



## Steps for CJLEADS Training Coordinator Web Page

### Steps for Creating you Microsoft Account

**Step 1:** Please go to <https://signup.live.com/signup.aspx?lic=1> and register the email address you will use to access the CJLEADS SharePoint Training Site.

**Enter E-Mail Account**

The screenshot shows the Microsoft account creation interface. At the top, it says "Microsoft" and "Create account". Below that, there is a text input field containing "someone@example.com". Underneath the field, there are two links: "Use a phone number instead" and "Get a new email address". At the bottom right of the form is a blue "Next" button. A red arrow points from the text "Enter E-Mail Account" to the email input field.

**Create Password & Document**

The screenshot shows the Microsoft account creation interface for creating a password. At the top, it says "Microsoft" and "Create a password". Below that, there is a text input field for a password, with a red arrow pointing to it from the text "Create Password & Document". At the bottom right of the form is a blue "Next" button.

**Once Created – Log in with E-Mail Account & Password**

The screenshot shows the Microsoft account creation interface for providing additional details. At the top, it says "Microsoft" and "Create account". Below that, it says "We need just a little more info to set up your account." There are two text input fields: "First name" and "Last name". At the bottom right of the form is a blue "Next" button. A red bracket highlights the "First name" and "Last name" fields.

**Additional Details to Complete the Verification Process**

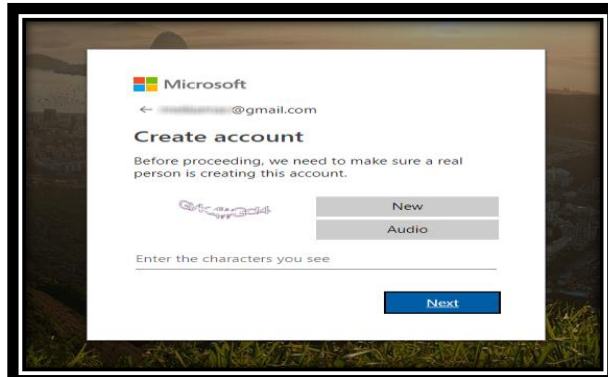
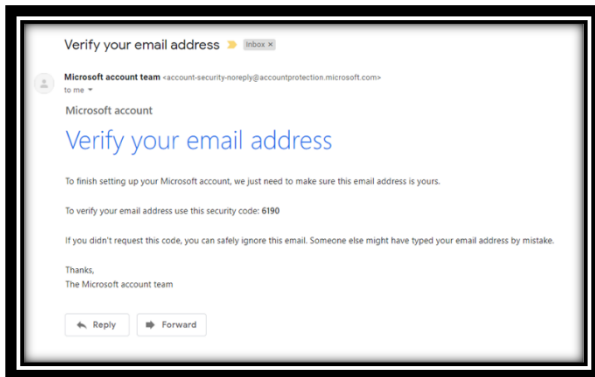
The screenshot shows the Microsoft account creation interface for adding details. At the top, it says "Microsoft" and "Add details". Below that, it says "We need just a little more info to set up your account." There are two dropdown menus: "Country/region" (set to "United States") and "Birthdate" (with "Month", "Day", and "Year" dropdowns). At the bottom right of the form is a blue "Next" button.

The screenshot shows the Microsoft account creation interface for verifying email. At the top, it says "Microsoft" and "Verify email". Below that, it says "Enter the code we sent to [email address]@gmail.com. If you didn't get the email, check your junk folder or try again." There is a text input field for "Enter code". Below that, there is a checkbox for "Send me promotional emails from Microsoft". At the bottom right of the form is a blue "Next" button.



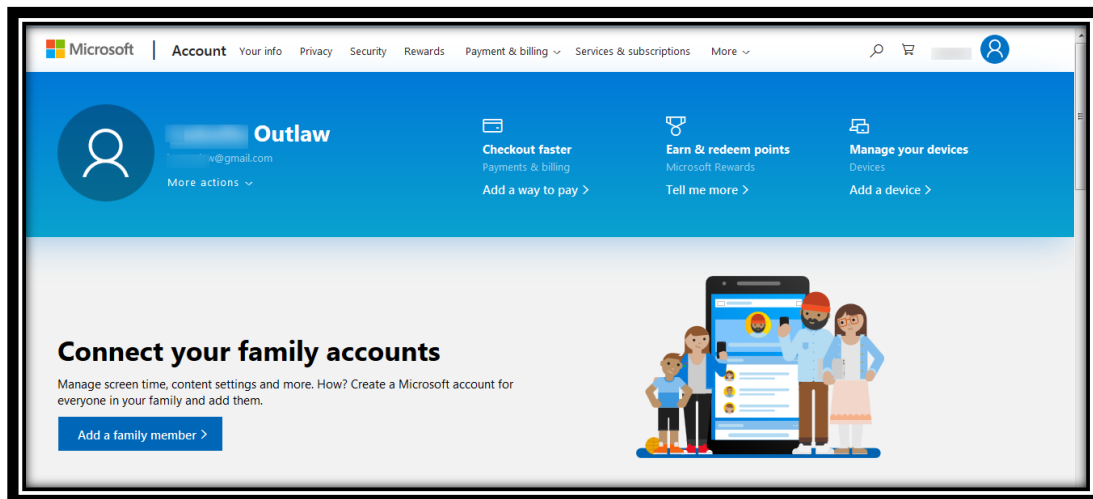
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**Step 2:** Once you register your email, you MUST verify your email address with Microsoft. You will receive an email from the Microsoft Account team to complete this step.



**Step 3:** After your account is registered, please contact CJLEADS Training Team advising registration process has been completed.

Once your Microsoft Account is created, you will see the Microsoft home page. **Let [cjleadstraining@nc.gov](mailto:cjleadstraining@nc.gov) know once you have those steps completed so we can send you an invitation to the Training site.**





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**Step 4:** We will then send an invitation to your registered email, where you join the training site.

**Now you are set to access the Training Page with Links to LMS**

# Steps for CJLEADS Training Coordinator Web Page

**Welcome to the CJLEADS Training Page!**

CJLEADS training varies depending on the role you play within your agency. The CJLEADS Training Coordinator plays an important role in ensuring proper training is delivered. Before a Training Coordinator registers a user for class, the following steps must happen in order: **Requires coordination with agency Administrator.**

1. NCD User ID must be created.
2. In the CJLEADS User Administration Utility, check Allow access to CJLEADS and select a CJLEADS Role.

**\* Please wait 24 hours before proceeding to MFA Procedure**

3. Multi-Factor Authentication (MFA) must be completed.
4. Training Coordinator may then enroll user in training.

CJLEADS has transitioned to the NC Learning Management System (LMS) and the following classes may be signed up for there:

- DIT CJLEADS (End User Training) Law Enforcement Only
- DIT CJLEADS (End User Training) Judicial Only
- DIT CJLEADS User Administrator Training
- DIT CJLEADS (End User Training) Adult Correction
- DIT CJLEADS Train the Trainer
- DIT CJLEADS Train the Trainer Update

**Links to Access Course Information and to Register Students**

[LMS User Guide](#)

[LMS User Registration Video](#)

**\* Note the following registrations links require authorized access.**

<https://ncgov.csod.com/> (Statewide Users)

[Link to LMS via BEACON](#) (State Employees Only)

**Adverse Weather Policy**

In the event a class is cancelled due to adverse weather, your agency will be notified when alternative sessions are made available. Your training coordinator will then contact you to reschedule.

**Training Feedback**

Please complete the [Trainer Evaluation Survey](#) and let us know how we're doing.

**Now that's a lot of class! Choose the one that fits your role.**

**For your convenience the calendars below show the scheduled upcoming CJLEADS Classes!**

Listed below are the training dates available to all users for CJLEADS. Please login to LMS to check availability and for any new classes added.

| MARCH  |  |  |  |  |          |        |
|--------|--|--|--|--|----------|--------|
| MONDAY | TUESDAY  | WEDNESDAY  | THURSDAY   | FRIDAY   | SATURDAY | SUNDAY |
| 23     | 24   | 27   | 28   | 1  |          |        |
|        |  | DIT CJLEADS (End User Training) Law Enforcement Only | DIT CJLEADS (End User Training) Judicial Only    | DIT CJLEADS (End User Training) Adult Correction |          |        |
| 4      | 5  | 6  | 7  | 8  |          |        |
|        | DIT CJLEADS (End User Training) Law Enforcement Only | DIT CJLEADS (End User Training) Judicial Only        | DIT CJLEADS (End User Training) Adult Correction |  |          |        |
| 11     | 12   | 13   | 14   | 15   |          |        |
|        | DIT CJLEADS (End User Training) Law Enforcement Only | DIT CJLEADS (End User Training) Judicial Only        | DIT CJLEADS (End User Training) Adult Correction |  |          |        |
| 18     | 19   | 20   | 21   | 22   |          |        |
|        |  | DIT CJLEADS (End User Training) Law Enforcement Only | DIT CJLEADS (End User Training) Judicial Only    | DIT CJLEADS (End User Training) Adult Correction |          |        |