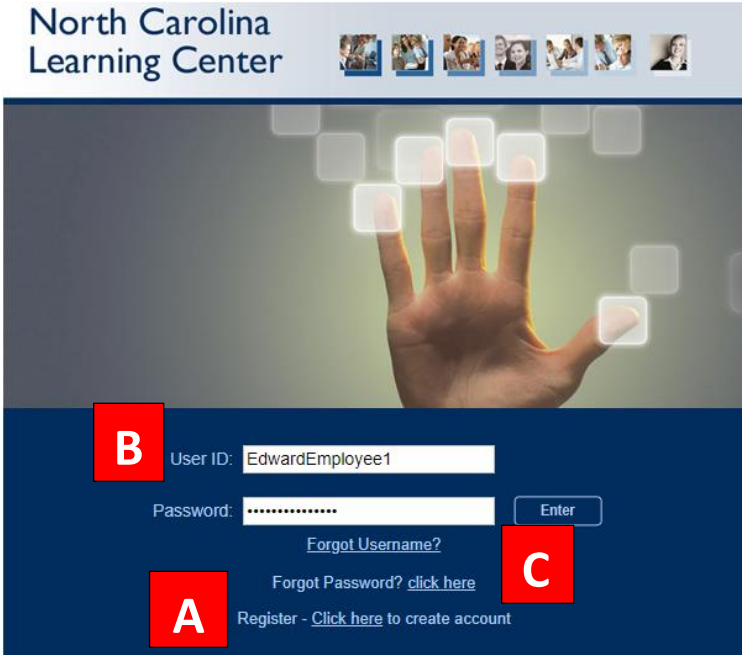
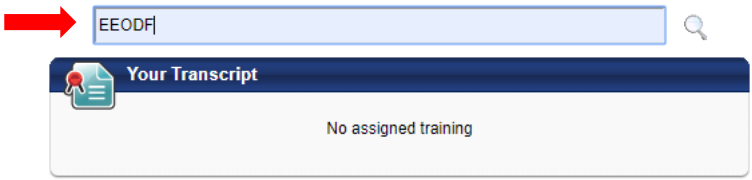

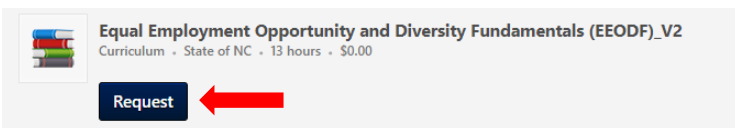
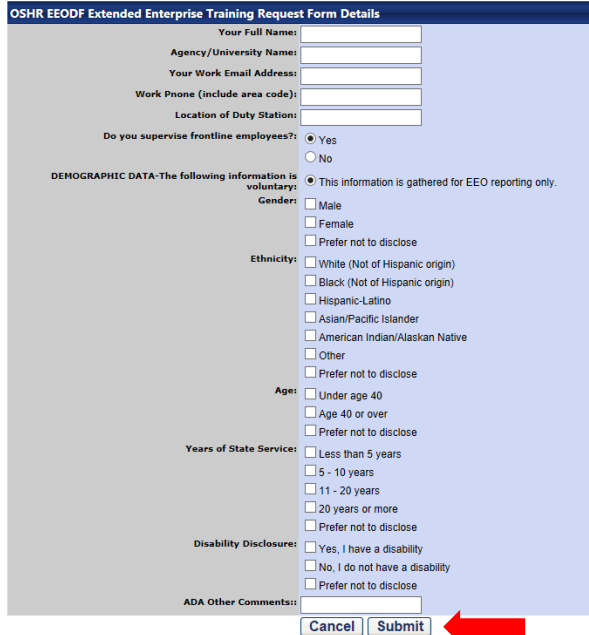
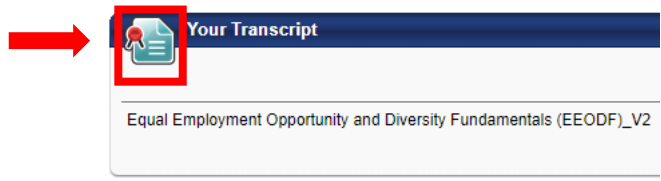

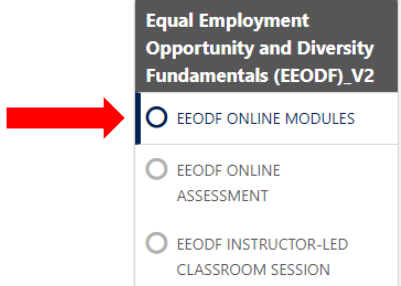




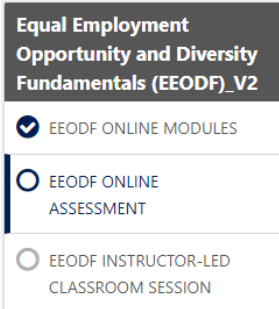




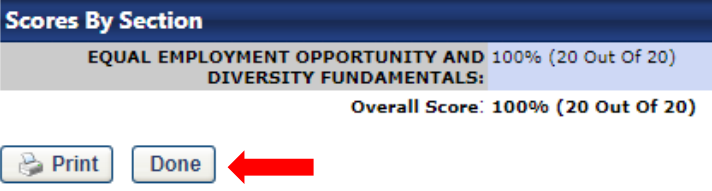
How to Access EEODF Curriculum for Extended Enterprise Users

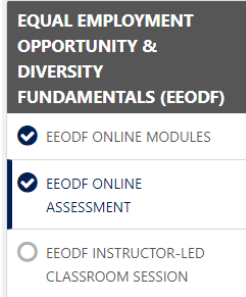
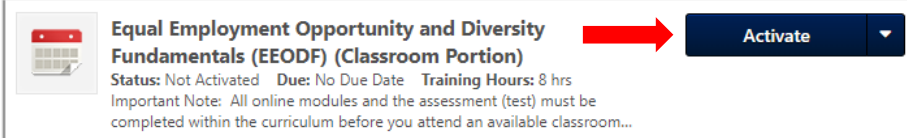

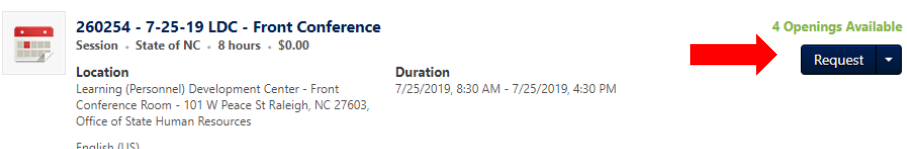
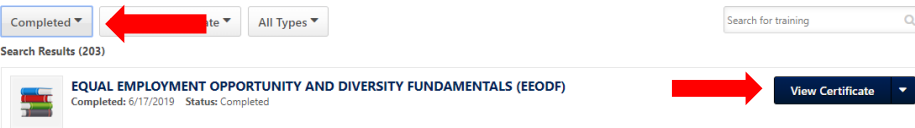
Curriculum Requirements:

1. Register for the *Equal Employment Opportunity and Diversity Fundamentals (EEODF)_V2* curriculum.
2. Complete all online modules within the curriculum first.
3. Complete the online assessment. You must pass with at least 70% score. You have 3 attempts to pass.
4. **Wait 24 hours** after passing the assessment, then request to attend an instructor-led classroom session.

<p>1</p> <p>Access the login website: https://ncgov.csod.com</p> <p>A. If you have never accessed the NC Learning Center before, register with the system by selecting Click here to create account. We recommend using your work email address as your User ID.</p> <p>B. If you have already registered and created an account, login using the User ID and password when you created your account. Then, select Enter.</p> <p>C. NOTE: If you forgot your User ID or password, select Forgot Username? or Forgot password click here for assistance. PLEASE DO NOT CREATE ANOTHER ACCOUNT! For additional assistance have your Agency/University Training Contact, or EEO Program Administrator contact our LMS Support Team.</p>	
<p>2</p> <p>Type "EEODF" in the global search box and press Enter key or select Search icon.</p>	

<p>3</p>	<p>Select "Equal Employment Opportunity and Diversity Fundamentals (EEOFDF)_V2"</p>	<p>Training results (1)</p> 
<p>4</p>	<p>Select Request.</p>	
<p>5</p>	<p>Complete <i>Extended Enterprise User Request Form</i> and select Submit. The form must be completed for your request to be approved.</p>	
<p>6</p>	<p>You will receive an email notification when your request is approved. When request is approved, login to your NC Learning Center account. Then, select Transcript icon on home page.</p>	
<p>7</p>	<p>Select Open Curriculum.</p>	
<p>8</p>	<p>In Curriculum Player, first select EEOFDF ONLINE MODULES from the menu.</p>	

11	<p>Select Activate button to the right of the online module title to begin the lesson.</p>	 <p>EEODF MODULE 1 - HISTORY AND LAW Status: Not Activated Due: No Due Date Training Hours: 1 hrs This online module provides an overview of history, law, and terminology related to equality, diversity, and inclusion in employment.</p>
12	<p>Once activated, select Launch. The module will launch in a separate window.</p> <p>Note: Be sure pop-up blocker is disabled or allow pop-up when prompted. Chrome and Firefox are preferred browsers.</p>	 <p>EEODF MODULE 1 - HISTORY AND LAW Status: Registered Due: No Due Date Training Hours: 1 hrs This online module provides an overview of history, law, and terminology related to equality, diversity, and inclusion in employment.</p>
13	<p>Once all online modules are complete, select EEODF ONLINE ASSESSMENT from menu.</p> <p>Note: You have 90 minutes to complete the assessment and 3 attempts to pass with a score of 70% or better.</p>	 <p>Equal Employment Opportunity and Diversity Fundamentals (EEODF)_V2</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> EEODF ONLINE MODULES <input type="radio"/> EEODF ONLINE ASSESSMENT <input type="radio"/> EEODF INSTRUCTOR-LED CLASSROOM SESSION
14	<p>Once you select EEODF ONLINE ASSESSMENT, select Activate button.</p>	 <p>EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY FUNDAMENTALS (EEODF) FINAL ASSESSMENT Status: Not Activated Due: No Due Date Training Hours: 1 hrs 30 min EEODF Final Assessment administered after participants enrolled in EEODF curriculum successfully complete online modules of EEODF curriculum....</p>
15	<p>After selecting Activate button, select Launch Test button.</p>	 <p>EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY FUNDAMENTALS (EEODF) FINAL ASSESSMENT Status: Registered Due: No Due Date Training Hours: 1 hrs 30 min EEODF Final Assessment administered after participants enrolled in EEODF curriculum successfully complete online modules of EEODF curriculum....</p>
16	<p>After selecting an answer for all questions, select Summary button at the bottom of the page.</p>	 <p>Save / Return Later Summary</p>
17	<p>From the Summary page select Submit Final Answers button.</p>	 <p>Submit Final Answers</p>
18	<p>After submitting answers, you will see a test results screen. You have an option to Print your test results or select Done.</p>	 <p>Scores By Section</p> <p>EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY FUNDAMENTALS: 100% (20 Out Of 20)</p> <p>Overall Score: 100% (20 Out Of 20)</p> <p>Print Done</p>

<p>19</p>	<p>Once you have successfully passed the EEOF ONLINE ASSESSMENT, wait 24 hours before selecting EEOF INSTRUCTOR-LED CLASSROOM SESSION.</p>	 <p>The screenshot shows a menu titled "EQUAL EMPLOYMENT OPPORTUNITY & DIVERSITY FUNDAMENTALS (EEOF)". It has three options: "EEOF ONLINE MODULES" (checked), "EEOF ONLINE ASSESSMENT" (checked), and "EEOF INSTRUCTOR-LED CLASSROOM SESSION" (unselected). A red arrow points to the unselected option.</p>
<p>20</p>	<p>After selecting EEOF INSTRUCTOR-LED CLASSROOM SESSION, select Activate button.</p>	 <p>The screenshot shows a card for "Equal Employment Opportunity and Diversity Fundamentals (EEOF) (Classroom Portion)". It includes status, due date, and training hours. A red arrow points to the "Activate" button.</p>
<p>21</p>	<p>Select Select Session button to browse for a session to attend. Note: If you did not wait 24 hours after completing the assessment, there will be no sessions for you to select.</p>	 <p>The screenshot shows a card for "Equal Employment Opportunity and Diversity Fundamentals (EEOF) (Classroom Portion)". It includes status, due date, and training hours. A red arrow points to the "Select Session" button.</p>
<p>22</p>	<p>Once you identify a session to attend, select the Request button to the right of the session. Note: Space availability (i.e., "4 Openings Available," "3 on Waitlist") is displayed above the Request button.</p>	 <p>The screenshot shows a session card for "260254 - 7-25-19 LDC - Front Conference". It includes location, duration, and language. A red arrow points to the "Request" button, with "4 Openings Available" displayed above it.</p>
<p>23</p>	<p>Once you have successfully completed the EEOF ONLINE MODULES, EEOF ONLINE ASSESSMENT, and EEOF INSTRUCTOR-LED CLASSROOM SESSION, this training item will move to your "Completed" transcript in the NC Learning Center. You may view or print your certificate of completion by selecting View Certificate button to the right of the training item on your Completed transcript.</p>	 <p>The screenshot shows a search results page for "EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY FUNDAMENTALS (EEOF)". It shows the item is completed on 6/17/2019. A red arrow points to the "View Certificate" button. A red arrow also points to the "Completed" filter dropdown.</p>