

# CJLEADS TRAINING REGISTRATION REFERENCE GUIDE (Not for State Employees)



## Registering for a New User Account:

Go to the link: <https://ncgov.csod.com/>

**For New User:** Select the [Click here](#) button beside Register to create account.

**NOTE:** This step is for users who do not have an existing account in the NC Learning Center. If you have previously created an account, skip to the next page for instructions on 'Logging In.'

Fill in your personal information on the screen to continue to NC Learning Center.

**Please provide:**

**First Name**

**Last Name**

**Email Address**

**Phone (Good Contact Number)**

**User ID (Use Email Address)**

**EE Code (CJLEADS) ALWAYS**

**Category (Associated State Agency) ALWAYS**

**Association (Dept. of Information Technology)**

**Logging In:**  
Log into NC Learning Center using your User ID and password.

**NOTE:** If you forget your User ID or Password, select the **Forgot Username?** or [click here](#) beside **Forgot Password** for assistance.  
**Do not create another account!**

For additional assistance contact your agency Training Coordinator or the CJLEADS Help Desk at 919-754-6949 from 8am to 5pm Mon-Fri.

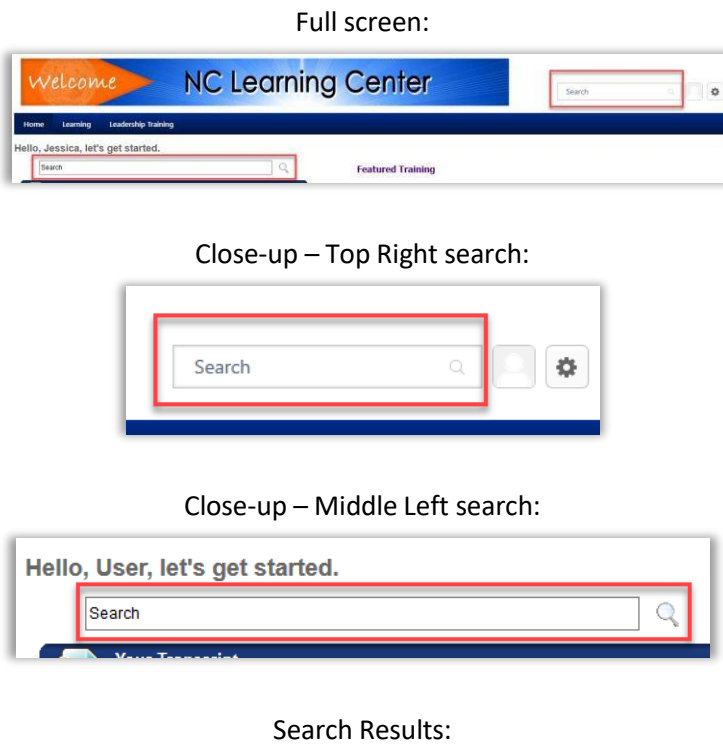


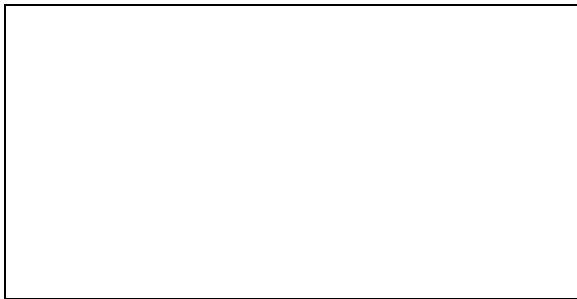
**Searching for Training:**  
Enter DIT CJLEADS in the Search field in the upper right- hand corner or middle left side of the Welcome page.  
Press **<Enter>** or click the Search button.  
A user will be looking for:

**DIT CJLEADS Training Introduction (Prerequisite Automated Online)**

**DIT CJLEADS (End User) Training (Instructor Led Online After DIT CJLEADS Introduction Completed)**

The Learning Center returns a list of all courses related to the search term you entered.  
To display the details of a specific course found by the search, **click the title** in the search results.





### Global Search



Refine search

Training results (3)

**DIT CJLEADS (End User Training) Law Enforcement Only**  
 Event | Information Technology (ITS) | \$0.00  
 \*\*\*\*\*IMPORTANT\*\*\*\*\* This training must be instructed by a CJLEADS Instructor with the assigned specialty, CJLEADS (Criminal Justice Law Enforcement Automated Data Services) Prior to taking this course agency CJLEADS administrators must have granted CJLEADS access permission and assigned a role in the CJLEADS User Administration Utility Admin To...

**Registering for a Learning Object:**  
 After displaying the course description page from the search results, you may see different action options.

**Request**  
 Click **Request** button to request a registration for that training.  
 (DIT CJLEADS Training Introduction and DIT CJLEADS (End User) Training)

**Launch**  
 Click **Launch** to launch the online training.  
 (DIT CJLEADS Introduction Only)

**Transcript:**  
 The transcript stores your registered, in progress, and completed training. The transcript by default opens to Active training.

**Access Transcript**  
 On the Welcome page, you can click on the **Your Transcript** link.

On any page, hover your mouse over the **Learning** menu at the top and click on **View Your Transcript**.

**On the Transcript**  
 You can begin training by clicking on the **Launch** button on the right side of the learning object.

**Welcome Page:**

**Any page:**

**Launch button:**

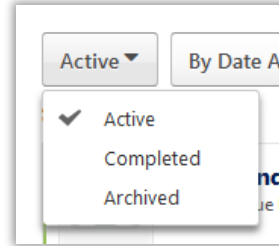
Transcripts can display the following status of learning objects:

- *Active*
- *Completed*
- *Archived*

Click on the **Active** button and select **Completed** to view your completed training. Select **Archived** to view any archived training.

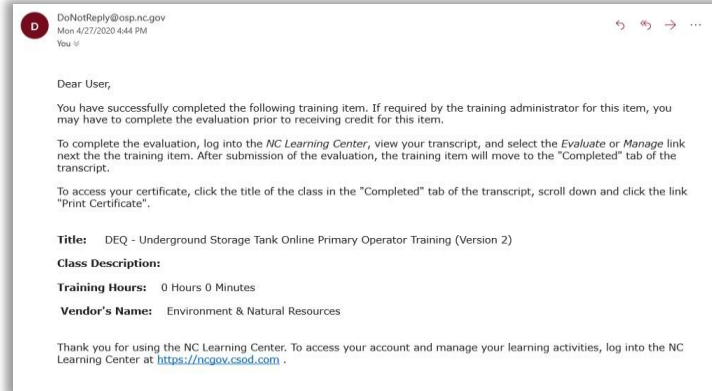


Active menu:



### Status Update:

You will receive automated email updates from **DoNotReply@nc.gov** notifying you of status changes and upon completion of the training.

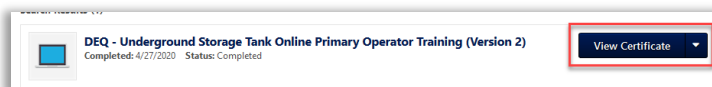
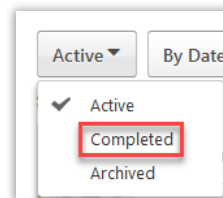


### Certificate of Completion:

You can view and/or print your certificate(s) once a training object is completed. Completed training is stored on the Completed transcript.

Navigate to your transcript. Click on the **Active** button and select **Completed**.

For the applicable training, click on the **View Certificate** button.

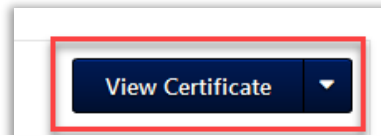


Close-up:

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The certificate will open in a pop-up window.  
You can save and/or print the certificate.



*Thank you!*