

How to Create an Extended Enterprise (EE) Portal Account in the LMS

1. To log into the EE Portal, type or copy and paste this link into your browser:
<https://ncgov.csod.com/>
2. To create an account in the EE Portal – click the “Register – Click here to create account” link:

North Carolina Learning Center

User ID:

Password:

[Forgot Username?](#)

[Forgot Password? click here](#)

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

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3. On the new account set-up page –
 - a. complete all the *required fields
 - b. follow the criteria to create your “New Password”

Welcome NC Learning Center

a

* First Name:

* Last Name:

* Email Address:

* User ID:

EE Code (Optional)

b

* New password:

* Confirm password:


* Passwords must contain both upper and lower case letters
* Passwords must contain alpha and numeric characters
* Passwords must be 4 - 20 characters
* Passwords cannot have leading or trailing spaces
* Passwords cannot be the same as the Username, User ID, or email address.

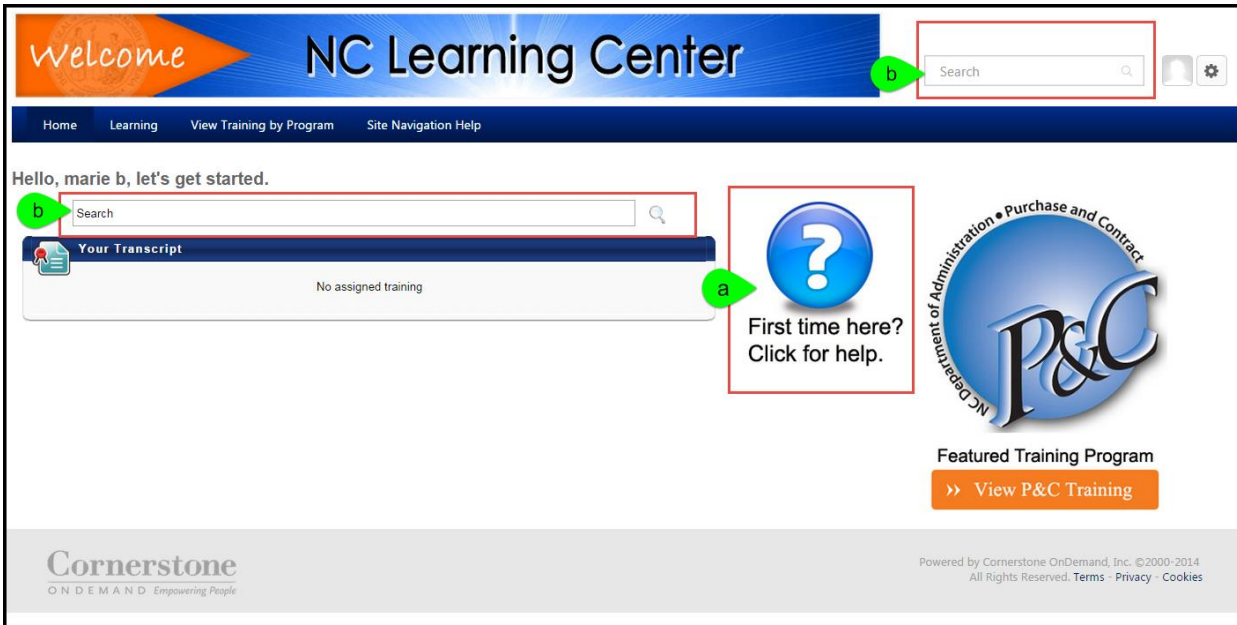
Already a user? [Login here](#)
Return to Browsing? [Click here](#)

4. The “EE Code” is not required, but if you have been given one by an agency, use it when logging into the portal.

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5. Once you are logged into the portal, these are the options available to you:

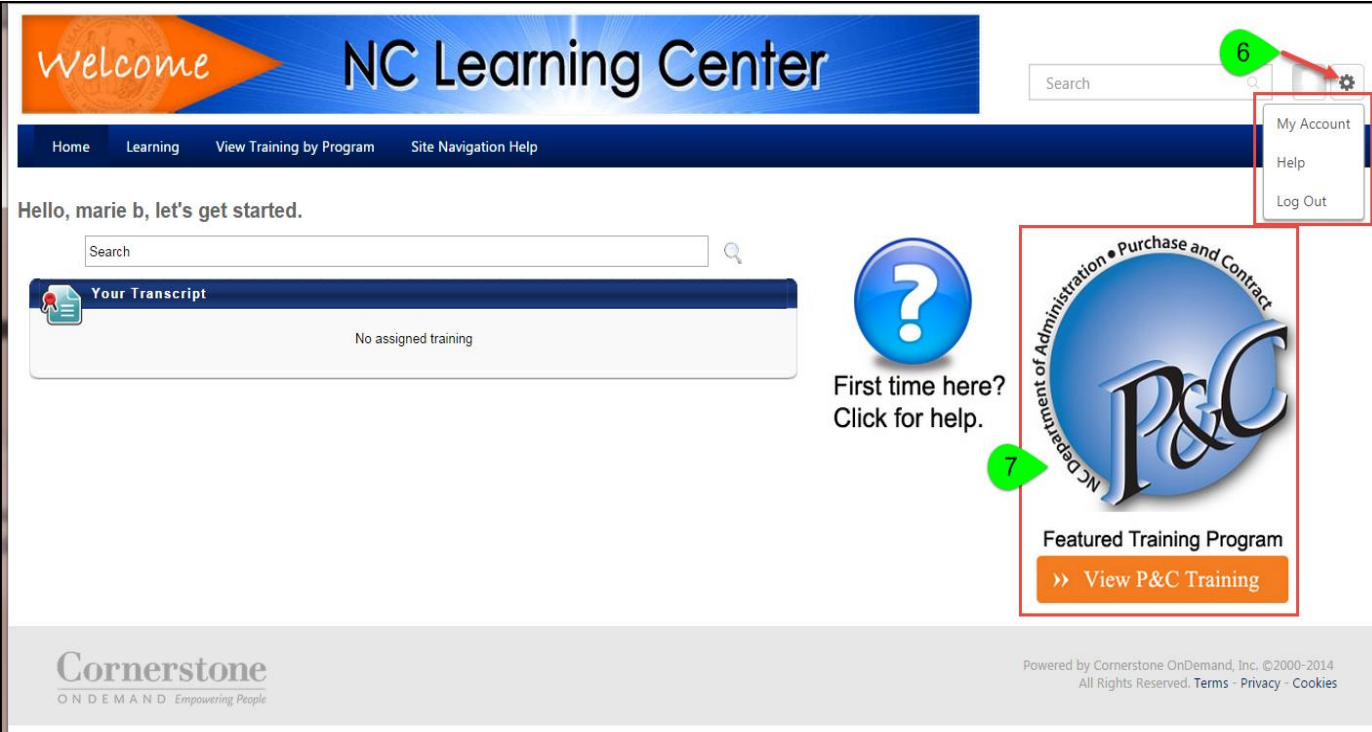
- a. If it is your first time in the portal - click the  icon for a “Help” document for navigating the portal.
 - b. There are 2 ways to search for the training you wish to take –
 - i. The “Search” option at the top-left side of the page – enter key words to search by, or the title of the training you are looking for.
- OR
- ii. The “Search” option at the top-right side of the page – enter key words or training title in the search box



The screenshot displays the NC Learning Center LMS portal. At the top, there is a blue banner with 'Welcome' and 'NC Learning Center'. Below this is a navigation bar with links for 'Home', 'Learning', 'View Training by Program', and 'Site Navigation Help'. A search box is located at the top right of the page, and another search box is on the left side of the main content area. A 'Your Transcript' section shows 'No assigned training'. A help icon with a question mark and the text 'First time here? Click for help.' is highlighted with a red box and a green arrow labeled 'a'. A search box at the top right is highlighted with a red box and a green arrow labeled 'b'. The footer includes the Cornerstone OnDemand logo and copyright information.

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6. Clicking the  icon to see information about your “Account”, system “Help” and “Log Out” options.
7. On the “Welcome Page” will usually be “Featured Training”. To view and/or to request the featured training, click the training icon, which will open the “Global Search” page with a list of all the training being offered in the “Featured Training”.



6

7

My Account
Help
Log Out

First time here?
Click for help.

NC Department of Administration • Purchase and Contract
P&C
Featured Training Program
» View P&C Training

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8. Once you have requested or registered for training, it will appear on your transcript. This is where you will manage your training, and you can always see the status of your training.
9. At the top of the page you will find the navigation bar that will give you another way of accessing all of the options describe 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

The screenshot displays the NC Learning Center LMS portal. At the top, a blue banner features the text 'Welcome' and 'NC Learning Center'. Below this is a dark blue navigation bar with links for 'Home', 'Learning', 'View Training by Program', and 'Site Navigation Help'. A green callout bubble with the number '9' points to the 'Site Navigation Help' link. Below the navigation bar, a greeting reads 'Hello, marie b, let's get started.' A search bar is located below the greeting. A 'Your Transcript' section is highlighted with a red box and a green callout bubble with the number '8'. It shows 'No assigned training'. To the right of the transcript section is a blue circular button with a white question mark and the text 'First time here? Click for help.' Below this is a 'Featured Training Program' section for 'Purchase and Contract' with a blue button that says 'View P&C Training'. The footer contains the Cornerstone OnDemand logo and copyright information: 'Powered by Cornerstone OnDemand, Inc. ©2000-2014 All Rights Reserved. Terms - Privacy - Cookies'.

If additional assistance is needed, you may contact:

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