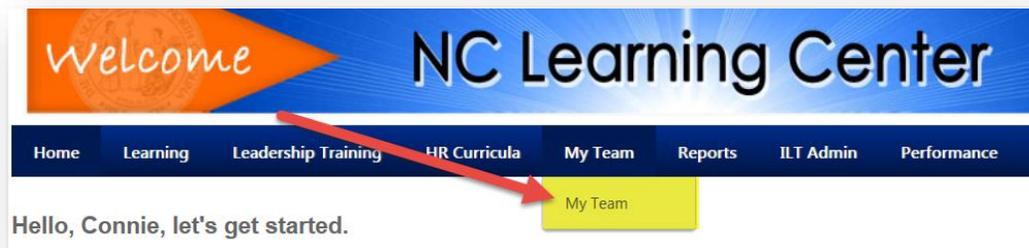
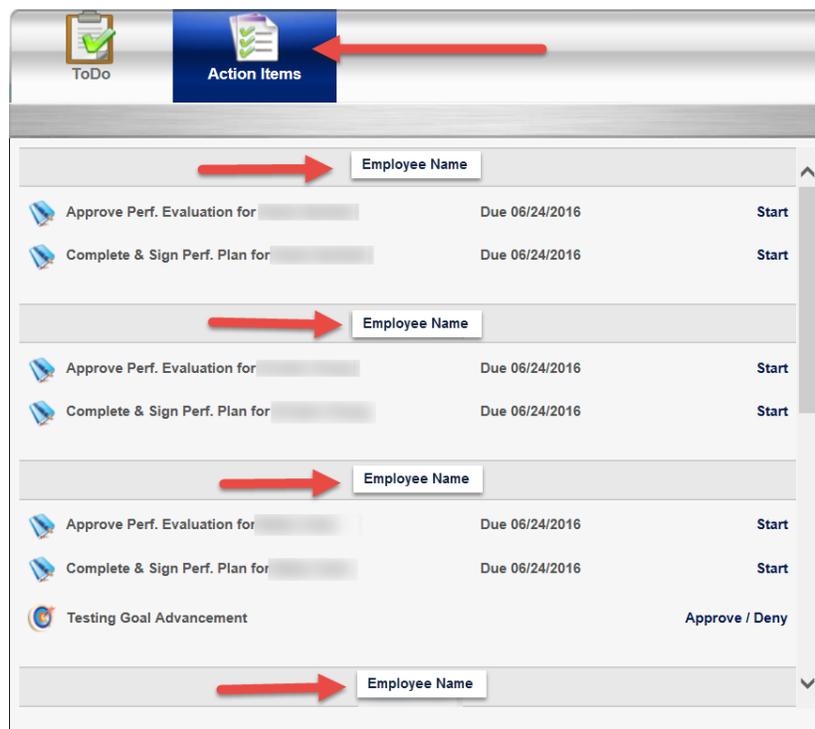


Job Aid for Managers – Check Your Action Items Weekly!

1. Log into BEACON, Select the LMS/NCVIP. At the NC Learning Center, hover over the “My Team” tab, and click the “My Team” selection right below it.

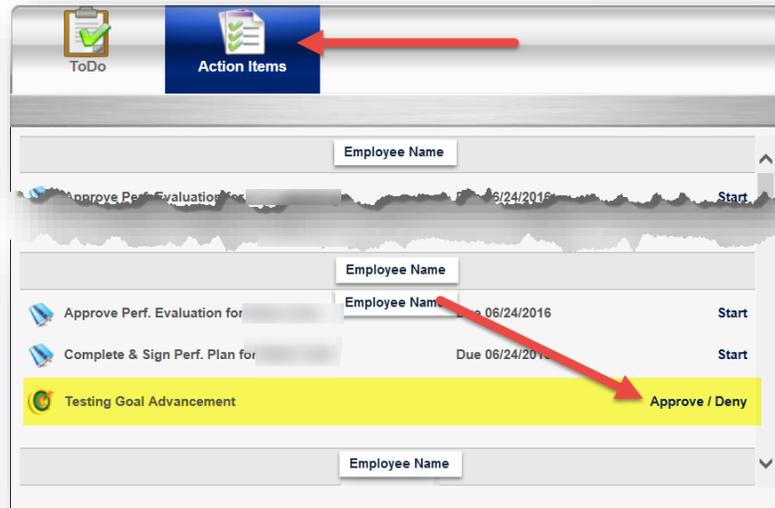


2. Make sure that you are on the “Action Items” tab. It is separated by the employees who report to you in BEACON.



3. For the NCVIP tasks, they will show up here as well as going to “Home>Universal Profile>Actions.” You can launch them from either place. You can launch them here by clicking the “Start” link to the right of the item.

4. For other approvals, such as training requests or goal/task revisions, you will see an “Approve/Deny” link to the right hand of that item. Click on that link.



5. Here you will see the details of the request, either a training, or an edit to an existing goal/task. You can choose to “Cancel” which backs you out of the item without a decision, “Approve” which approves this request, or “Deny” which denies the request, upon which a pop-up box displays and asks you to elaborate on the reason.

