Steps to Requesting Access for FAACS:

To receive **Release** access to FAACS:
1. Take the FAACS training Modules 1 -6 and the FAACS Training Quiz Module 7 at the Commonwealth of Virginia Learning Center- https://covlc.virginia.gov/Default.aspx
2. Save a copy of training Module 7 quiz certificate to be handed in with your request for access.
3. Complete the FAACS Logon Request Form(S-1)
    https://www.doa.virginia.gov/forms.shtml#fixed
4. Complete the FAACS Authorized Signatures Form(S-3)
    https://www.doa.virginia.gov/forms.shtml#fixed
5. Submit all 3 items to FAACS@DOA.Virginia.gov
6. The User Name and Password will be sent in an encrypted email.

To receive **Hold/Inquiry only** access to FAACS:
1. Take the FAACS training Modules 1-6, the FAACS Training Quiz Module 7 is suggested and at managers discretion - https://covlc.virginia.gov/Default.aspx
2. Save a copy of training Module 6 or 7 certificate to be handed in with your request for access.
3. Complete the FAACS Logon Request Form(S-1)
    https://www.doa.virginia.gov/forms.shtml#fixed
4. Submit all items to FAACS@DOA.Virginia.gov
5. The User Name and Password will be sent in an encrypted email.