

For Town Hall-designated Agency Regulatory Coordinators:

How to set up an Agency User on Town Hall if your Agency is Part of VITA's COV Network (9/27/19)

A new policy requires that all VITA COV network agencies have their employees use their COV login credentials to access the Town Hall website.

In order to set up an account on Town Hall so that a user can use his/her COV login credentials, you will need to know the employee's alias. What is an alias? It is an 8-character code with letter and numbers, e.g., rok78008. There is now a new tool on Town Hall that allows you to find an employee's alias very quickly.

Here's how to find and use this tool: Click on the Agency Functions dropdown list and select "Manage Users." Click on the "Lookup Users in VITA Directory" link in the upper right hand corner of the page. Insert the employee's email address, click the "Submit" button, and it will return his or her alias.

Below is how you type in the Login ID using the alias:

Edit User

Login ID cov/geq63545	Name Susie Smith	Email susie.smith@deq.virginia.gov
Title Program Assistant	Telephone (804) 786-1234 ext.	
User Type AGY	Admin/Coordinator: No	
Agency Department of Environmental Quality		
Agency Boards <input type="checkbox"/> Air Pollution Control Board <input type="checkbox"/> Department of Environmental Quality <input type="checkbox"/> State Water Control Board <input type="checkbox"/> Virginia Waste Management Board		
Agency User Privileges <input checked="" type="checkbox"/> Privileged viewing authority <input type="checkbox"/> Submit or withdraw regulatory actions (includes periodic reviews) <input checked="" type="checkbox"/> Post and edit meetings and related meeting information <input checked="" type="checkbox"/> Post and edit guidance documents <input type="checkbox"/> Access electronic mailing list information and send out messages or newsletters <input type="checkbox"/> Edit agency information and board contact information <input type="checkbox"/> Post and edit general notices <input type="checkbox"/> Post and edit mandates <input type="checkbox"/> Post and edit petitions		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Once the login ID is entered, complete the rest of the user's information including email address, title, phone number, and be sure to select which board(s) the user has authority to take actions on. Also indicate what tasks s/he is authorized to perform on Town Hall. Remember to click the "Save" button.

Tip: Be sure to select the appropriate agency board(s) that the user has authority to take action on. This step is often overlooked.

Remember that when a user leaves your agency you will need to manually delete their account; it will not happen automatically.

If you have any questions, please contact Melanie West at Melanie.west@dpb.virginia.gov / (804) 786-8812.