NC Learning Center New User Orientation

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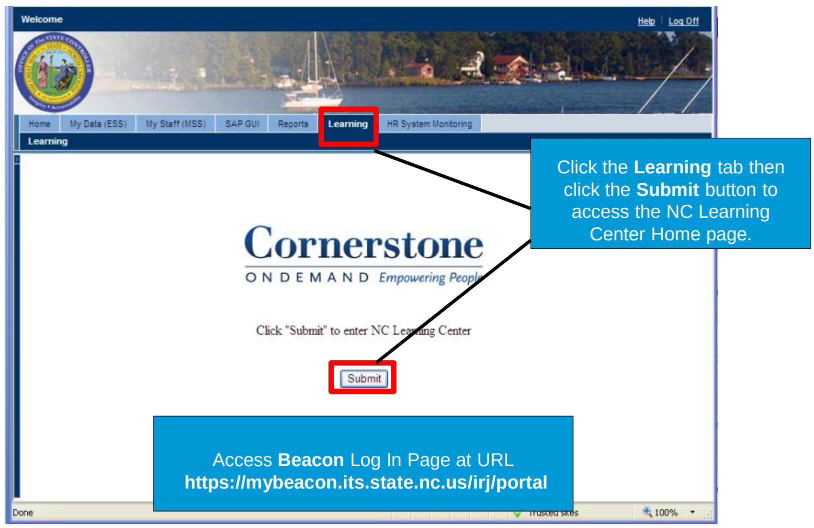
The **NC Learning Center** allows you to access and manage all of your training within the organization.

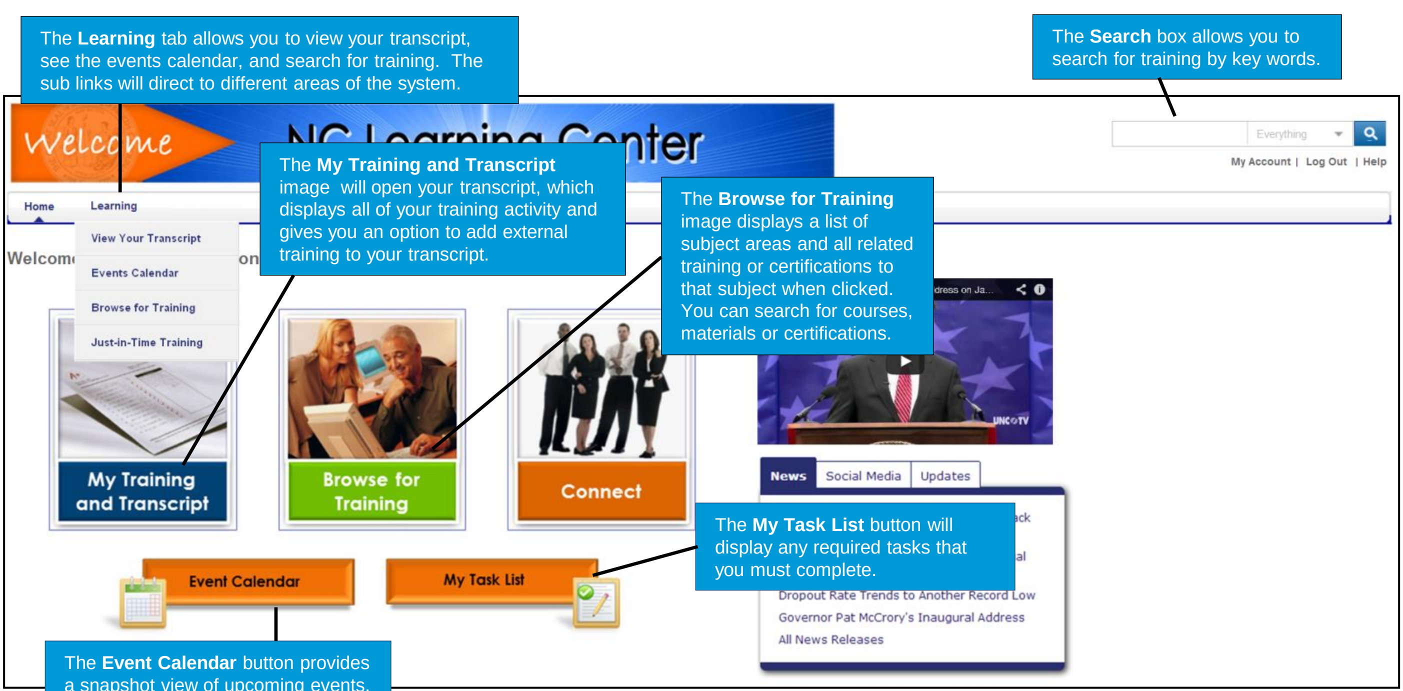
User Log In

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.



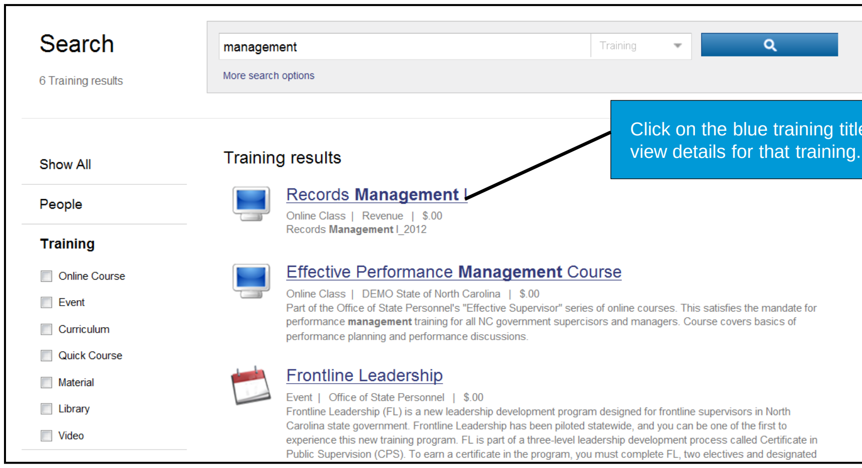
Navigation

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.



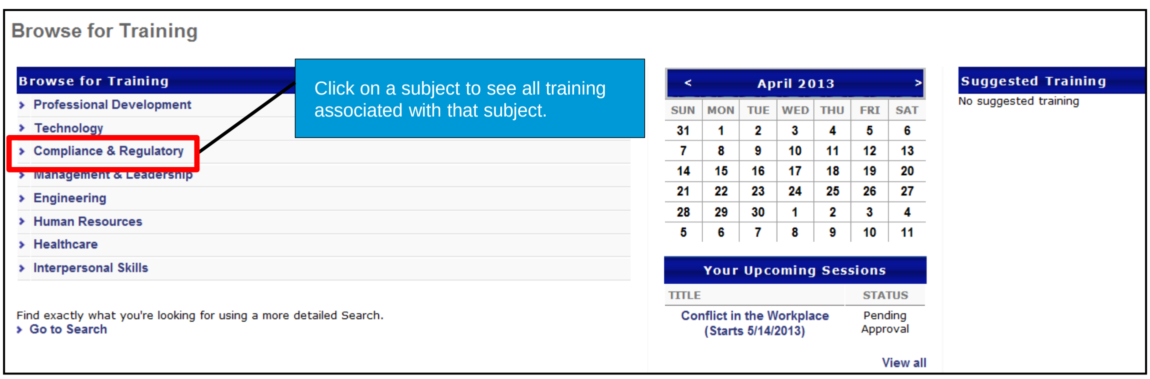
Search Box

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.



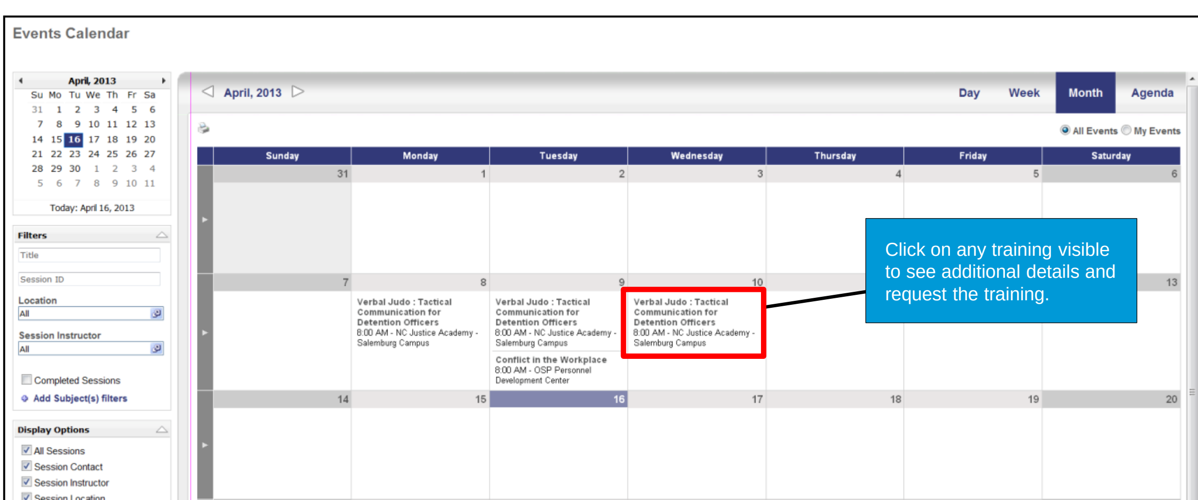
Browse for Training

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



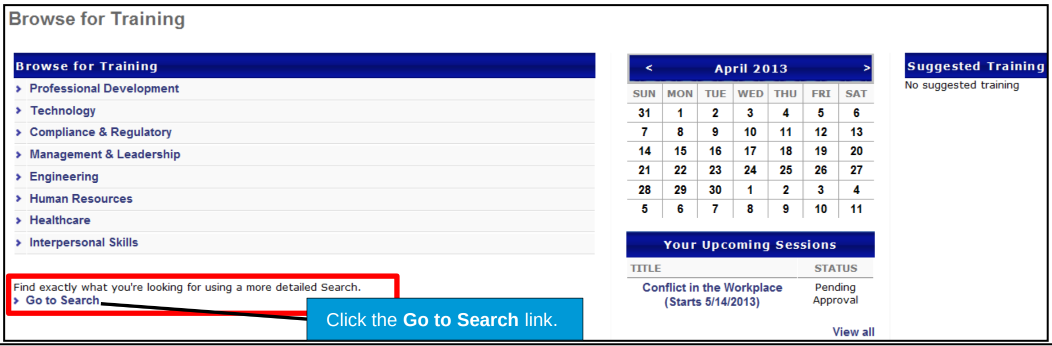
Events Calendar

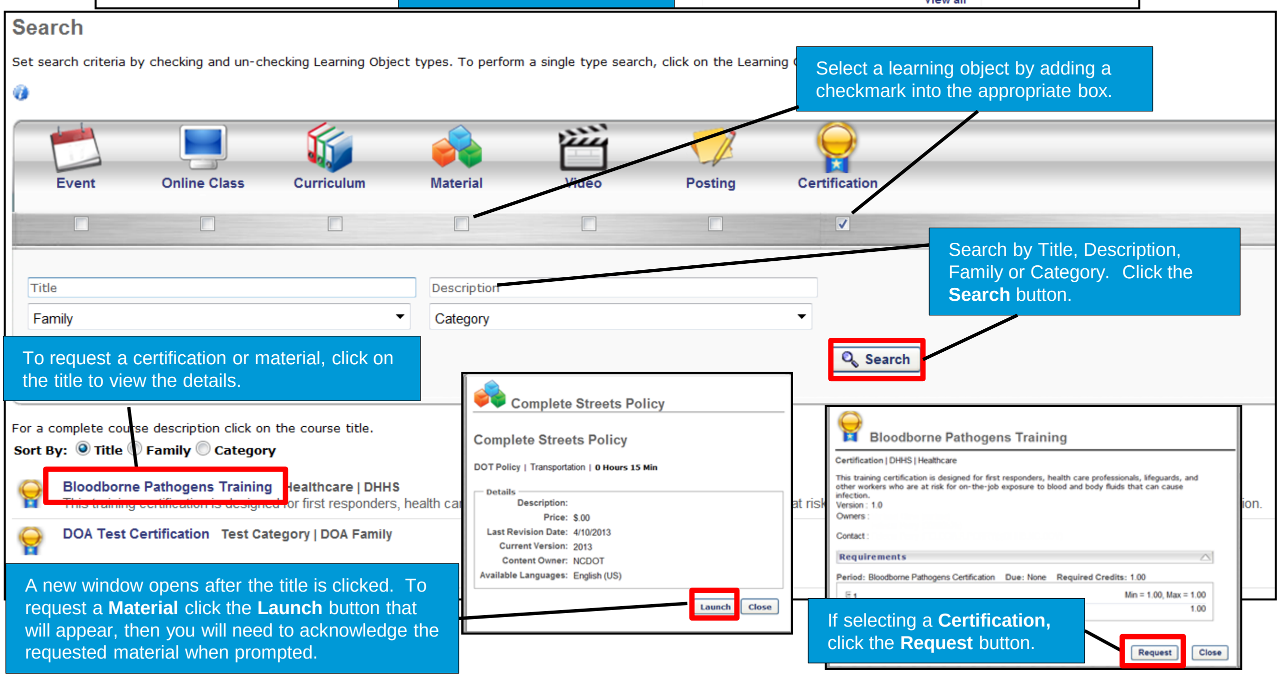
The **Events Calendar** will display training that is date-driven; i.e., training being conducted in person or via live webcast which are called sessions in the system.



Searching for Certifications and Materials

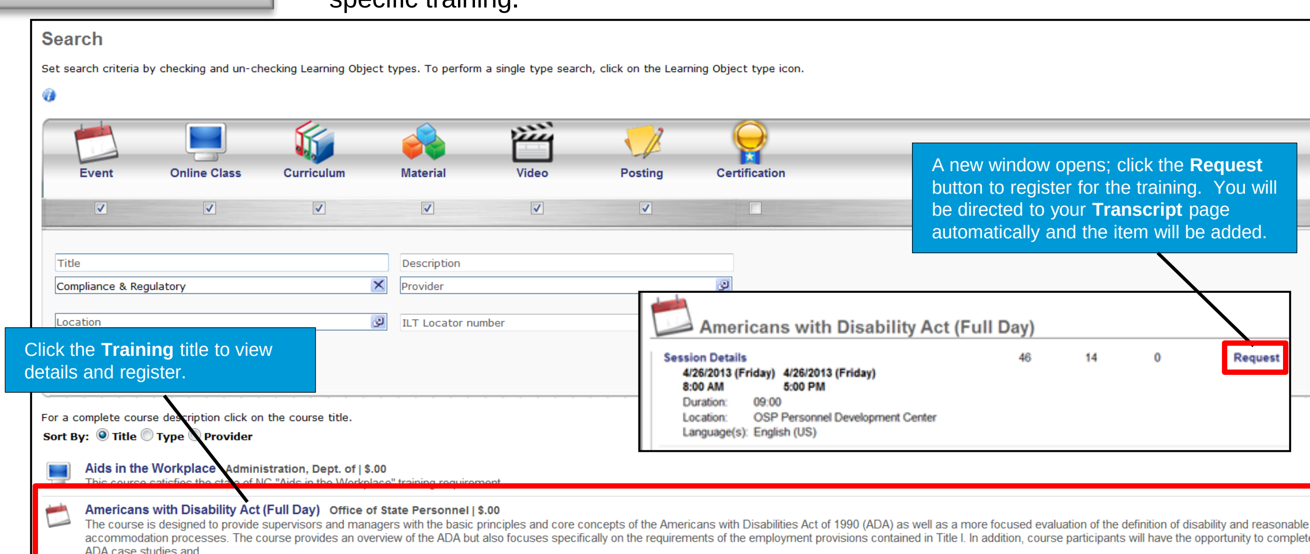
Search for certifications or materials from the Home page using the **Browse for Training** image or by clicking on the Browse for Training sub link on the **Learning** tab. The Browse for Training page opens and displays a **Go to Search** link.





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.



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.