



To log into ResourceNOW, click on: <http://www.rncod.com/sov>

Click **Create Account**, if you are a NEW USER.

Enter **“vtsupkey1”** as the **Registration Key** if you are a supervisor, manager or director.

- if you are an employee, your Registration Key is “vtempkey1”.

Click **Continue**.

Create your user ID and password.

- **User ID:** Please use your SOV email address* (No SOV email? Use a personal email or create an ID).
- **Password** must be a minimum of eight characters and a combination of letters and numbers. No spaces or special characters (!, &, *).

Fill in your:

- **First name --- Last name --- SOV email address**
- **Work Location** (also known as your **reporting entity ID**): To find this, select the first letter of the name of your agency or department from the row. Choose your location from the drop-down box**.
- **Job:** Select from the alphabetical drop-down box. (Not sure of your exact job title? Find your official job title in your paycheck or HR advice in VTHR**).

If your **Work Location or **Job** does not appear in the drop-down boxes, contact Risk Management.

Security Information:

- Choose a **security question**. (Required to retrieve forgotten passwords.)
- Create a **security answer**. Must have at least three letters or numbers. Choose one you’ll remember.

Contact information:

- Fill in your **name**.
- Fill in your **work email or work phone number*****.

***If you do not have a work email address, you may fill in your personal email address or phone number.

- Click **“Yes, I have read and accept ...”** after reviewing the **Terms of Use**.

Click Create Account: Congratulations! Welcome to *ResourceNow*! Click the blue **OPEN** button on the 2nd course *Office Ergonomics: Improving Our Comfort*”.

Already took the course? Risk Management can reassign you. Contact us below.

Need help? Contact Breanna Fuller at Risk Management at 802-828-2899 or sov.riskhelp@vermont.gov.