

# Learning Management System (LMS) Session Registration Guidelines

July 24, 2013

The following guidelines can assist users in registering for a scheduled session (class) of an offered event (course).

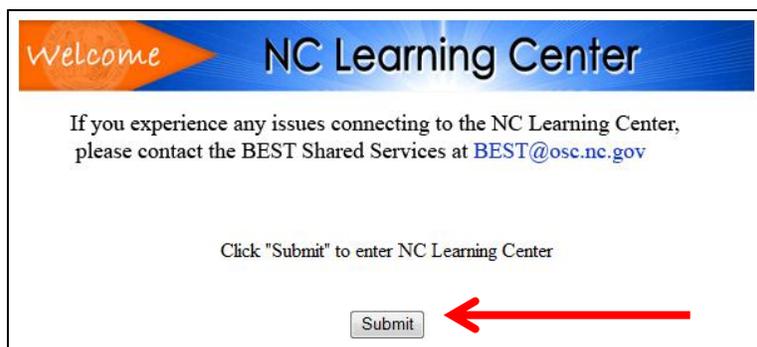
Step 1: Sign on to BEACON (<https://mybeacon.its.state.nc.us/irj/portal>)



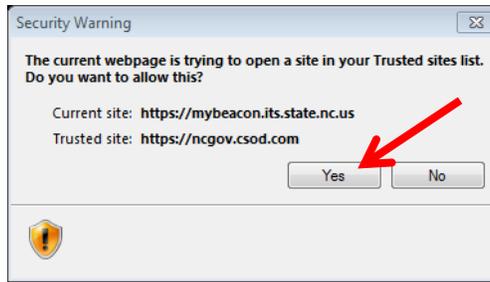
Step 2: Click on the "Learning" tab



Step 3: Click the "Submit" button



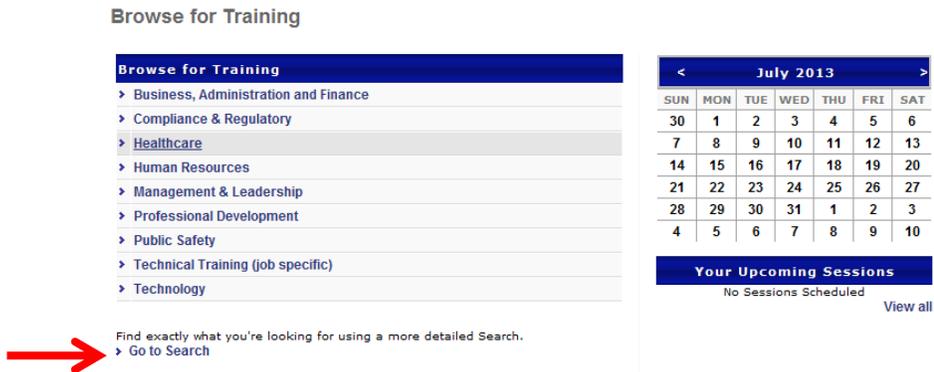
Step 4: Click "Yes"



Step 5: Click on "Browse for Training"



Step 6: Click on "Go to Search"



Step 7: Type in the training event (course) name in the search box and click on the magnifying glass button



Step 8: Click on the desired event (course)

Search

Hazardous Communication

1 Training results

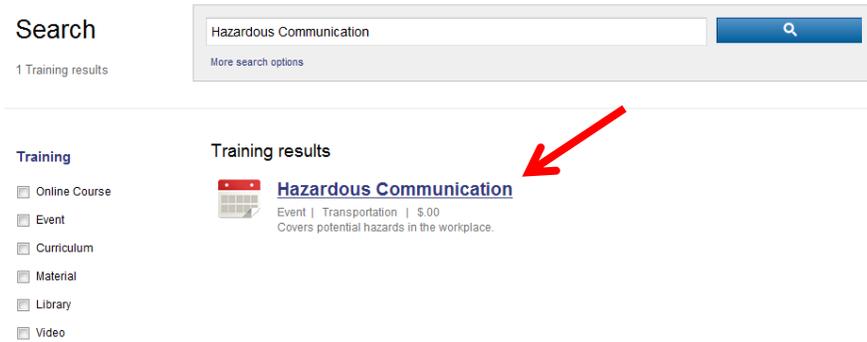
More search options

Training results

**Hazardous Communication**

Event | Transportation | \$0.00  
Covers potential hazards in the workplace.

Training filters:  
 Online Course  
 Event  
 Curriculum  
 Material  
 Library  
 Video



Step 9: Click the “Request” button for the session you want to sign up for

## Hazardous Communication

Event | Transportation | 2 Hours 0 Min

Covers potential hazards in the workplace.

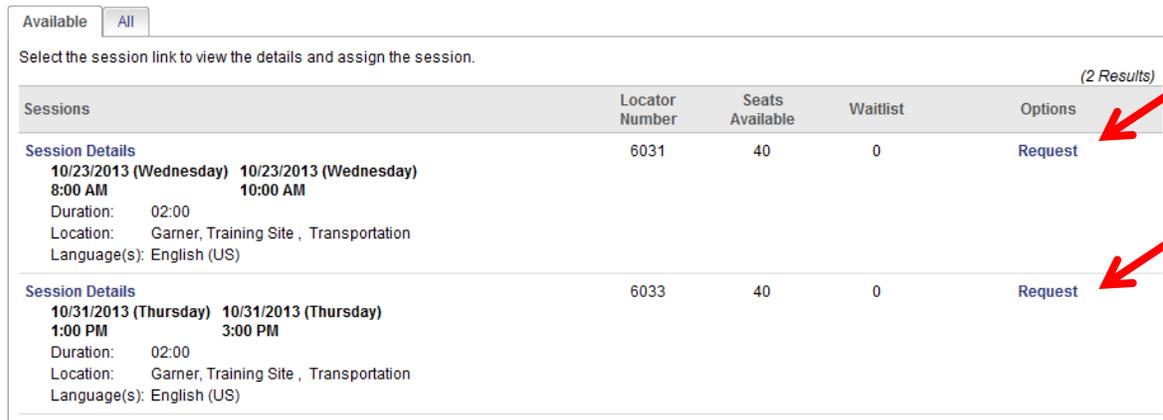
**DETAILS**

Event Number: DOT-02384  
Content Owner: DOT  
Current Version: 1.0  
Last Revision Date: 6/20/2013  
Department Goal Supported: Make our organization a great place to work.  
Subject(s): Safety and Wellness  
Training Contact: Cornerstone Admin [clientservices@cyberu.com](mailto:clientservices@cyberu.com)  
Available Languages: English (US)

Available **All**

Select the session link to view the details and assign the session. (2 Results)

Sessions	Locator Number	Seats Available	Waitlist	Options
<b>Session Details</b> 10/23/2013 (Wednesday) 10/23/2013 (Wednesday) 8:00 AM 10:00 AM Duration: 02:00 Location: Garner, Training Site , Transportation Language(s): English (US)	6031	40	0	<a href="#">Request</a>
<b>Session Details</b> 10/31/2013 (Thursday) 10/31/2013 (Thursday) 1:00 PM 3:00 PM Duration: 02:00 Location: Garner, Training Site , Transportation Language(s): English (US)	6033	40	0	<a href="#">Request</a>



Step 10: After clicking the “Request” button, the system will take you to your “Active” training screen and will show the session you selected with a status of “Pending Approval”

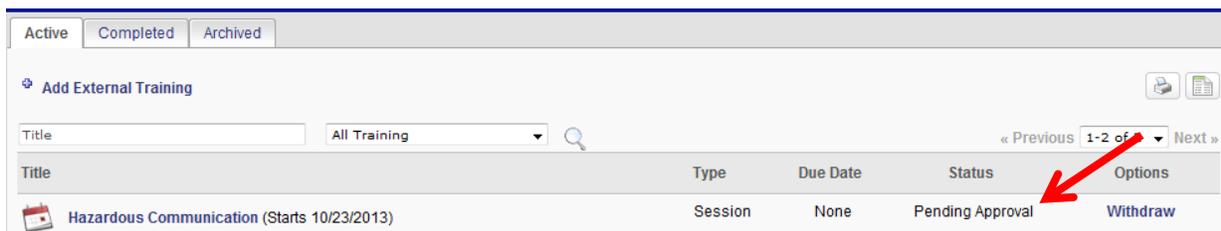
Active **Completed** Archived

Add External Training

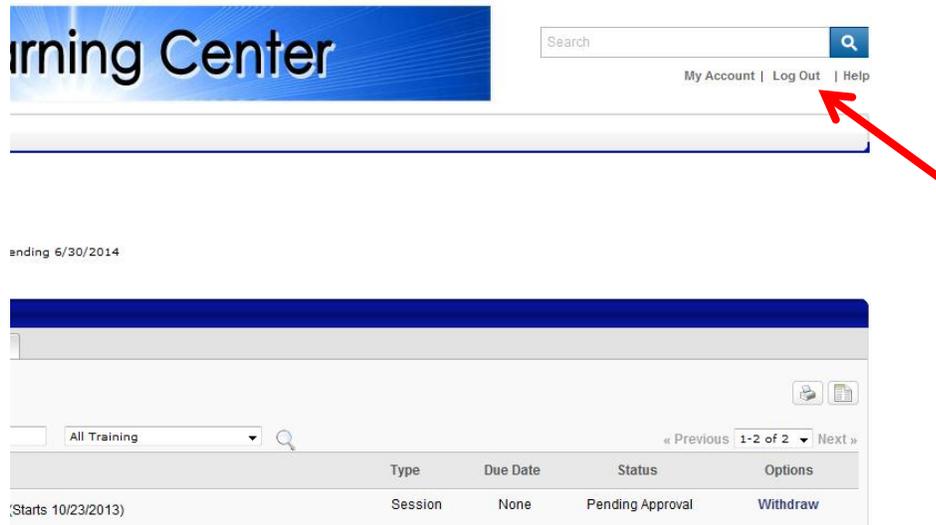
Title:  All Training

« Previous 1-2 of Next »

Title	Type	Due Date	Status	Options
Hazardous Communication (Starts 10/23/2013)	Session	None	Pending Approval	<a href="#">Withdraw</a>



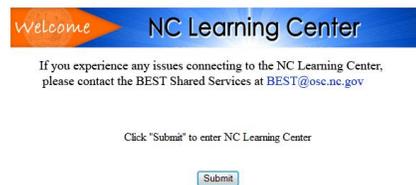
Step 11: Click the "Log Out" button to exit the system



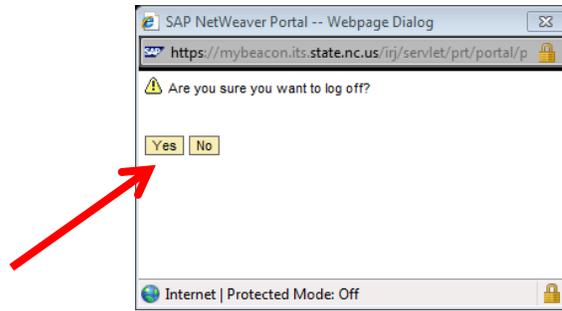
Step 12: Click on the red "X" in the top right-hand corner to close the "Cornerstone" screen



Step 13: Click "Log Off" to exit BEACON



Step 14: Click “Yes”



Step 15: Notify your supervisor that you have registered for training so they can go into the system and click their approval