## Search for Help in the PeerNet

The PeerNet feature in the Knowledge Center is a great way to get help from your peers. Think of the PeerNet as a collection of online business cards containing contact information and areas of expertise. You can search for a specific area of expertise and view a list of fellow employees who have listed that expertise in their user profile.

\*For instructions on making your area(s) of expertise available for search in the PeerNet, please refer to the *Enter Qualifications in the Knowledge Center instructions*.

*To search for a peer with specific expertise:*

1. Open the Knowledge Center Login Page (<https://covkc.virginia.gov/UMW>).
2. Enter your **Login ID** and **Password**.
3. Click the **Submit** button. The *Knowledge Center Home Page* opens.
4. From the **Student Center** folder, select the **PeerNet** option. The *PeerNet* window opens.



1. Enter the area of expertise for which you want to locate someone in the **Qualifications** field.
2. Click the **Search** button. All users who have listed that qualification in their user profile displays in the lower-left frame of the PeerNet window.



1. Click the **blue icon**  to the left of the user’s name. The user’s contact information is displayed in the right frame of the PeerNet window.
***Note***: To add this user to your list of peers in your Personal KC, click the **Add to Personal KC** button.