

# INSTRUCTIONS FOR ACKNOWLEDGING THE PREA POLICY IN THE LMS FOR EMPLOYEES

1. Log in to the SAP/Beacon Portal with your NCID.



2. Click on the **LEARNING** tab.



3. Click **SUBMIT**
4. Click on **MY TRAINING AND TRANSCRIPT**



5. Click on **LAUNCH** or **OPEN CURRICULUM**

Welcome NC Learning Center

Home Learning

Transcript: Arlene Dawson

Use the transcript to manage all active training.

You have completed 0 hours (cost: \$.00) of aggregate training for the fiscal year ending 6/30/2014

Arlene Dawson

Transcript: Arlene Dawson

Active Completed Archived

Add External Training

Title All Training

| Title   | Type       | Due Date  | Status     | Options         |
|---|------------|-----------|------------|-----------------|
| PREA Hiring and Promotion Prohibition for Current Employees | Curriculum | 9/27/2013 | Registered | Open Curriculum |

6. Click on **ACTIVATE**

PREA Hiring and Promotion Prohibition for Current Employees

Move to Archived Transcript

Training Details

Training Type: Curriculum  
Provider: Public Safety  
Version: 1.0  
Training Hours: Information not supplied by provider  
Description: PREA Hiring and Promotion Prohibition for Current Employees  
PREA Information Collection for Current Employees  
Status: Registered  
Training Purpose:  
Due Date: 9/27/2013

Curriculum

View  All Training  Activated Training  Not Activated Training

| TITLE (CLICK ON TO SEE COURSE DESCRIPTION)                  | TYPE   | DUE DATE | EXCUSED | STATUS                 | OPTIONS  | DETAILS |
|---|--------|----------|---------|------------------------|----------|---------|
| PREA Hiring and Promotion Prohibition for Current Employees | Policy | None     | No      | Not Activated          | Activate | None    |
| PREA Information Collection for Current Employees           | Test   | None     | No      | Pending Prior Training | None     | None    |

7. Click **LAUNCH**

PREA Hiring and Promotion Prohibition for Current Employees

Move to Archived Transcript

Training Details

Training Type: Curriculum  
Provider: Public Safety  
Version: 1.0  
Training Hours: Information not supplied by provider  
Description: PREA Hiring and Promotion Prohibition for Current Employees  
PREA Information Collection for Current Employees  
Status: Registered  
Training Purpose:  
Due Date: 9/27/2013

Curriculum

View  All Training  Activated Training  Not Activated Training

| TITLE (CLICK ON TO SEE COURSE DESCRIPTION)                  | TYPE   | DUE DATE | EXCUSED | STATUS                 | OPTIONS                | DETAILS |
|---|--------|----------|---------|------------------------|------------------------|---------|
| PREA Hiring and Promotion Prohibition for Current Employees | Policy | None     | No      | Registered             | Launch   Mark Complete | None    |
| PREA Information Collection for Current Employees           | Test   | None     | No      | Pending Prior Training | None                   | None    |

The Policy will open in another window. Review the policy.

After reviewing the policy, click **MARK COMPLETE**

8. Click **ACKNOWLEDGE**

PREA Hiring and Promotion Prohibition for Current Employees

Move to Archived Transcript

**Training Details**

Training Type: Curriculum  
 Provider: Public Safety  
 Version: 1.0  
 Training Hours: Information not supplied by provider  
 Description: PREA Hiring and Promotion Prohibition for Current Employees  
 PREA Information Collection for Current Employees  
 Status: Registered  
 Training Purpose:  
 Due Date: 9/27/2013

**Curriculum**

View  All Training  Activated Training  Not Activated Training

| TITLE (CLICK ON TO SEE COURSE DESCRIPTION)   | TYPE   | DUE DATE | EXCUSED | STATUS                  | OPTIONS              | DETAILS |
|--|--------|----------|---------|-------------------------|----------------------|---------|
| <input checked="" type="radio"/> PREA Hiring and Promotion Prohibition for Current Employees | Policy | None     | No      | Pending Acknowledgement | Launch   Acknowledge |         |
| <input checked="" type="radio"/> PREA Information Collection for Current Employees           | Test   | None     | No      | Pending Prior Training  | None                 | None    |

An acknowledgement window will open. After reviewing and you are ready to acknowledge your review and understanding, click **ACKNOWLEDGE**

**Acknowledgement Form**

I acknowledged and understand that, should I become subject to these prohibitions in my current position or any subsequent departmental position I may hold involve contact with persons in confinement or under supervision; I will notify departmental management within twenty-four hours of my involvement in any of the above. I understand the Department has the authority to conduct random criminal background checks to ensure compliance with these federal standards in relation to the Department's employment practices. Further, I understand that if I am subject to these prohibitions, I may be subject to termination of employment. In addition if I falsely certify my eligibility for employment and it is subsequently discovered that I have a disqualifying conviction, I will be subject to termination or disqualification for employment for the falsification.

9. You will then be able to complete the information reporting portion of this Policy. Click **ACTIVATE**.

**Curriculum**

View  All Training  Activated Training  Not Activated Training

| TITLE (CLICK ON TO SEE COURSE DESCRIPTION)   | TYPE   | DUE DATE | EXCUSED | STATUS        | OPTIONS           |
|--|--------|----------|---------|---------------|-------------------|
| <input checked="" type="radio"/> PREA Hiring and Promotion Prohibition for Current Employees | Policy | None     | No      | Completed     | Launch   Evaluate |
| <input checked="" type="radio"/> PREA Information Collection for Current Employees           | Test   | None     | No      | Not Activated | Activate          |

10. Then Click **LAUNCH TEST**

**Curriculum**

View  All Training  Activated Training  Not Activated Training

| TITLE (CLICK ON TO SEE COURSE DESCRIPTION)   | TYPE   | DUE DATE | EXCUSED | STATUS     | OPTIONS           |
|--|--------|----------|---------|------------|-------------------|
| <input checked="" type="radio"/> PREA Hiring and Promotion Prohibition for Current Employees | Policy | None     | No      | Completed  | Launch   Evaluate |
| <input checked="" type="radio"/> PREA Information Collection for Current Employees           | Test   | None     | No      | Registered | Launch Test       |

Read the instructions and click **CONTINUE**

## 11. Answer the questions

**Test - PREA Information Collection for Current Employees**

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**PREA Information Collection for Current Employees**

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**Question 1 of 3.**  
Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? (ref: PREA)  
Yes      No  
        
 Mark for follow up

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**Question 2 of 3.**  
Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force or coercion, or if the victim did not consent or was unable to consent or refuse? (ref: PREA)  
Yes      No  
        
 Mark for follow up

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**Question 3 of 3.**  
Have you been civilly or administratively adjudicated to have engaged in the activities described? (ref: PREA)  
Yes      No  
        
 Mark for follow up

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[Summary](#) ←

Once you have selected your responses, click **SUMMARY**.

## 12. Review your responses for accuracy. If there are errors, click GO TO SECTION. If accurate, click on Submit FINAL ANSWERS

**Test Review**  
Any questions that you marked for follow up are noted with a flag. You may go to a section by clicking on the link in the Options column.

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**Questions**

| FOLLOW UP | SECTION  | ANSWERED      | OPTIONS              |
|-----------|--|---------------|----------------------|
|           | <b>PREA Information Collection for Current Employees</b> | <b>3 of 3</b> | <b>Go to Section</b> |
|           | Question 1 of 3  | Answered      |                      |
|           | Question 2 of 3  | Answered      |                      |
|           | Question 3 of 3  | Answered      |                      |

[Submit Final Answers](#) ←

## 13. You have completed the requirements. You will see on your completed transcript that the status is **COMPLETED**.

**Transcript: Arlene Dawson**

Active **Completed** Archived

↕ Add External Training

Title:  All Training  « Previous 1-2 of 2 Next »

| Title   | Type       | Completed Date | Status    | Options           |
|---|------------|----------------|-----------|-------------------|
| PREA Hiring and Promotion Prohibition for Current Employees | Curriculum | 8/28/2013      | Completed | Evaluate          |
| Internet Acceptable Use Policy                              | Policy     | 8/28/2013      | Completed | Launch   Evaluate |

**\*\*Please note that if you answer "YES" to any of the questions, you will NOT show a COMPLETED Status. It will show IN PROGRESS under status and will show as FAILED on the PREA Information Collection section of the curriculum. You should follow-up with your supervisor immediately.**