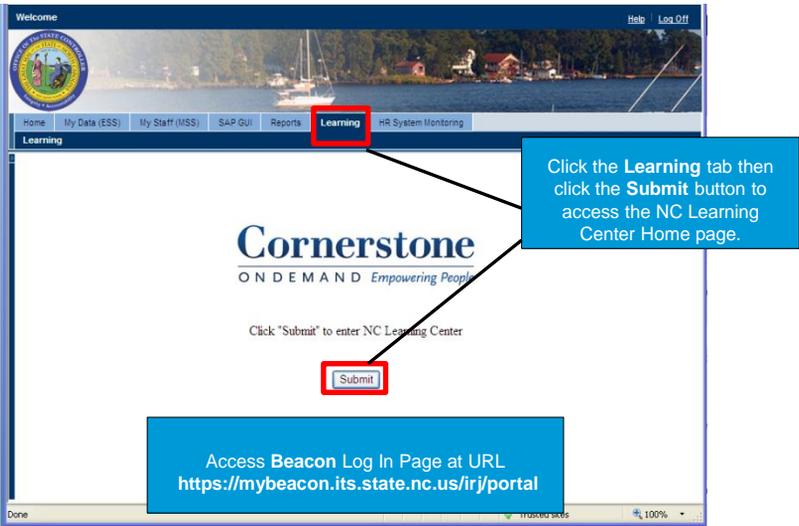


New User Orientation

The **NC Learning Center** allows you to access and manage all of your training within the organization.

User Log In

Users can access the NC Learning Center by logging into the BEACON system, using your NCID credentials. If you need assistance with NCID, you can contact your agency's NCID administrator.



Navigation

The **Home** page is a starting point from which you can access your training and all other areas of the system. There are three ways to search for training from the Home page: the Search box, the Browse for Training image or sub link, and the Events Calendar. You can also access your Transcript from the Home page.

Search Box

One way to search for training is by entering a keyword into the **Search box** on the Home page. The Search results display any training that matches your key word. To filter the results by type of learning, click on the specific training type on the left side of the screen.

The screenshot shows a search interface with a search bar containing the word "management". Below the search bar, it indicates "6 Training results". On the left, there is a "Show All" section with a "People" filter and a "Training" filter. The "Training" filter has several options: Online Course, Event, Curriculum, Quick Course, Material, Library, and Video. The main area displays "Training results" for "management", listing three items: "Records Management", "Effective Performance Management Course", and "Frontline Leadership". Each item includes a small icon and a brief description. A blue callout box points to the "Records Management" title with the text: "Click on the blue training title to view details for that training."

Browse for Training

Browse for Training lists all the different subjects or categories of training relevant to your organization.

The screenshot shows the "Browse for Training" interface. On the left, there is a "Browse for Training" section with a list of subjects: Professional Development, Technology, Compliance & Regulatory (highlighted with a red box), Management & Leadership, Engineering, Human Resources, Healthcare, and Interpersonal Skills. A blue callout box points to the "Compliance & Regulatory" subject with the text: "Click on a subject to see all training associated with that subject." To the right, there is a calendar for April 2013. Below the calendar, there is a "Your Upcoming Sessions" section with a table showing the title "Conflict in the Workplace (Starts 5/14/2013)" and the status "Pending Approval". On the far right, there is a "Suggested Training" section with the text "No suggested training".

Events Calendar

The **Events Calendar** will display training that is date-driven; i.e., training being conducted in person or via live webcast which are called sessions in the system.

The screenshot shows the "Events Calendar" interface. On the left, there is a "Filters" section with fields for Title, Session ID, Location, and Session Instructor. Below the filters, there are checkboxes for "Completed Sessions" and "Add Subject(s) filters". The main area is a calendar for April 2013, showing training sessions for each day. A red box highlights a session on Wednesday, April 10th, titled "Verbal Judo : Tactical Communication for Detention Officers 8:00 AM - NC Justice Academy - Salemburg Campus". A blue callout box points to this session with the text: "Click on any training visible to see additional details and request the training." The calendar also shows a "Conflict in the Workplace" session on Wednesday, April 10th, and another "Verbal Judo" session on Thursday, April 11th.

Searching for Certifications and Materials

Search for certifications or materials from the Home page using the **Browse for Training** image or by clicking on the Browse for Training sub link on the **Learning** tab. The Browse for Training page opens and displays a **Go to Search** link.

Browse for Training

Browse for Training

- > Professional Development
- > Technology
- > Compliance & Regulatory
- > Management & Leadership
- > Engineering
- > Human Resources
- > Healthcare
- > Interpersonal Skills

Find exactly what you're looking for using a more detailed Search.
[Go to Search](#)

Click the **Go to Search** link.

April 2013						
SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Your Upcoming Sessions

TITLE	STATUS
Conflict in the Workplace (Starts 5/14/2013)	Pending Approval

[View all](#)

Suggested Training
No suggested training

Search

Set search criteria by checking and un-checking Learning Object types. To perform a single type search, click on the Learning

Select a learning object by adding a checkmark into the appropriate box.

Search by Title, Description, Family or Category. Click the Search button.

To request a certification or material, click on the title to view the details.

Complete Streets Policy

DOT Policy | Transportation | 0 Hours 15 Min

Details: Description: Price: \$00
 Last Revision Date: 4/10/2013
 Current Version: 2013
 Content Owner: NCDOT
 Available Languages: English (US)

[Launch](#) [Close](#)

Bloodborne Pathogens Training

Certification | DHHS | Healthcare

This training certification is designed for first responders, health care professionals, lifeguards, and other workers who are at risk for on-the-job exposure to blood and body fluids that can cause infection.
 Version: 1.0
 Owners:

Contact:

Requirements

Period: Bloodborne Pathogens Certification Due: None Required Credits: 1.00
 Min = 1.00, Max = 1.00

[Request](#) [Close](#)

A new window opens after the title is clicked. To request a Material click the **Launch** button that will appear, then you will need to acknowledge the requested material when prompted.

If selecting a Certification, click the **Request** button.

Register for Training

Register for Training by clicking on the Training title from the search results page. Training can be requested by clicking on the appropriate Request button for the specific training.

Search

Set search criteria by checking and un-checking Learning Object types. To perform a single type search, click on the Learning Object type icon.

A new window opens; click the **Request** button to register for the training. You will be directed to your **Transcript** page automatically and the item will be added.

Click the **Training** title to view details and register.

Americans with Disability Act (Full Day)

Session Details

4/26/2013 (Friday)	4/26/2013 (Friday)	46	14	0
8:00 AM	5:00 PM			
Duration:	09:00			
Location:	OSP Personnel Development Center			
Language(s):	English (US)			

[Request](#)

For a complete course description click on the course title.

Sort By: Title Type Provider

Aids in the Workplace Administration, Dept. of | \$00
 This course certifies the use of NC "Aids in the Workplace" training requirement.

Americans with Disability Act (Full Day) Office of State Personnel | \$00
 The course is designed to provide supervisors and managers with the basic principles and core concepts of the Americans with Disabilities Act of 1990 (ADA) as well as a more focused evaluation of the definition of disability and reasonable accommodation processes. The course provides an overview of the ADA but also focuses specifically on the requirements of the employment provisions contained in Title I. In addition, course participants will have the opportunity to complete ADA case studies and

Transcript

Your **Transcript** contains all the training you have requested or that has been assigned to you. The Title, Type, and Due Date of each item is displayed. The Status and Options columns display items depending on the type of learning and stage in the workflow process. You can also Add External Training.

Welcome NC Learning Center

Home | **Learning** | My Account | Log Out | Help

View Your Transcript

Open your transcript by clicking the **View Your Transcript** sub link on the **Learning** tab or by clicking the **My Training and Transcript** image on the Home page.

My Training and Transcript

Browse for Training

Connect

Event Calendar | My Task List

NC Governor Pat McCrory Inaugural Address on J...

News | Social Media | Updates

NCDOT Video Explains the Dangers of Black Ice
Self-Help Tool Available for Filing Individual State Income Tax Returns
Dropout Rate Trends to Another Record Low
Governor Pat McCrory's Inaugural Address
All News Releases

Transcript: John Bender

Use the transcript to manage all active training.
You have completed 0.93 hours (cost: \$ 0.00) of

Completed training will be stored in the **Completed** tab and Completed Archived training will be in the **Archived** tab.

If a requested training item required manager approval then it will be in **Pending Approval** status on the transcript. Once the manager approves then the status will change to **Registered**. You can click the blue link under the Options column to **Launch** or **Withdraw** the training.

Print the transcript by clicking the **Print** icon.

Click the **Add External Training** link to add external training items to your transcript.

Click the training title to view details.

Transcript | Certifications

Title	Type	Due Date	Status	Options
Effective Performance Management Course	Online Class	6/30/2013	Registered	Launch
Americans with Disability Act (Full Day) (Starts 4/26/2013)	Session	3/31/2013	Registered	Withdraw
Conflict in the Workplace (Starts 5/14/2013)	Session	None	Pending Approval	Withdraw
Records Management I	Online Class	None	In Progress	Launch

Add External Training

Enter the information below and submit for approval. This information will be added to your transcript, and you may follow the approval process by monitoring the status of the external training.

Training Details

Training Type : External Training
Language: English (US)

Course Title*:

Course Description*: Limited to 1000 characters

Offered By*:

Training Dates*: From To

Training Schedule:

Cost*: \$

Credits Earned:

Training Hours: 0 Hours 0 Min

Attachment(s):

Complete the fields in the **Add External Training** pop-up window and click the **Submit** button. The training item appears in your transcript in **Pending Approval** status until the appropriate approver approves it. After approval, it will move to a **Registered** status.