Steps for CJLEADS Training Coordinator Web Page

Steps for Creating your Microsoft Account

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

1. **Enter E-Mail Account**
   - **Create account**
     - Someone@example.com
     - Use a phone number instead
     - Get a new email address
     - Next

2. **Create Password & Document**
   - **Create a password**
     - Enter the password you would like to use with your account.
     - Password
     - Next

3. **Once Created – Log in with E-Mail Account & Password**
   - **Add details**
     - We need just a little more info to set up your account.
     - First name
     - Last name
     - Next

4. **Additional Details to Complete the Verification Process**
   - **Verify email**
     - Enter the code we sent to username@gmail.com. If you didn’t get the email, check your junk folder or try again.
     - Enter code
     - Send me promotional emails from Microsoft
     - Next
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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** know once you have those steps completed so we can send you an invitation to the Training site.
Steps for CJLEADS Training Coordinator Web Page

**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 and Registration

CJLEADS Training Coordinator Web Page

Steps:
1. Click on the "Register" button on the top right corner.
2. In the CJLEADS User Registration form, fill in your information and click "Register".
3. Please read the MPR Procedure before proceeding.
4. Once registered, log in to the system.
5. Contact your coordinator to schedule a training.

Links to Access Course Information and to Register Students

- LMS User Guide
- LMS User Registration Video
- MPR Procedures

Adverse Weather Policy
In the event a class is canceled due to adverse weather, your agency will be notified. When alternative sessions are made available, your training coordinator will then contact you.

Training Feedback
Please complete the "Trainee Evaluation Survey" and let us know how we're doing.

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

1 8 15 22 29
2 9 16 23 30
3 10 17 24 31
4 11 18 25
5 12 19
6 13 20
7 14 21
8 22
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16 30