

# Register for NC Learning Center Job Aid



**INTEGRATED  
PROJECT  
DELIVERY (IPD)**

This job aid describes how consultants can register in the North Carolina Learning Center and find online courses.

**NOTE: If you do not currently have an account, you will need to register and wait for overnight processing to activate the account.**

## Register

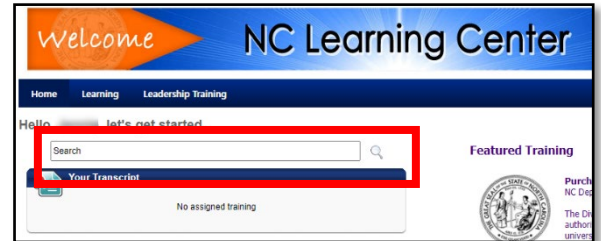
1. In an internet browser, go to <https://ncgov.csod.com/client/ncgov/default.aspx>.
2. Click "Click here to create account".



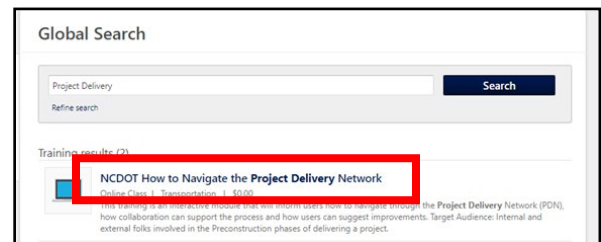
3. Enter the required information.
  - a. For User ID, create a username.
  - b. For category, choose **Associated State Agency**.
  - c. For Association, choose **Dept of Transportation**.
4. Click **Log In**.
5. Wait overnight for the account to be activated.

## Search for Courses

1. In an internet browser, go to <https://ncgov.csod.com/client/ncgov/default.aspx>
2. Enter your User ID and Password. Click Enter.
3. On the Home Page, use the search bar to search for the training title.



4. Click the training title.



5. Click **Register**.
6. Click **Launch**.