

## **Option 1 – Quick Search**

1. Login to BEACON, click on the LEARNING TAB. Type event name or keyword in **SEARCH** field, in this example, we will use **OSDT WELLNESS**. The event will appear. Click on it.

NC Learning Center	osdt wellness	
uming Leadership Training	Training	
let's get started.	OSDT - Wellness Instructo	

2. Click on the event name link for more information.

Training results (1)							
•	OSDT - Wellness Instructor Training Program						
	**Requirements"" - you must have a valid General Instructor certification, along with a valid CPR certification. "OSDT Wellness Instructor" is a 24 hour training program for instructors that will be teaching the Employee Fitness and Wellness during Basic and In-Service Training to employees within the Department of Public Safety, Division of						

## **Option 2** – Refined Search

1. On your main transcript page, click the icon **BROWSE FOR TRAINING** for a more search options.



2. Next you will find the options to search by subjects, search calendars, and suggested training. You will also find a link at the bottom left **GO TO SEARCH** for a more detailed search.



3. After you click on **GO TO SEARCH**, you will be directed to the Global Search page to search for various training objects by clicking on the icon (online classes, sessions offered for registration, curriculums, material, and videos).

		Global Search
	Training Clear	What would you like to search for? Search
		Refine search

4. For a more refined search, click on **REFINE SEARCH** and select from the data criteria.

**Global Search** 

	Clobal Coal off				
Training Clear	What would you like to search for? Refine search				Search
Refine your search					>
Title	Description	Subject	چ	Provider	Q
				Refin	e

5. Once you find your desired training title, click on the title for more details.