INSTRUCTIONS FOR USING THE LEARNING MANAGEMENT SYSTEM
FOR EMPLOYEES

1. Log in to the SAP/Beacon Portal with your NCID.

2. Click on the LEARNING tab.

3. Click SUBMIT

4. Click on MY TRAINING AND TRANSCRIPT
5. Click on **LAUNCH** or **OPEN CURRICULUM**

6. Click on **ACTIVATE**

7. Click **LAUNCH**

The Policy will open in another window. Review the policy.

After reviewing the policy, click **MARK COMPLETE**
8. Click **ACKNOWLEDGE**

An acknowledgement window will open. After reviewing and you are ready to acknowledge your review and understanding, click **ACKNOWLEDGE**

9. You will then be able to complete the information reporting portion of this Policy. Click **ACTIVATE**.

10. Then Click **LAUNCH TEST**

Read the instructions and click **CONTINUE**
11. Answer the questions

Once you have selected your responses, click SUMMARY.

12. Review your responses for accuracy. If there are errors, click GO TO SECTION. If accurate, click on Submit FINAL ANSWERS

13. You have completed the requirements. You will see on your completed transcript that the status is COMPLETED.

**Please note that if you answer “YES” to any of the questions, you will NOT show a COMPLETED Status. It will show IN PROGRESS under status and will show as FAILED on the PREA Information Collection section of the curriculum. You should follow-up with your supervisor immediately.**