Session Registration Guidelines
July 24, 2013

The following guidelines can assist users in registering for a scheduled session (class) of an offered event (course).
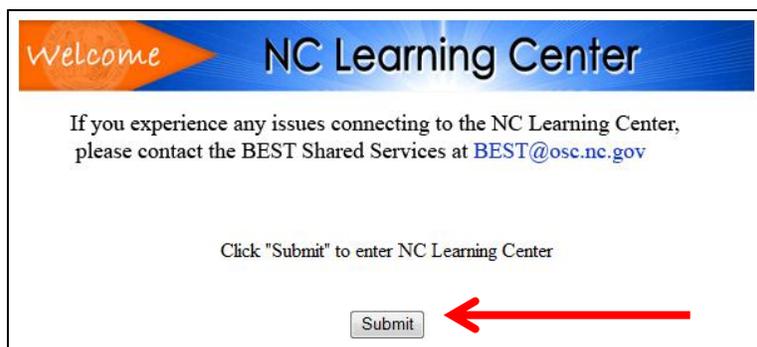
Step 1: Sign on to BEACON (https://mybeacon.its.state.nc.us/irj/portal)
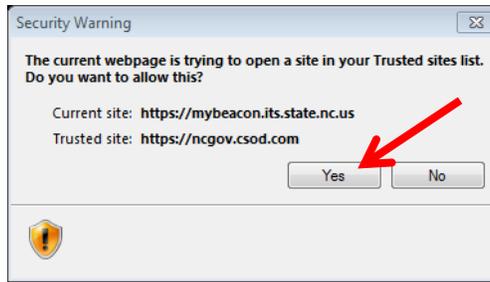

Step 2: Click on the "Learning" tab

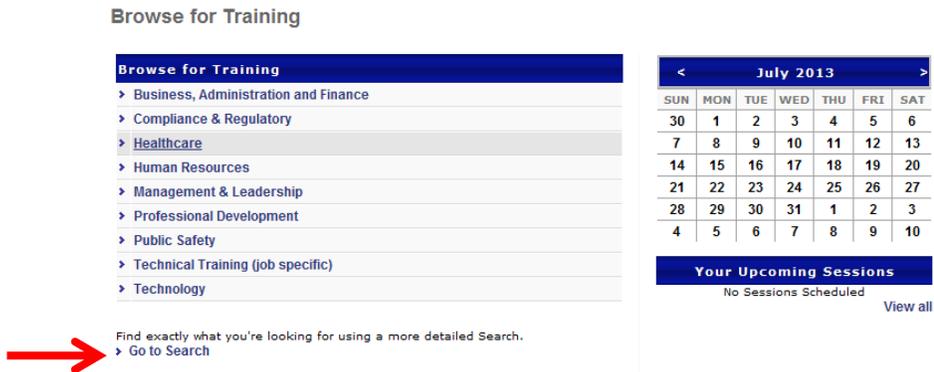Step 3: Click the "Submit" button

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)
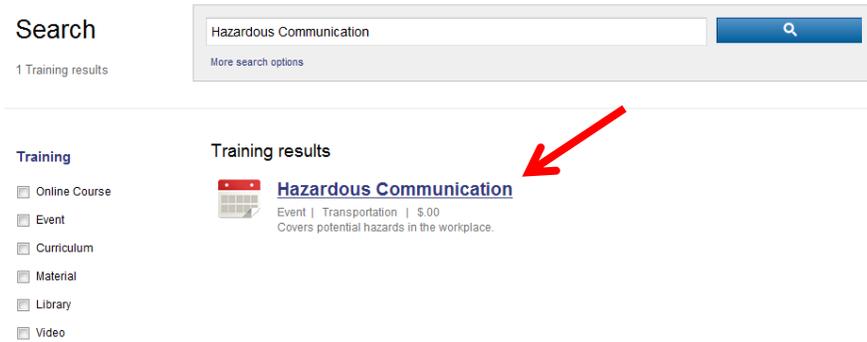
Step 9: Click the "Request" button for the session you want to sign up for

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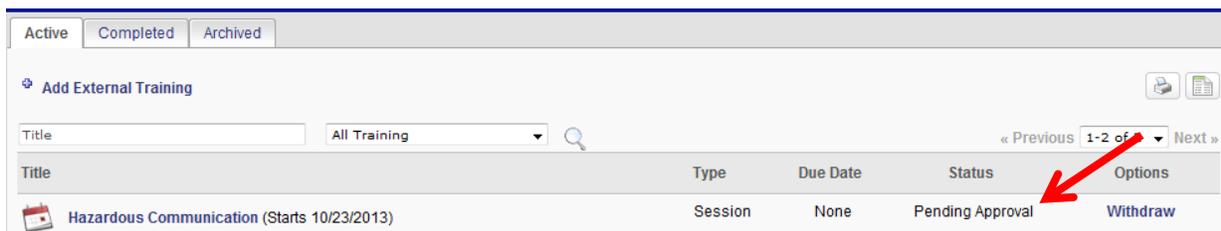
Step 11: Click the "Log Out" button to exit the system
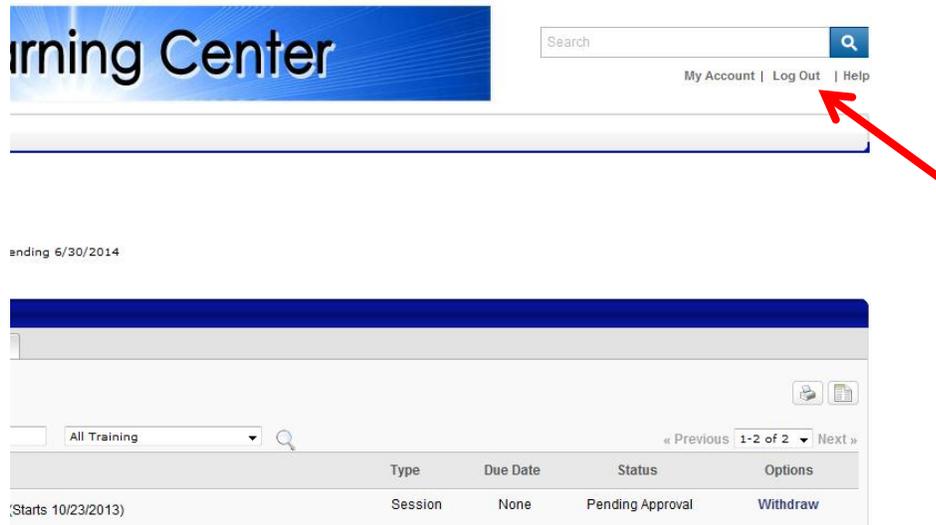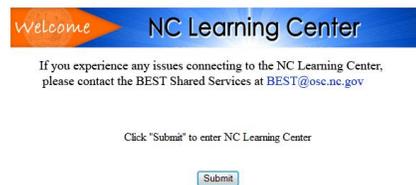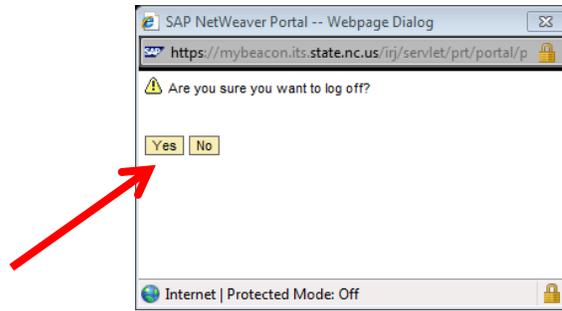

Step 12: Click on the red "X" in the top right-hand corner to close the "Cornerstone" screen

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