/2016				
MVP Ethical Decision Making	Online	Complete	90.00	12/9/2016	12/9/2016		0.5 Contact Hours	<a href="#">View Certificate</a>
MVP HR Policy & Law - Civility in the Workplace	Online	Started		4/22/2020				
NOVA - HR Policy: Alcohol & Other Drugs Policy 2016	Online	Complete	90.00	12/9/2016	12/9/2016			<a href="#">View Certificate</a>
NOVA - HR Policy: Alcohol & Other Drugs Policy 2020	Online	Complete	100.00	4/22/2020	4/22/2020			<a href="#">View Certificate</a>
NOVA - HR: Fundamentals of EEO Law	Online	Started		4/22/2020				
NOVA - HR: Fundamentals of EEO Law	Online	Complete	80.00	2/18/2016	1/25/2017			<a href="#">View Certificate</a>
NOVA - HR: Fundamentals of EEO Law	Online	Complete	80.00	9/4/2019	9/4/2019			<a href="#">View Certificate</a>
NOVA - HR: Effective Self-Assessment Writing	Online	Started		8/14/2015				

Training records may appear in multiple pages.

18 Items

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Figure 6. Viewing the employee's transcript.

\* **Note:** Pay attention to the *Status* field column. Only those marked "Complete" have finished the module.