After Logging into BEACON and clicking the “Learning” Tab

1. Click on “Browse for Training”.

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**NC Learning Center**

- Home
- Learning
- Leadership Training

**Office of State Human Resources**

- View Our Leadership Programs

**Microsoft Office Training**

- View Our Microsoft Courses

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**My Training and Transcript**

**Browse for Training**

**Connect**
2. Click on “Technical Training (job specific)”. 
3. Select the procurement course you are interested in attending.
4. Click the “Request” button.
5. Your course should appear with the status “Pending Approval” (your supervisor must approve the course).
6. After your supervisor reviews your training request an email response will be sent to you notifying you of your registration status. *(Example below)*

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Dear

***This is a Registration Confirmation.***

You have been registered for the following classroom session. All approvals have been obtained and you are in a registered status and on the active roster for this class.

Log into the NC Learning Center and view your transcript to view the details and manage your registration for this class.

If you can not attend, you must log in and withdraw from the class. If you do not withdraw and do not attend, your status may be marked as a No Show.

**Title:** E-Procurement

**Start Date:** 9/17/2014

**Start Time:** 9:00 AM

**Training Type:** Session

**Class Description:** This basic course provides hands on computer training in the use of the E-procurement System. Learn system navigation, create and approve requisitions, purchase orders, receive goods, explore statewide term contract catalogs, create folders, save searches and other special features and benefits.

**Training Hours:** 7 Hours 30 Min

**Location:** Administration, Dept. of > Wake Technical Community College Public Safety Campus Room 1407

**Vendor’s Name:** Administration, Dept. of
```
7. To review your upcoming training, go back to the “Home” area and click on “My Training and Transcript”.
8. The window will reflect your supervisors’ decision.