

Creating an Extended Enterprise (EE) Portal Account in the NC Learning Center

IMPORTANT – PLEASE READ: Please only register for classes you are approved to take per your sponsoring Agency/Other Affiliation. All other training is associated with a cost upon registration – not completion.

1. To access the EE portal, type or copy and paste the link below in your Internet browser address bar:
<https://ncgov.csod.com/>
2. To create an account, click “Register – Click here to create account” link:

North Carolina Learning Center

User ID:

Password:

[Forgot Username?](#)

[Forgot Password? click here](#)

2 [Register - Click here to create account](#)

3. Complete all *required fields and follow the criteria to create your new password. Click **Login**
IMPORTANT: The “EE Code” is not required, but if you have been given a code by an agency, use it when logging into the portal.

* First Name:

* Last Name:

* Email Address:

* User ID:

EE Code (Optional)

* New password:

* Confirm password:

* Passwords must contain both upper and lower case letters
* Passwords must contain alpha and numeric characters
* Passwords must be 8 - 20 characters
* Passwords cannot have leading or trailing spaces
* Passwords cannot be the same as the Username, User ID, or email address.

Already a user? [Login here](#)
Return to Browsing? [Click here](#)

4. Click on the “**First time here? Click for help.**” Icon for a quick “Help” document for navigating the portal.

Welcome NC Learning Center

Home Learning Site Navigation Help Page NC Training by Program

Hello, Jade, let's get started.

Search

Your Transcript

No assigned training

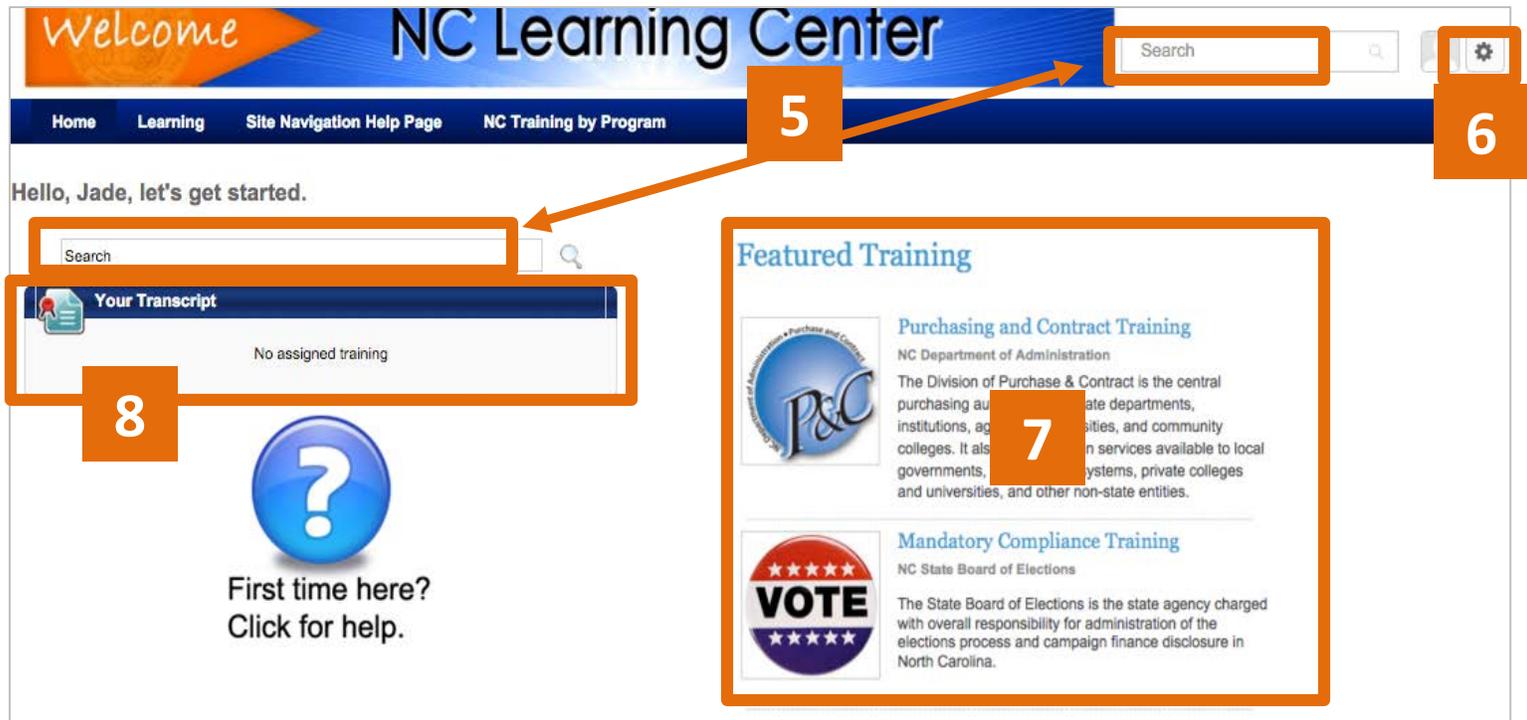
4 First time here? Click for help.

Featured Training

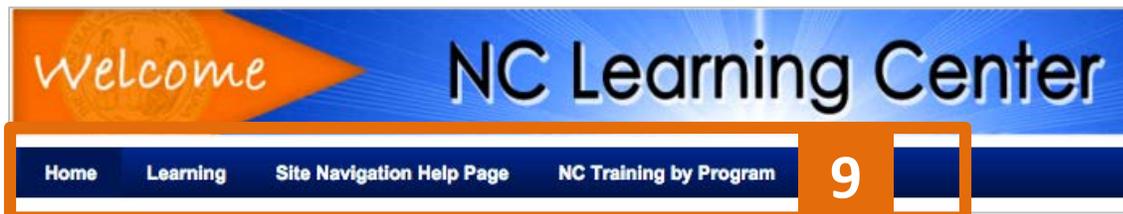
Purchasing and Contract Training
NC Department of Administration
The Division of Purchase & Contract is the central purchasing authority for all state departments, institutions, agencies, universities, and community colleges. It also makes certain services available to local governments, public school systems, private colleges and universities, and other non-state entities.

Mandatory Compliance Training
NC State Board of Elections
The State Board of Elections is the state agency charged with overall responsibility for administration of the elections process and campaign finance disclosure in North Carolina.

5. **Search** for training by training title or keyword(s).
6. Click on the  icon to see information about your **Account**, system **Help**, and **Log Out** options.
7. **Featured Training** – to view click on the icon or training title, which will open the Global Search page with a list of the training being offered.
8. **Your Transcript** – your requested or registered training will appear on your transcript. This is where you will manage your training, and can always view the training status.



9. At the top of the page you will find the navigation menu bar that will give you another option to access all of the options described above. The navigation links:
 - a. Home > Welcome Page
 - b. Learning > View Your Transcript
 - c. View Training by Program > NC Training by Program (other training offers)
 - d. Site Navigation Help > Help Page



**** If additional assistance is needed, please email: lmssupport@nc.gov**

NC State Board of Elections Training Instructions Addendum:

1. Click on the **VOTE** icon for your training:

The screenshot shows the NC Learning Center homepage. At the top, there is a navigation bar with 'Home', 'Learning', 'Site Navigation Help Page', and 'NC Training by Program'. Below the navigation bar, a message says 'Hello, Jade, let's get started.' There is a search bar and a 'Your Transcript' section showing 'No assigned training'. A large blue question mark icon is present with the text 'First time here? Click for help.' On the right, under 'Featured Training', there are two training cards. The first card is for 'Purchasing and...' and the second card is for 'Mandatory Compliance Training' with a 'VOTE' icon. A red callout box with the number '1' points to the 'VOTE' icon. The callout box contains the text: 'NC State Board of Elections Training – Click on the VOTE icon or the title “Mandatory Compliance Training”'.

2. Click on the training title of your preference, **classroom** or **online**.

The screenshot shows the 'Global Search' results page. At the top, there is a search bar with the text 'elect' and a 'Search' button. Below the search bar, there are two training results. The first result is 'ELECT - 2015 Mandatory Compliance Training (NCSBE Online Training)' with a laptop icon. The second result is 'ELECT - 2015 Mandatory Compliance Training (NCSBE Classroom Training)' with a calendar icon. A red callout box with the number '2' has two arrows pointing to the titles of these two training results.

3. (a) If a **classroom session** is selected, you will be taken to the next screen to **REQUEST** the session you would like to attend.

Sessions		Available / Waitlist	Actions
112420 - Session Details Session - Administration, Dept. of - 2 hours, 30 minutes - \$0.00 Peace College - Library Building - 15 Peace St, Raleigh, NC 27604, Administration, Dept. of Starts 12/9/2015 - 9:00 AM Ends 12/9/2015 - 11:30 AM English (US)			Request
112423 - Session Details Session - Administration, Dept. of - 2 hours, 30 minutes - \$0.00 Peace College - Flowe 110 Lecture Hall, 15 Peace St, Raleigh, NC 27604, Administration, Dept. of Starts 12/17/2015 - 9:00 AM Ends 12/17/2015 - 11:30 AM English (US)		80/0	Request

- (b) Next, you will be prompted to complete a short form for reporting purposes. **Full Name, Phone Number, Address, and Email Address** are **required fields**. All other fields should be completed if they apply. Click on **SUBMIT**.

NCSBE - NC State Board of Elections
 This information is required by the NC State Board of Elections for statistical and training purposes only. Please complete and submit all information.

NCSBE - NC State Board of Elections Details

3b →

Full Name:

Email:

Phone Number:

Address:

NCSBE - First Committee Candidate Name:

NCSBE - First County Name:

NCSBE - Second Committee Candidate Name:

NCSBE - Second County Name:

NCSBE - Third Committee Candidate Name:

NCSBE - Third County Name:

Cancel Submit

4. If **online training** is selected, you will be taken to the next screen, select **REQUEST**.

ELECT - 2015-2016 Mandatory Compliance Training (NC State Bo
 Online Class - Administration, Dept. of - 2 hours - \$0.00

Request ← 4

(a) Next, you will be prompted to complete a short form for reporting purposes. **Full Name, Phone Number, Address, and Email Address** are **required fields**. All other fields should be completed if they apply. Click on **SUBMIT**.

NCSBE - NC State Board of Elections
This information is required by the NC State Board of Elections for statistical and training purposes only. Please complete and submit all information.

4a

NCSBE - NC State Board of Elections Details

Full Name:

Email:

Phone Number:

Address:

NCSBE - First Committee Candidate Name:

NCSBE - First County Name:

NCSBE - Second Committee Candidate Name:

NCBOE - Second County Name:

NCSBE - Third Committee Candidate Name:

NCSBE - Third County Name:

(b) Select **REGISTER**. (The system will process your registration.)



ELECT - 2015-2016 Mandatory Compliance Training (NC Stat...
Due: No Due Date Status: Approved

Register
 ▼

4b

(c) Select **LAUNCH**. The course will proceed to load in a new window.



ELECT - 2015-2016 Mandatory Compliance Training (NC Stat...
Due: No Due Date Status: Registered

Launch
 ▼

4c

Online Course Troubleshooting Notes:

- Ensure all slides are reviewed and the last slide plays out automatically for the course status to change to complete.
- If you experience problems with the course launching, please ensure your browser pop-up blocker is turned off. You may also get prompted to update Adobe Flash, which is required.
- To turn Pop-up Blocker on or off:
 - Open Internet Explorer, select the Tools button (looks like a gear , and then select Internet options.
 - On the Privacy tab, under Pop-up Blocker, select or clear the Turn on Pop-up Blocker check box, and then select OK.
- For additional assistance please email: lmssupport@nc.gov