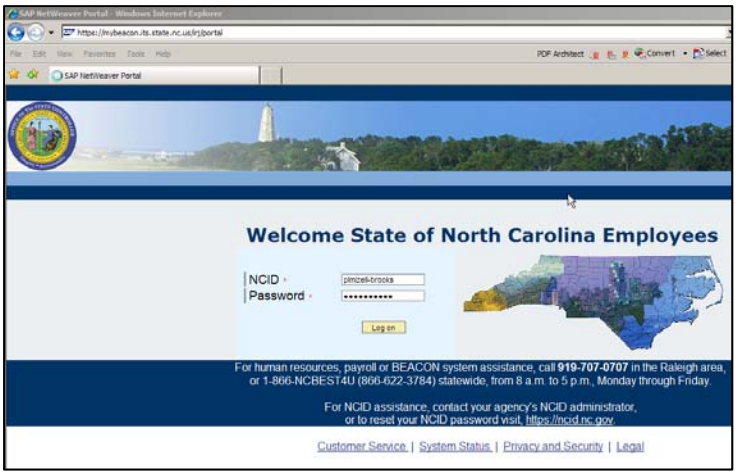
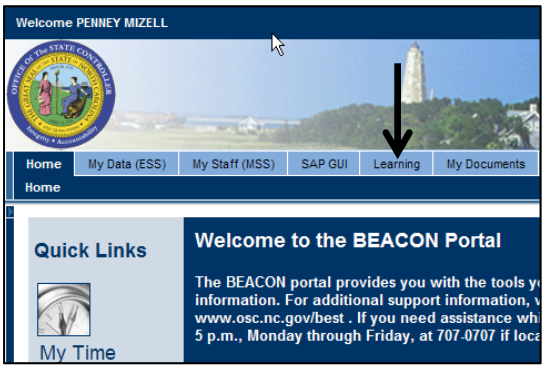
INSTRUCTIONS FOR USING THE LEARNING MANAGEMENT SYSTEM FOR EMPLOYEES

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



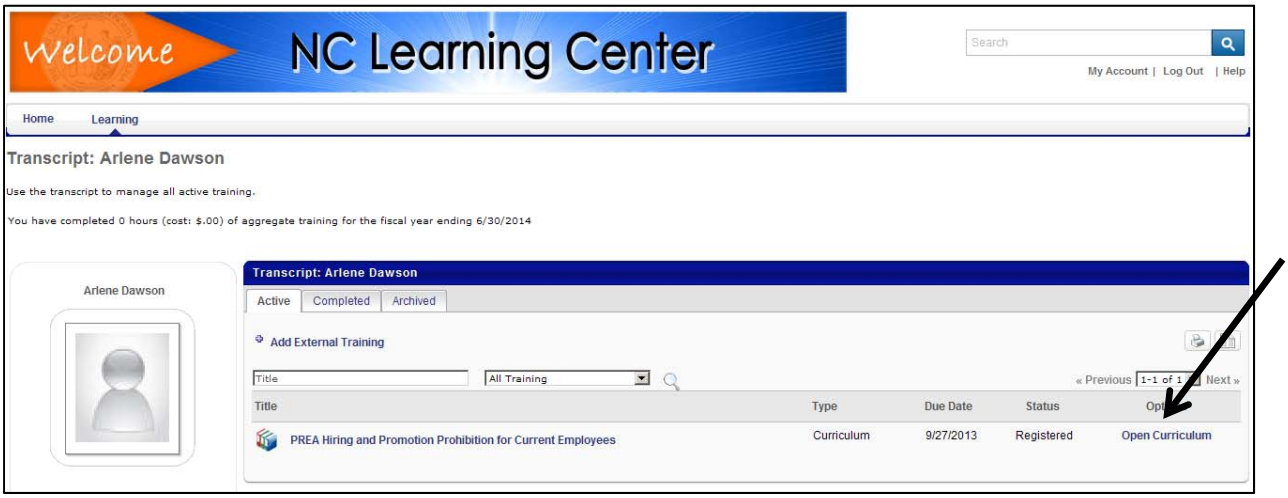
2. Click on the **LEARNING** tab.



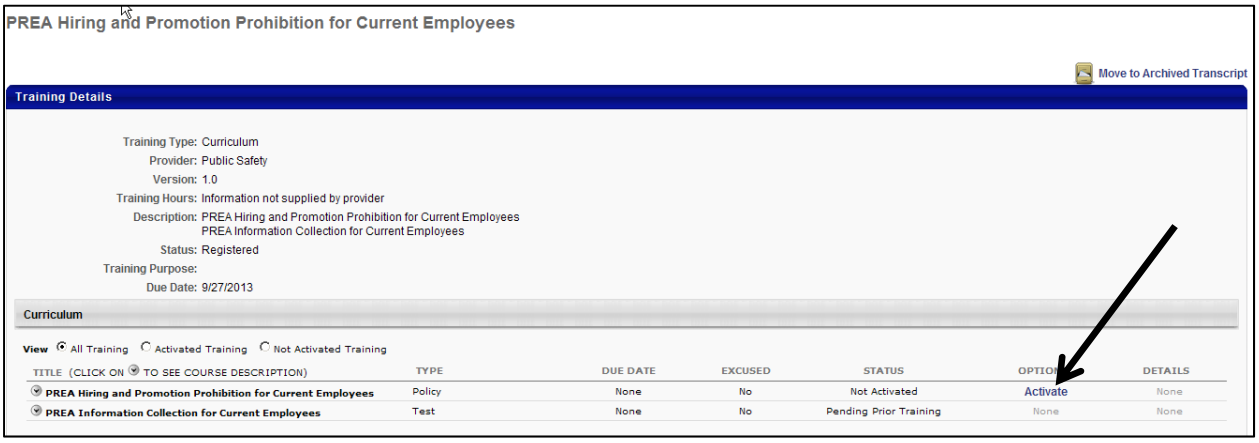
3. Click **SUBMIT**

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

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



6. Click on **ACTIVATE**



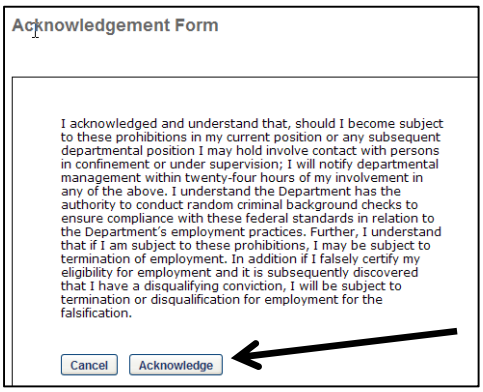
7. Click **LAUNCH**

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

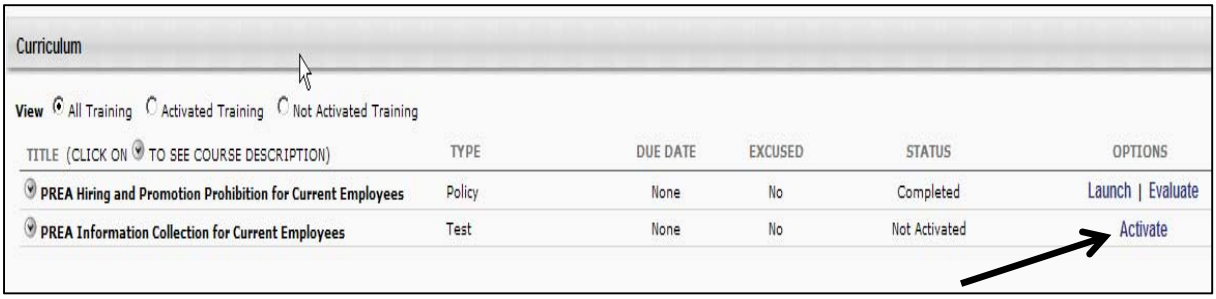
After reviewing the policy, click **MARK COMPLETE**

8. Click **ACKNOWLEDGE**

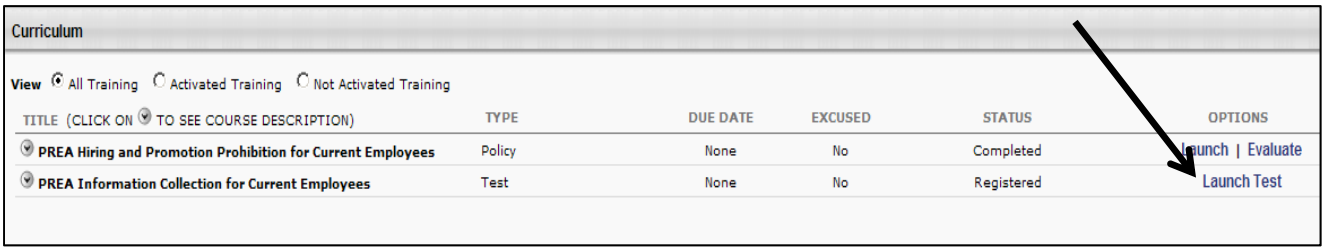
An acknowledgement window will open. After reviewing and you are ready to acknowledge your review and understanding, click **ACKNOWLEDGE**



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

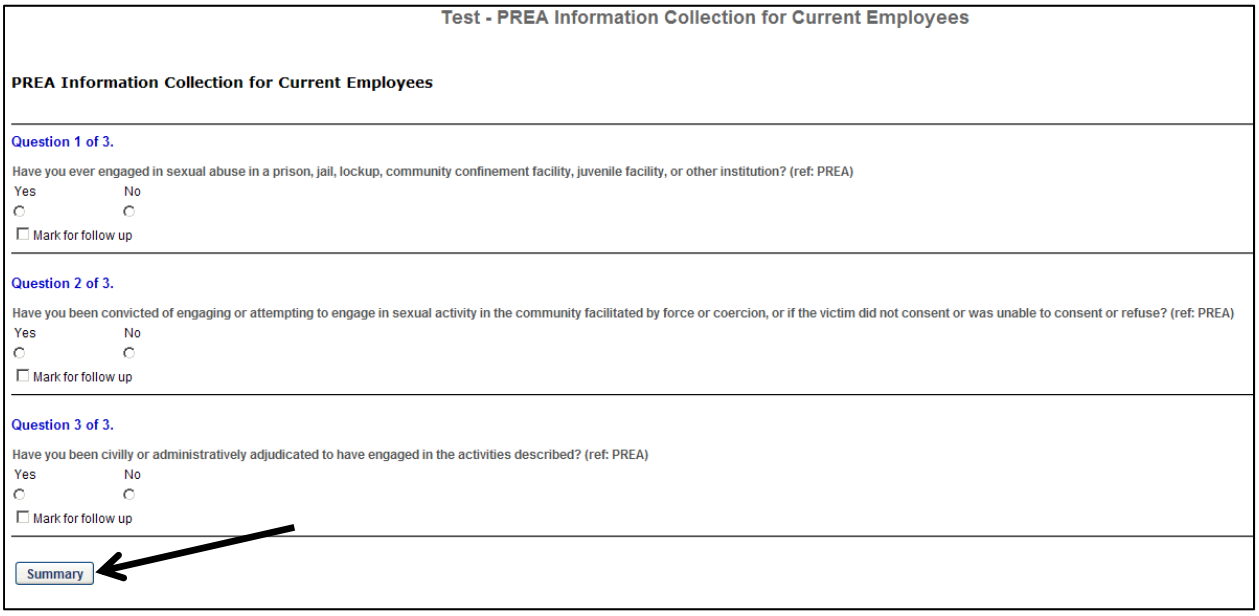


10. Then Click **LAUNCH TEST**



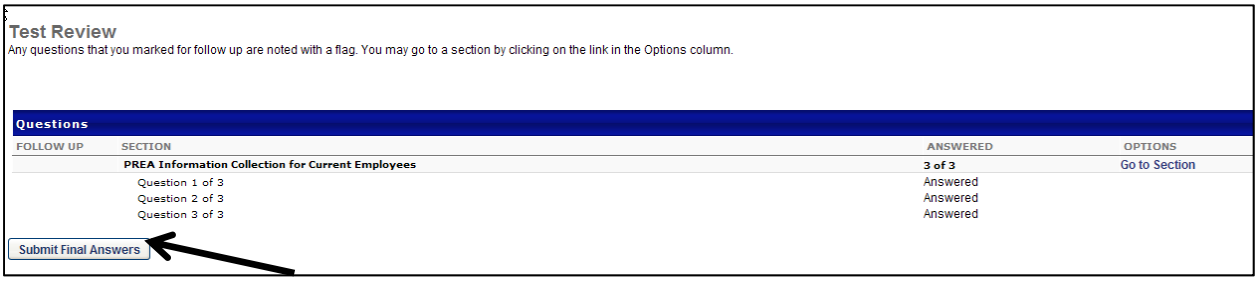
Read the instructions and click **CONTINUE**

11. Answer the questions

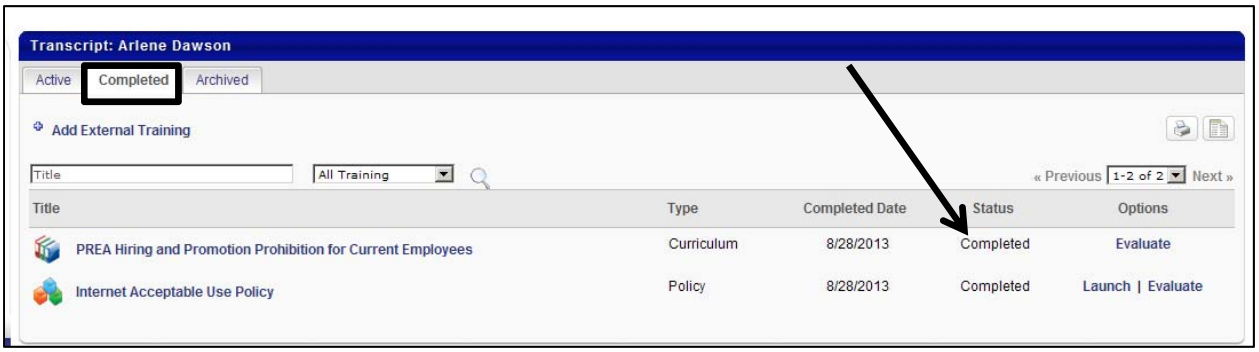


Once you have selected your responses, click **SUMMARY.**

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



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



******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.