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

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.

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.

The **Learning** tab allows you to view your transcript, see the events calendar, and search for training. The sub links will direct to different areas of the system.

The **My Training and Transcript** image will open your transcript, which displays all of your training activity and gives you an option to add external training to your transcript.

The **Browse for Training** image displays a list of subject areas and all related training or certifications to that subject when clicked. You can search for courses, materials or certifications.

The **Event Calendar** button provides a snapshot view of upcoming events.

The **My Task List** button will display any required tasks that you must complete.

The **Search** box allows you to search for training by key words.
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.

**Search Box**

![Image of Search Box](image1.png)

Click on the blue training title to view details for that training.

**Browse for Training**

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

![Image of Browse for Training](image2.png)

Click on a subject to see all training associated with that subject.

**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.

![Image of Events Calendar](image3.png)

Click on any training visible to see additional details and request the training.
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.

A new window opens; click the Request button to register for the training. You will be directed to your **Transcript** page automatically and the item will be added.
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.

Open your transcript by clicking the View Your Transcript sub link on the Learning tab or by clicking the My Training and Transcript image on the Home page.

Completed training will be stored in the Completed tab and Completed Archived training will be in the Archived tab.

If a requested training item required manager approval then it will be in Pending Approval status on the transcript. Once the manager approves then the status will change to Registered. You can click the blue link under the Options column to Launch or Withdraw the training.

Print the transcript by clicking the Print icon.

Click the Add External Training link to add external training items to your transcript.

Click the training title to view details.

Print the transcript by clicking the Print icon.

Complete the fields in the Add External Training pop-up window and click the Submit button. The training item appears in your transcript in Pending Approval status until the appropriate approver approves it. After approval, it will move to a Registered status.