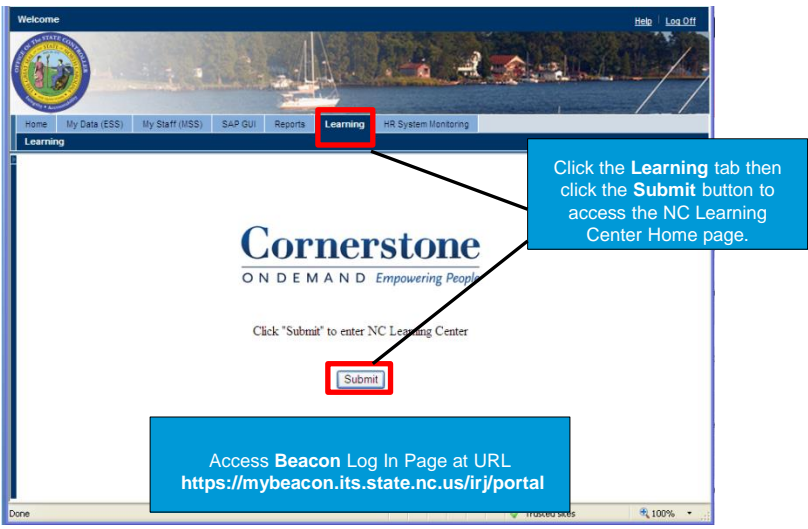


New User Orientation

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.

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

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.

Search
6 Training results

management Training

More search options

Show All

People

Training

- Online Course
- Event
- Curriculum
- Quick Course
- Material
- Library
- Video

Training results

Records Management
Online Class | Revenue | \$00
Records Management_L_2012

Effective Performance Management Course
Online Class | DEMO State of North Carolina | \$00
Part of the Office of State Personnel's "Effective Supervisor" series of online courses. This satisfies the mandate for performance **management** training for all NC government supervisors and managers. Course covers basics of performance planning and performance discussions.

Frontline Leadership
Event | Office of State Personnel | \$00
Frontline Leadership (FL) is a new leadership development program designed for frontline supervisors in North Carolina state government. Frontline Leadership has been piloted statewide, and you can be one of the first to experience this new training program. FL is part of a three-level leadership development process called Certificate in Public Supervision (CPS). To earn a certificate in the program, you must complete FL, two electives and designated

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.

Browse for Training

Browse for Training

- > Professional Development
- > Technology
- > Compliance & Regulatory**
- > Management & Leadership
- > Engineering
- > Human Resources
- > Healthcare
- > Interpersonal Skills

Find exactly what you're looking for using a more detailed Search.
> Go to Search

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

April 2013

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |

Your Upcoming Sessions

| TITLE | STATUS |
|--|------------------|
| Conflict in the Workplace (Starts 5/14/2013) | Pending Approval |

Suggested Training
No suggested training

View all

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.

Events Calendar

April, 2013

Su Mo Tu We Th Fr Sa
31 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 1 2 3 4
5 6 7 8 9 10 11

Today: April 16, 2013

Filters

Title

Session ID

Location
All

Session Instructor
All

Completed Sessions
 Add Subject(s) filters

Display Options

- All Sessions
- Session Contact
- Session Instructor
- Session Location

Day Week Month Agenda

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---|---|----------|--------|----------|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | Verbal Judo : Tactical Communication for Detention Officers 8:00 AM - NC Justice Academy - Salemburg Campus | Verbal Judo : Tactical Communication for Detention Officers 8:00 AM - NC Justice Academy - Salemburg Campus | Verbal Judo : Tactical Communication for Detention Officers 8:00 AM - NC Justice Academy - Salemburg Campus | 8 | 9 | 10 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |

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

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.

Browse for Training

Browse for Training

- > Professional Development
- > Technology
- > Compliance & Regulatory
- > Management & Leadership
- > Engineering
- > Human Resources
- > Healthcare
- > Interpersonal Skills

Find exactly what you're looking for using a more detailed Search.
[Go to Search](#)

Click the **Go to Search** link.

| April 2013 | | | | | | |
|------------|-----|-----|-----|-----|-----|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |

Your Upcoming Sessions

| TITLE | STATUS |
|--|------------------|
| Conflict in the Workplace (Starts 5/14/2013) | Pending Approval |

[View all](#)

Suggested Training
No suggested training

Search

Set search criteria by checking and un-checking Learning Object types. To perform a single type search, click on the Learning

Select a learning object by adding a checkmark into the appropriate box.

Search by Title, Description, Family or Category. Click the Search button.

To request a certification or material, click on the title to view the details.

To request a **Material** click the **Launch** button that will appear, then you will need to acknowledge the requested material when prompted.

If selecting a **Certification**, click the **Request** button.

Complete Streets Policy

DOT Policy | Transportation | 0 Hours 15 Min

Details:

- Description:
- Price: \$00
- Last Revision Date: 4/10/2013
- Current Version: 2013
- Content Owner: NCDOT
- Available Languages: English (US)

[Launch](#) [Close](#)

Bloodborne Pathogens Training | Healthcare | DHHS

This training certification is designed for first responders, health care

DOA Test Certification | Test Category | DOA Family

Bloodborne Pathogens Training

Certification | DHHS | Healthcare

This training certification is designed for first responders, health care professionals, lifeguards, and other workers who are at risk for on-the-job exposure to blood and body fluids that can cause infection.

Version: 1.0
Owners:

Contact:

Requirements

Period: Bloodborne Pathogens Certification Due: None Required Credits: 1.00

Min = 1.00, Max = 1.00

[Request](#) [Close](#)

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.

Search

Set search criteria by checking and un-checking Learning Object types. To perform a single type search, click on the Learning Object type icon.

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.

Click the **Training** title to view details and register.

Americans with Disability Act (Full Day)

Session Details

| 4/26/2013 (Friday) | 4/26/2013 (Friday) | 46 | 14 | 0 |
|--------------------|----------------------------------|----|----|---|
| 8:00 AM | 5:00 PM | | | |
| Duration: | 09:00 | | | |
| Location: | OSP Personnel Development Center | | | |
| Language(s): | English (US) | | | |

[Request](#)

For a complete course description click on the course title.

Sort By: Title Type Provider

Aids in the Workplace Administration, Dept. of | \$00
This course certifies the use of NC "Aids in the Workplace" training requirement.

Americans with Disability Act (Full Day) Office of State Personnel | \$00
The course is designed to provide supervisors and managers with the basic principles and core concepts of the Americans with Disabilities Act of 1990 (ADA) as well as a more focused evaluation of the definition of disability and reasonable accommodation processes. The course provides an overview of the ADA but also focuses specifically on the requirements of the employment provisions contained in Title I. In addition, course participants will have the opportunity to complete ADA case studies and

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.

Welcome NC Learning Center

Home | **Learning** | My Account | Log Out | Help

View Your Transcript

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.

My Training and Transcript

Browse for Training

Connect

Event Calendar | My Task List

NC Governor Pat McCrory Inaugural Address on J...

News | Social Media | Updates

NCDOT Video Explains the Dangers of Black Ice
Self-Help Tool Available for Filing Individual State Income Tax Returns
Dropout Rate Trends to Another Record Low
Governor Pat McCrory's Inaugural Address
All News Releases

Transcript: John Bender

Use the transcript to manage all active training.
You have completed 0.93 hours (cost: \$ 0.00) of 1.00 hours of training.

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

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

Click the training title to view details.

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.

Active | Completed | Archived

Add External Training

| Title | Type | Due Date | Status | Options |
|---|--------------|-----------|------------------|----------|
| Effective Performance Management Course | Online Class | 6/30/2013 | Registered | Launch |
| Americans with Disability Act (Full Day) (Starts 4/26/2013) | Session | 3/31/2013 | Registered | Withdraw |
| Conflict in the Workplace (Starts 5/14/2013) | Session | None | Pending Approval | Withdraw |
| Records Management I | Online Class | None | In Progress | Launch |

Add External Training

Enter the information below and submit for approval. This information will be added to your transcript, and you may follow the approval process by monitoring the status of the external training.

Training Details

Training Type: External Training
Language: English (US)

Course Title*:

Course Description*: Limited to 1000 characters

Offered By*:

Training Dates*: From To

Training Schedule:

Cost*: \$

Credits Earned:

Training Hours: 0 Hours 0 Min

Attachment(s):

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.