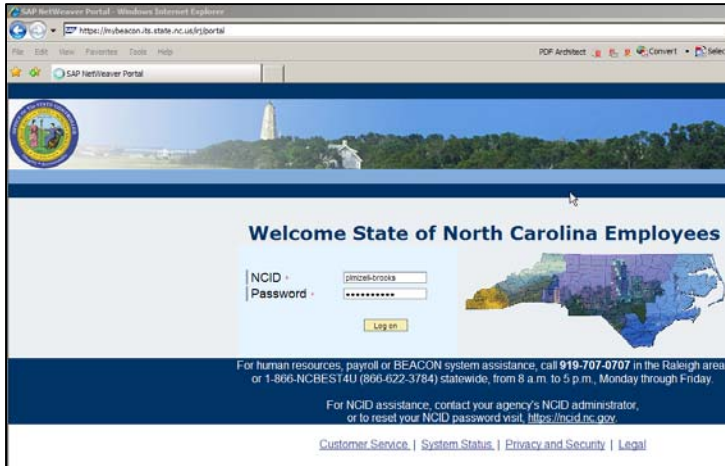
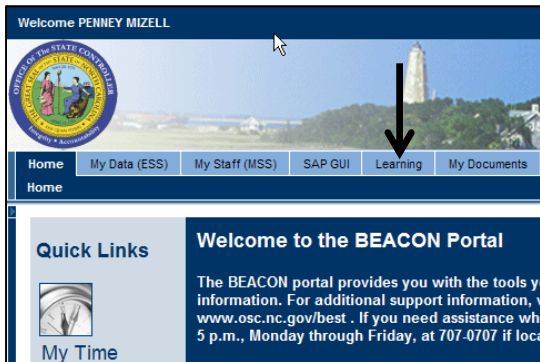


# INSTRUCTIONS FOR USING THE LEARNING MANAGEMENT SYSTEM FOR EMPLOYEES

1. Log in to the SAP/Beacon Portal with your NCID.



2. Click on the **LEARNING** tab.



3. Click **SUBMIT**
4. Click on **MY TRAINING AND TRANSCRIPT**



5. Click on **LAUNCH** or **OPEN CURRICULUM**

Welcome NC Learning Center

Home Learning

Transcript: Arlene Dawson

Use the transcript to manage all active training.

You have completed 0 hours (cost: \$.00) of aggregate training for the fiscal year ending 6/30/2014

Arlene Dawson

Transcript: Arlene Dawson

Active Completed Archived

Add External Training

Title [All Training] [Search]

« Previous 1-1 of 1 Next »

Title	Type	Due Date	Status	Options
PREA Hiring and Promotion Prohibition for Current Employees	Curriculum	9/27/2013	Registered	Open Curriculum

6. Click on **ACTIVATE**

PREA Hiring and Promotion Prohibition for Current Employees

Move to Archived Transcript

Training Details

Training Type: Curriculum  
 Provider: Public Safety  
 Version: 1.0  
 Training Hours: Information not supplied by provider  
 Description: PREA Hiring and Promotion Prohibition for Current Employees  
 PREA Information Collection for Current Employees  
 Status: Registered  
 Training Purpose:  
 Due Date: 9/27/2013

Curriculum

View  All Training  Activated Training  Not Activated Training

TITLE (CLICK ON TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS	DETAILS
PREA Hiring and Promotion Prohibition for Current Employees	Policy	None	No	Not Activated	Activate	None
PREA Information Collection for Current Employees	Test	None	No	Pending Prior Training	None	None

7. Click **LAUNCH**

PREA Hiring and Promotion Prohibition for Current Employees

Move to Archived Transcript

Training Details

Training Type: Curriculum  
 Provider: Public Safety  
 Version: 1.0  
 Training Hours: Information not supplied by provider  
 Description: PREA Hiring and Promotion Prohibition for Current Employees  
 PREA Information Collection for Current Employees  
 Status: Registered  
 Training Purpose:  
 Due Date: 9/27/2013

Curriculum

View  All Training  Activated Training  Not Activated Training

TITLE (CLICK ON TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS	DETAILS
PREA Hiring and Promotion Prohibition for Current Employees	Policy	None	No	Registered	Launch   Mark Complete	None
PREA Information Collection for Current Employees	Test	None	No	Pending Prior Training	None	None

The Policy will open in another window. Review the policy.

After reviewing the policy, click **MARK COMPLETE**

8. Click **ACKNOWLEDGE**

PREA Hiring and Promotion Prohibition for Current Employees

Move to Archived Transcript

**Training Details**

Training Type: Curriculum  
 Provider: Public Safety  
 Version: 1.0  
 Training Hours: Information not supplied by provider  
 Description: PREA Hiring and Promotion Prohibition for Current Employees  
 PREA Information Collection for Current Employees  
 Status: Registered  
 Training Purpose:  
 Due Date: 9/27/2013

**Curriculum**

View  All Training  Activated Training  Not Activated Training

TITLE (CLICK ON TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS	DETAILS
PREA Hiring and Promotion Prohibition for Current Employees	Policy	None	No	Pending Acknowledgement	Launch   Acknowledge	
PREA Information Collection for Current Employees	Test	None	No	Pending Prior Training	None	None

An acknowledgement window will open. After reviewing and you are ready to acknowledge your review and understanding, click **ACKNOWLEDGE**

**Acknowledgement Form**

I acknowledged and understand that, should I become subject to these prohibitions in my current position or any subsequent departmental position I may hold involve contact with persons in confinement or under supervision; I will notify departmental management within twenty-four hours of my involvement in any of the above. I understand the Department has the authority to conduct random criminal background checks to ensure compliance with these federal standards in relation to the Department's employment practices. Further, I understand that if I am subject to these prohibitions, I may be subject to termination of employment. In addition if I falsely certify my eligibility for employment and it is subsequently discovered that I have a disqualifying conviction, I will be subject to termination or disqualification for employment for the falsification.

9. You will then be able to complete the information reporting portion of this Policy. Click **ACTIVATE**.

**Curriculum**

View  All Training  Activated Training  Not Activated Training

TITLE (CLICK ON TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS
PREA Hiring and Promotion Prohibition for Current Employees	Policy	None	No	Completed	Launch   Evaluate
PREA Information Collection for Current Employees	Test	None	No	Not Activated	Activate

10. Then Click **LAUNCH TEST**

**Curriculum**

View  All Training  Activated Training  Not Activated Training

TITLE (CLICK ON TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS
PREA Hiring and Promotion Prohibition for Current Employees	Policy	None	No	Completed	Launch   Evaluate
PREA Information Collection for Current Employees	Test	None	No	Registered	Launch Test

Read the instructions and click **CONTINUE**

## 11. Answer the questions

**Test - PREA Information Collection for Current Employees**

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**PREA Information Collection for Current Employees**

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**Question 1 of 3.**  
Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? (ref: PREA)  
Yes      No  
        
 Mark for follow up

---

**Question 2 of 3.**  
Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force or coercion, or if the victim did not consent or was unable to consent or refuse? (ref: PREA)  
Yes      No  
        
 Mark for follow up

---

**Question 3 of 3.**  
Have you been civilly or administratively adjudicated to have engaged in the activities described? (ref: PREA)  
Yes      No  
        
 Mark for follow up

---

[Summary](#) ←

Once you have selected your responses, click **SUMMARY**.

## 12. Review your responses for accuracy. If there are errors, click GO TO SECTION. If accurate, click on Submit FINAL ANSWERS

**Test Review**  
Any questions that you marked for follow up are noted with a flag. You may go to a section by clicking on the link in the Options column.

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**Questions**

FOLLOW UP	SECTION	ANSWERED	OPTIONS
	<b>PREA Information Collection for Current Employees</b>	<b>3 of 3</b>	<b>Go to Section</b>
	Question 1 of 3	Answered	
	Question 2 of 3	Answered	
	Question 3 of 3	Answered	

[Submit Final Answers](#) ←

## 13. You have completed the requirements. You will see on your completed transcript that the status is **COMPLETED**.

**Transcript: Arlene Dawson**

Active **Completed** Archived

↕ Add External Training

Title:  All Training  « Previous 1-2 of 2 Next »

Title	Type	Completed Date	Status	Options
PREA Hiring and Promotion Prohibition for Current Employees	Curriculum	8/28/2013	Completed	Evaluate
Internet Acceptable Use Policy	Policy	8/28/2013	Completed	Launch   Evaluate

**\*\*Please note that if you answer "YES" to any of the questions, you will NOT show a COMPLETED Status. It will show IN PROGRESS under status and will show as FAILED on the PREA Information Collection section of the curriculum. You should follow-up with your supervisor immediately.**