

## Learning Management System (LMS)

# External Training

August 7, 2013

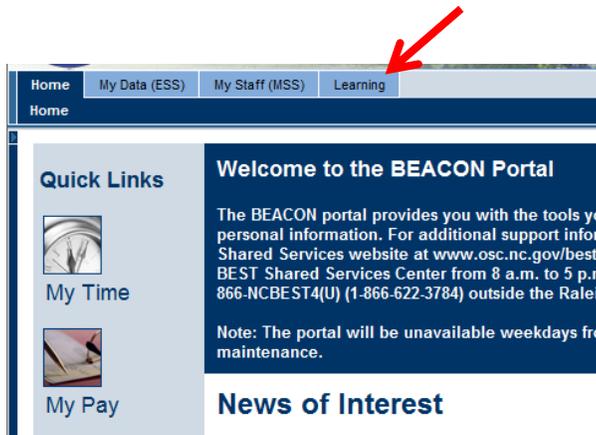
The following information is used to request external training...

### 1. Log onto BEACON



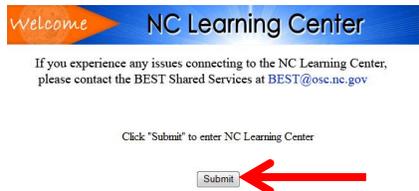
The screenshot shows the BEACON login page. At the top left is the State of North Carolina seal. Below it is a banner image of a lighthouse. The main heading is "Welcome State of North Carolina Employees". There are two input fields for "NCID" and "Password", and a "Log on" button. To the right is a map of North Carolina. At the bottom, there is contact information for human resources and NCID assistance, and a footer with links for Customer Service, System Status, Privacy and Security, and Legal.

### 2. Click on the "Learning" tab



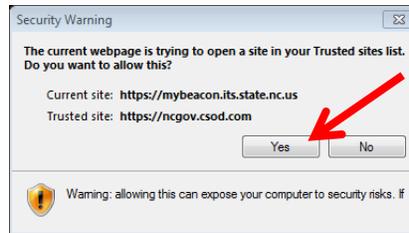
The screenshot shows the BEACON Portal navigation menu. The "Learning" tab is highlighted with a red arrow. The menu includes "Home", "My Data (ESS)", "My Staff (MSS)", and "Learning". Below the menu are sections for "Quick Links" (My Time, My Pay), "Welcome to the BEACON Portal" (with a note about maintenance), and "News of Interest".

### 3. Click on "Submit"



The screenshot shows the NC Learning Center page. It has a "Welcome" banner and a "Submit" button. A red arrow points to the "Submit" button. Below the button is a small text instruction: "Click 'Submit' to enter NC Learning Center".

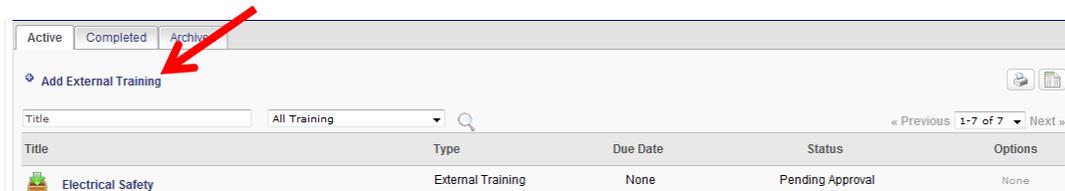
4. Click on "Yes"



5. Click on "My Training and Transcript"



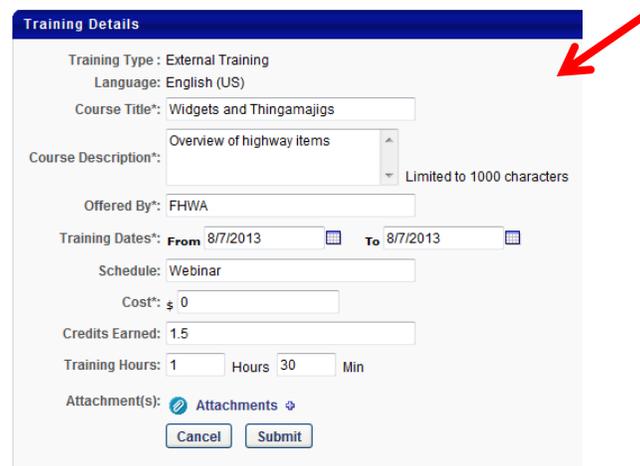
6. Click on "Add External Training"



7. Enter the training information

### Add External Training

Enter the information below and submit for approval. This information will be added to your tra



A form titled "Training Details" with a blue header. The form contains the following fields and values:

- Training Type: External Training
- Language: English (US)
- Course Title\*: Widgets and Thingamajigs
- Course Description\*: Overview of highway items (Limited to 1000 characters)
- Offered By\*: FHWA
- Training Dates\*: From 8/7/2013 To 8/7/2013
- Schedule: Webinar
- Cost: \$ 0
- Credits Earned: 1.5
- Training Hours: 1 Hours 30 Min
- Attachment(s): Attachments

At the bottom of the form are "Cancel" and "Submit" buttons. A red arrow points to the top right corner of the form.

8. If you have already taken the training then you will need to upload your certificate, etc., so click on “Attachments”

### Add External Training

Enter the information below and submit for approval. This information will be added to your tra

The screenshot shows the 'Add External Training' form. The fields are filled with the following information: Training Type: External Training; Language: English (US); Course Title: Widgets and Thingamajigs; Course Description: Overview of highway items; Offered By: FHWA; Training Dates: From 8/7/2013 To 8/7/2013; Schedule: Webinar; Cost: \$ 0; Credits Earned: 1.5; Training Hours: 1 Hours 30 Min. At the bottom, there is a link for 'Attachments' with a plus sign, which is highlighted by a red arrow. There are also 'Cancel' and 'Submit' buttons at the bottom of the form.

9. Click on “Browse...” to find your certificate, then click on “Upload” when you have added it

The screenshot shows the 'Upload File' dialog box. It contains the text: 'Browse and upload any materials relevant to your external training. Maximum file size is 1MB and is limited to Word, Excel, PowerPoint, Outlook, pdf, txt, rtf, gif and jpg files.' Below the text is a text input field and a 'Browse...' button. At the bottom right, there are 'Upload' and 'Cancel' buttons. Red arrows point to the 'Browse...' button, the 'Upload' button, and the 'Cancel' button.

10. Click on “Submit”

The screenshot shows the 'Add External Training' form after the file upload. The 'Attachments' section now shows a file named 'NCDOL Certificate ES 130724.pdf' with a document icon. A red arrow points to the 'Submit' button at the bottom of the form.

11. The external training will be displayed on your transcript with a status of “Pending Approval” and you will also receive an email stating the request has to be approved by your supervisor

Active Completed Archived

◆ Add External Training

Title:  All Training

« Previous 1-7 of 7 Next »

Title	Type	Due Date	Status	Options
Electrical Safety	External Training	None	Pending Approval	None
Respiratory Protection	External Training	None	Pending Approval	None
Unit Safety Meeting (Starts 8/28/2013)	Session	None	Pending Approval	Withdraw

From: DoNotReply@osp.nc.gov  
 To: Jaeger, Jeff  
 Cc: Hopkins, Terry M  
 Subject: External Training Requested

Dear Robert,

You have requested to attend external training. Your request is pending approval and will follow the approval protocol.

If you have any questions or need assistance, your agency NC Learning Center support contact can be located at the following webpage: [www.osp.state.nc.us/Develop/HRD/traincat/lmscontact.html](http://www.osp.state.nc.us/Develop/HRD/traincat/lmscontact.html)

Thank you for using the NC Learning Center. To access your account and manage your learning activities, log into the Beacon employee portal and select the Learning tab.

12. Once you have received approval from your supervisor, the status will change to “Registered” and you will also receive an email stating the request has been approved

Active Completed Archived

◆ Add External Training

Title:  All Training

« Previous 1-7 of 7 Next »

Title	Type	Due Date	Status	Options
Electrical Safety	External Training	None	Registered	Mark Complete
Respiratory Protection	External Training	None	Pending Approval	None
Unit Safety Meeting (Starts 8/28/2013)	Session	None	Pending Approval	Withdraw

From: DoNotReply@osp.nc.gov  
 To: Jaeger, Jeff  
 Cc:  
 Subject: Approve Training

Dear Robert Jaeger,

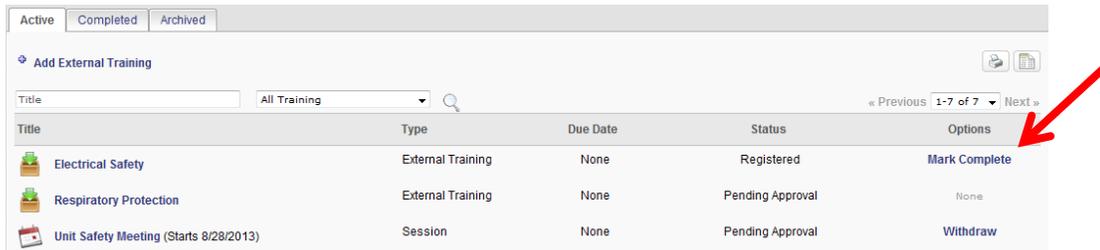
You have been approved to take the following training item:

Title: Electrical Safety  
 Class Description: Overview of §1910 Subpart "S"  
 Training Hours: 1 Hours 30 Min  
 Training Credits: 1.5  
 Vendor's Name: External Training

If you have any questions or need assistance, your agency NC Learning Center support contact can be located at the following webpage: [www.osp.state.nc.us/Develop/HRD/traincat/lmscontact.html](http://www.osp.state.nc.us/Develop/HRD/traincat/lmscontact.html)

Thank you for using the NC Learning Center. To access your account and manage your learning activities, log into the Beacon employee portal and select the Learning tab.

13. If you have already completed the course and uploaded your certificate then click on “Mark Complete” (if you have not yet taken the course then you will need to come back to this step after completion of the course and receipt of your certificate).



14. Check the box to certify that you have submitted a copy of the certificate to your supervisor, provide a grade (if applicable), and click “Submit”

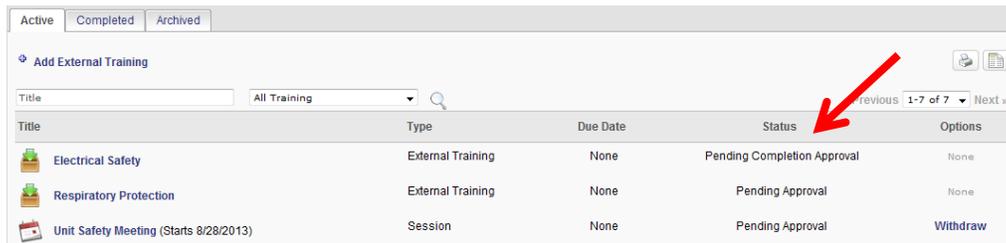
### Mark Complete

By marking this item complete and submitting it for approval, you are certifying that you have completed the training successfully.

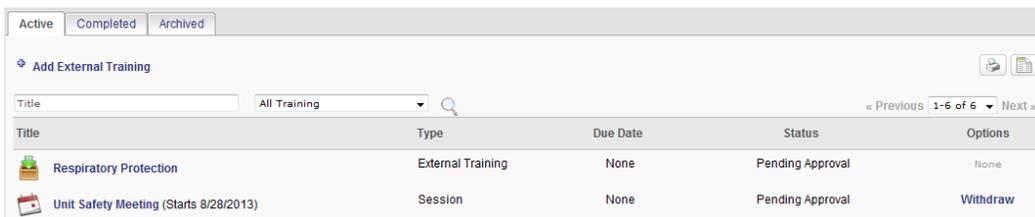
I have submitted all relevant paperwork to the appropriate person in my organization.

Grade Earned:

15. The external training will now be displayed on your transcript with a status of “Pending Completion Approval”



16. Once your supervisor has approved completion of the course, it will no longer be in your “Active” tab...



17. ...but will now be displayed in your “Completed” tab with a status of “Completed”

