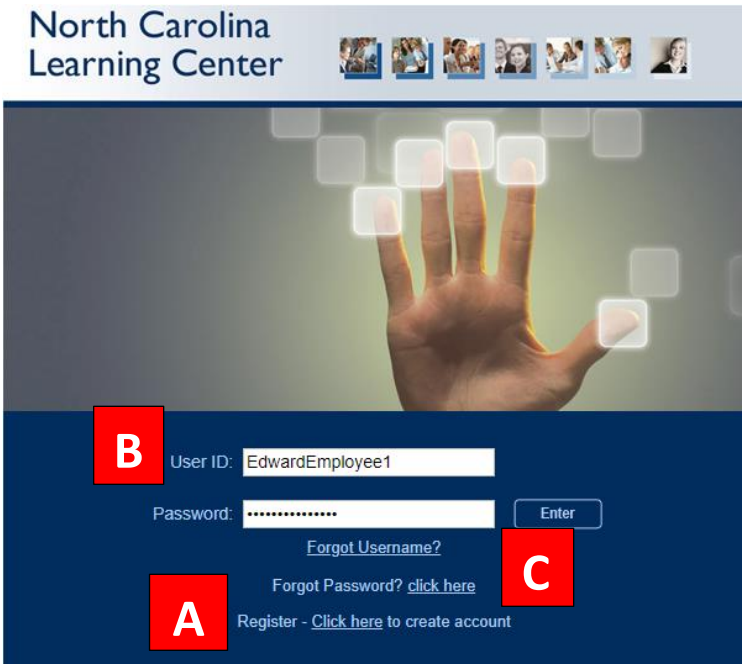
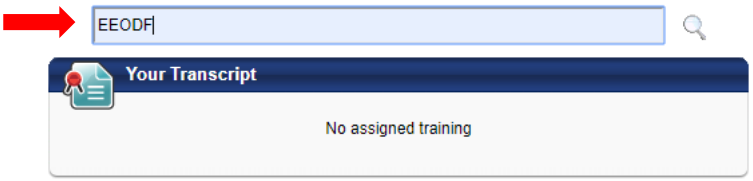
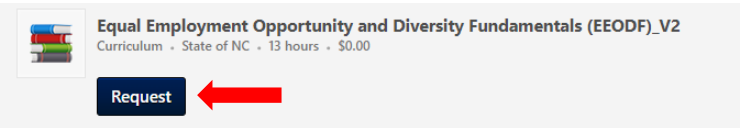
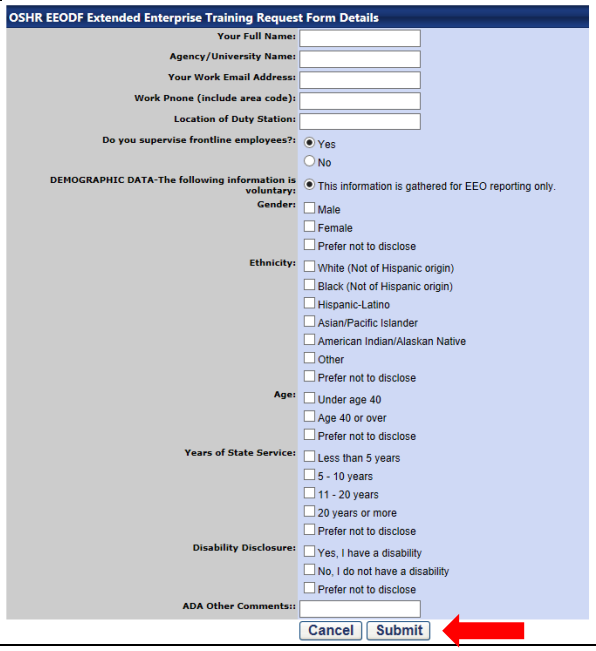
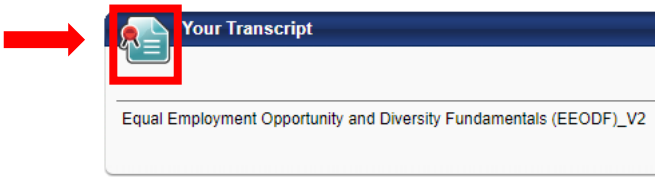
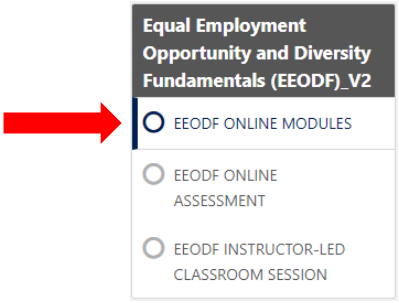
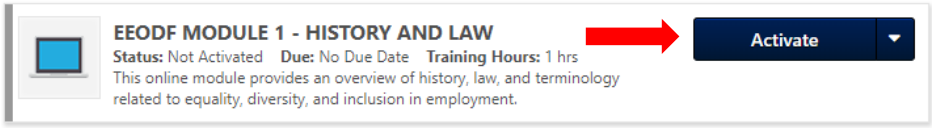
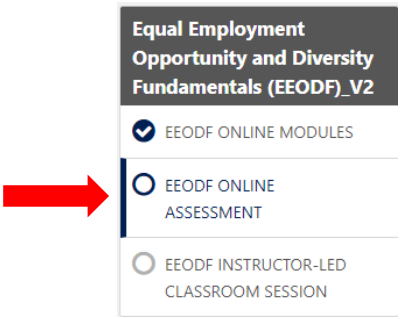
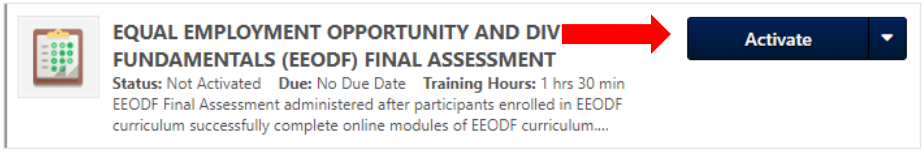
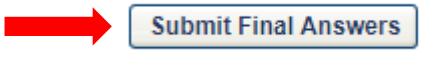
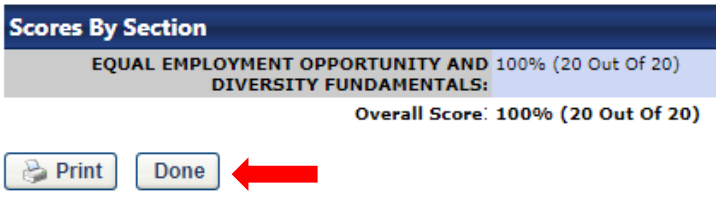
How to Access EEODF Curriculum for Extended Enterprise Users

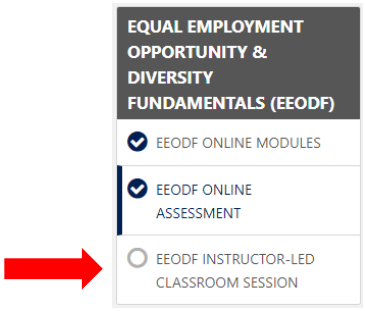
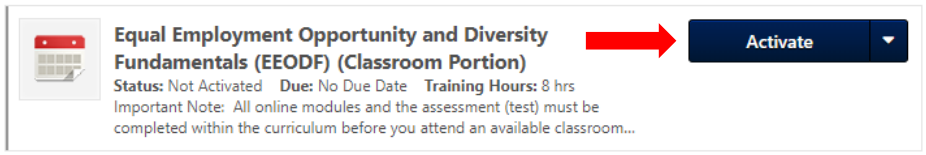
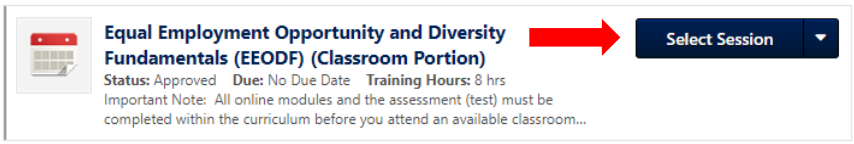
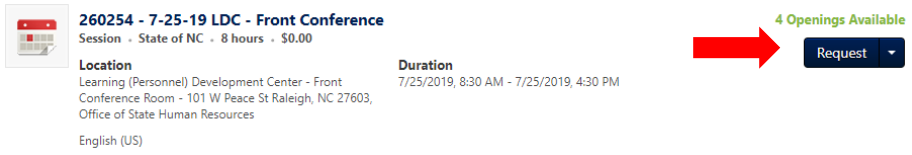
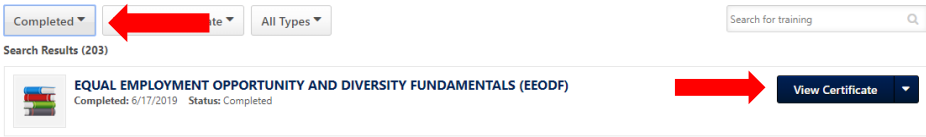
Curriculum Requirements:

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.

1	Access the login website: https://ncgov.csod.com **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. **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**. **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.**	
2	Type "EEODF" in the global search box and press Enter key or select Search icon.	

3	Select “Equal Employment Opportunity and Diversity Fundamentals (EEODF)_V2”	
4	Select **Request**.	
5	Complete *Extended Enterprise User Request Form* and select **Submit**. The form must be completed for your request to be approved.	
6	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.	
7	Select **Open Curriculum**.	
8	In Curriculum Player, first select **EEODF ONLINE MODULES** from the menu.	

11	Select **Activate** button to the right of the online module title to begin the lesson.	
12	Once activated, select **Launch**. The module will launch in a separate window. Note: Be sure pop-up blocker is disabled or allow pop-up when prompted. Chrome and Firefox are preferred browsers.	
13	Once all online modules are complete, select **EEODF ONLINE ASSESSMENT** from menu. Note: You have 90 minutes to complete the assessment and 3 attempts to pass with a score of 70% or better.	
14	Once you select EEODF ONLINE ASSESSMENT, select **Activate** button.	
15	After selecting Activate button, select **Launch Test** button.	
16	After selecting an answer for all questions, select **Summary** button at the bottom of the page.	
17	From the Summary page select **Submit Final Answers** button.	
18	After submitting answers, you will see a test results screen. You have an option to **Print** your test results or select **Done**.	

19	Once you have successfully passed the EEODF ONLINE ASSESMENT, **wait 24 hours before** selecting **EEODF INSTRUCTOR-LED CLASSROOM SESSION**.	
20	After selecting EEODF INSTRUCTOR-LED CLASSROOM SESSION, select **Activate** button.	
21	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.	
22	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.	
23	Once you have successfully completed the EEODF ONLINE MODULES, EEODF ONLINE ASSESSMENT, and EEODF 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.