



How to Register for NCPA and eProcurement Training

All individuals employed with any state agency, department, institution, community college or university governed by Chapter 143 Article 3 of the North Carolina General Statutes are eligible to participate in NCPA and eProcurement training.

Use the registration instructions for your organization:

- [State agencies and institutions](#)
- [Community colleges, universities, local government entities and public schools](#)

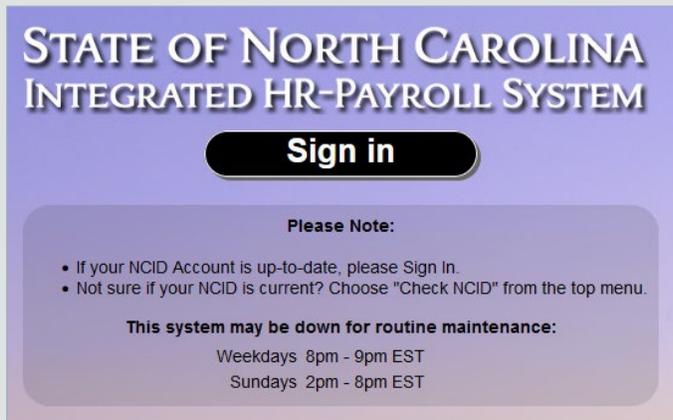
Managers may need to approve employee training requests. See [Approving Your Employees' Training Requests](#) for instructions.

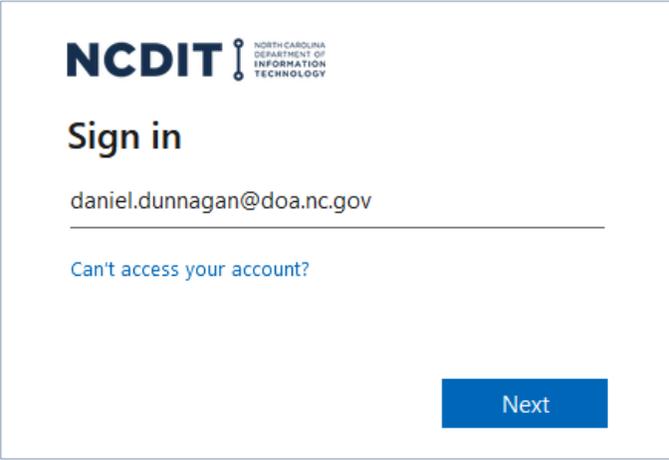
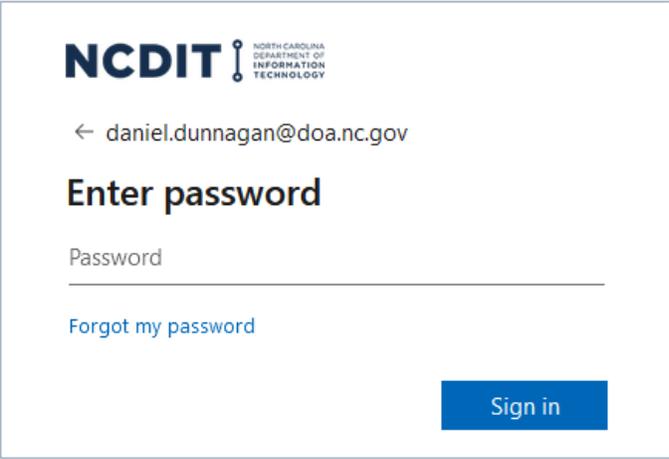
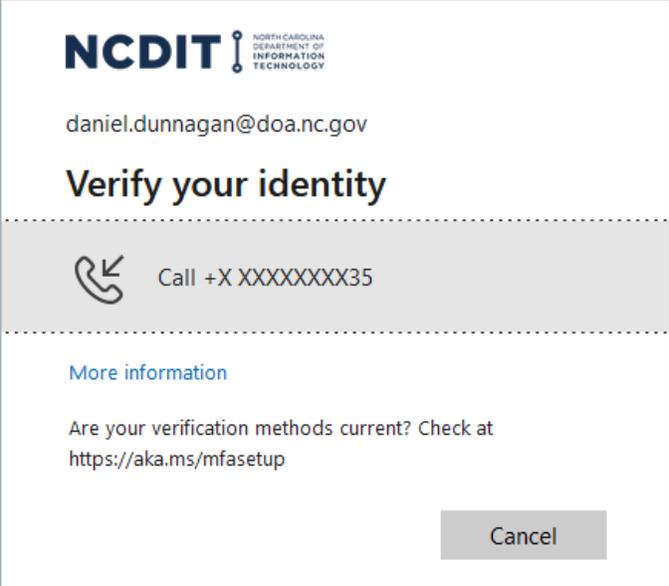
Registration Instructions

State Agencies and Institutions

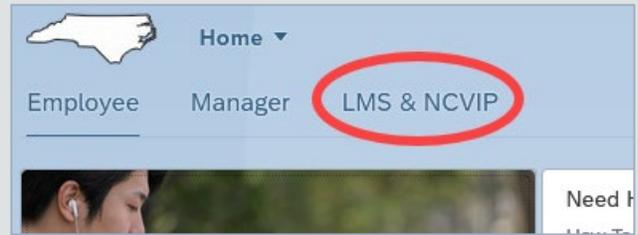
If your agency or institution uses the state's Integrated HR-Payroll System, follow these instructions to register for training. Otherwise, see instructions for [Community Colleges, Universities, Local Government Entities and Public Schools](#).

1. Go to the [Integrated HR-Payroll System](#) and click **Sign In**.

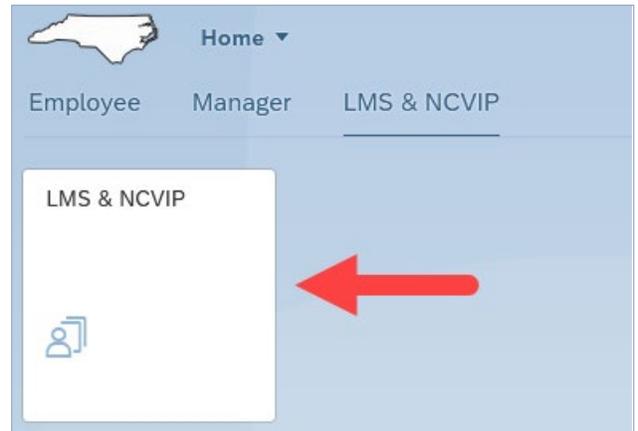


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| <p>2. Enter your email address in the field provided.</p> |  |
| <p>3. Enter your password in the field provided.</p> |  |
| <p>4. Approve your sign in request by phone call or on your Microsoft Authenticator App.</p> <p><i>This screen may look different depending which authentication method you use.</i></p> |  |

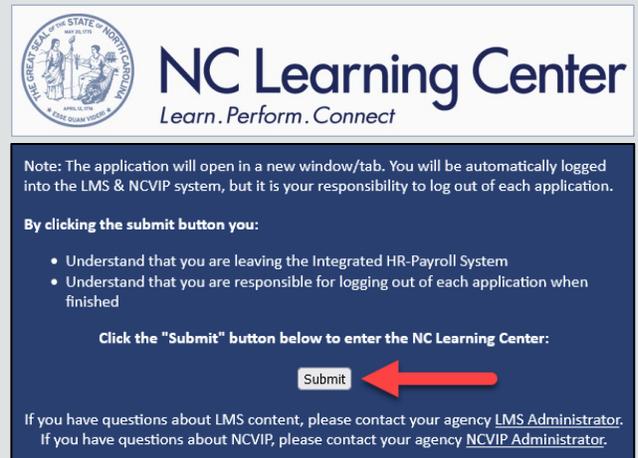
5. Select the **LMS & NCVIP** tab.



6. Click the **LMS & NCVIP** tile.



7. Click **Submit**.

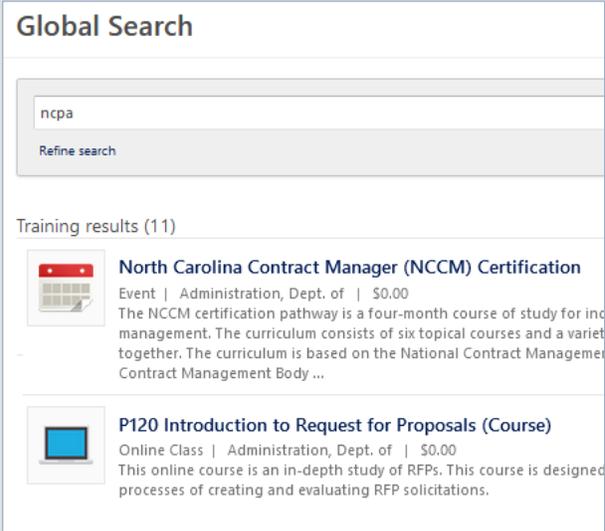
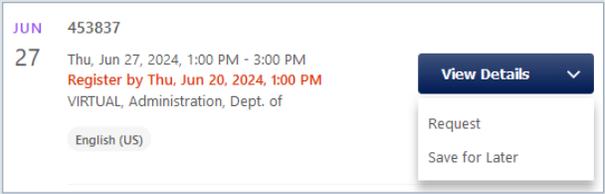
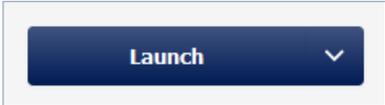


8. On the NC Learning Center home page, type a key word in the **Search** field at the top right of the page. Press **Enter** on your keyboard.

Tips:

- For NCPA training, type "ncpa".
- For eProcurement courses, type "epro".



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| <p>9. Click the title of a training in the list of search results.</p> |  |
| <p>10. If the training has multiple sessions, click Select a Session to see available sessions.</p> |  |
| <p>11. If a session you want is open, click View Details to see registration options.</p> <ul style="list-style-type: none"> • Click Request to register for the session. A request will be sent to your supervisor’s learning center inbox. • Click Save for Later if you are not ready to register. <p>If no session is available, Notify Me to be notified of the next available offering.</p> |  |
| <p>12. If a training has a Launch button, you can begin it immediately, without going through the training request process.</p> |  |
| <p>13. Wait for a registration confirmation email from the NC Learning Center. If waiting for your manager to approve training, you may want to remind them that you have a pending request.</p> <p>Important: You are not registered until you receive a registration confirmation.</p> | |

Registration Instructions

Community Colleges, Universities, Local Government Entities and Public Schools

To register, you must have an account with the NC Learning Center.

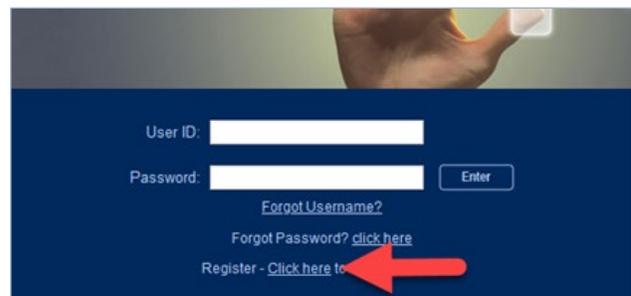
- If you have an account but cannot access it, contact DOA.PC.Education@doa.nc.gov for assistance.
- If you do not have an account, follow the instructions under [Creating an Account](#).
- If you have an account, skip to the next section, [Registering for Training](#).

Creating an Account

Follow these instructions if you do not use the state's Integrated HR-Payroll System.

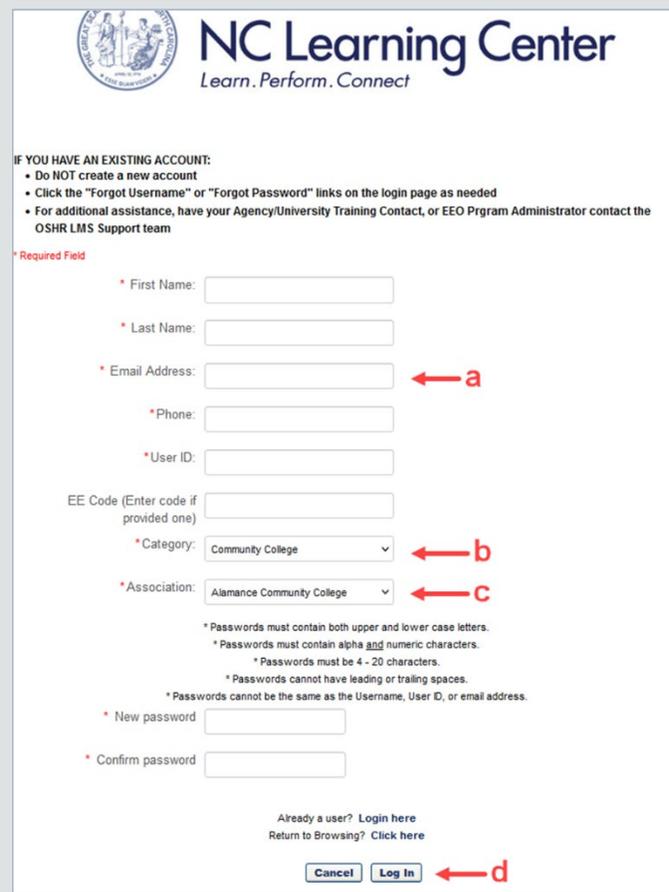
1. Go to the website <https://ncgov.csod.com/client/ncgov/default.aspx>.

2. Beside *Register* near the bottom of the login panel, click **Click here**.



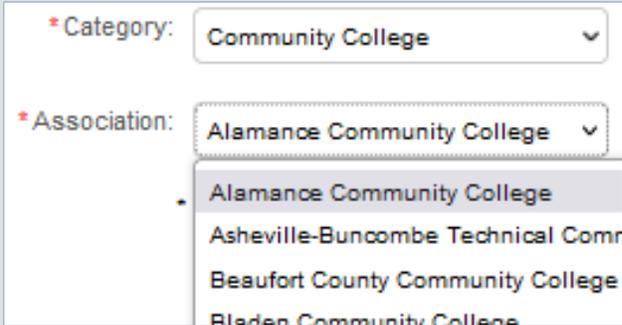
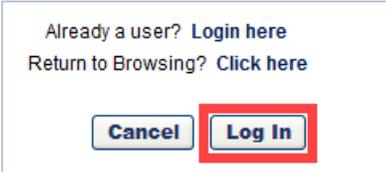
A screenshot of a login interface with a dark blue background. It features input fields for 'User ID:' and 'Password:', an 'Enter' button, and links for 'Forgot Username?', 'Forgot Password? click here', and 'Register - Click here to'. A red arrow points to the 'Register - Click here to' link.

3. Complete the form following the tips below.



The NC Learning Center registration form includes the following fields and instructions:

- IF YOU HAVE AN EXISTING ACCOUNT:**
 - Do NOT create a new account
 - Click the "Forgot Username" or "Forgot Password" links on the login page as needed
 - For additional assistance, have your Agency/University Training Contact, or EEO Program Administrator contact the OSHR LMS Support team
- * Required Field**
- * First Name:
- * Last Name:
- * Email Address: ← **a**
- * Phone:
- * User ID:
- EE Code (Enter code if provided one)
- * Category: ← **b**
- * Association: ← **c**
- * Passwords must contain both upper and lower case letters.
- * Passwords must contain alpha and numeric characters.
- * Passwords must be 4 - 20 characters.
- * Passwords cannot have leading or trailing spaces.
- * Passwords cannot be the same as the Username, User ID, or email address.
- * New password:
- * Confirm password:
- Already a user? [Login here](#)
- Return to Browsing? [Click here](#)
- ← **d**

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| <p>a. Under Email Address be sure to use your work email address. P&C training is only open to employees of state and local agencies and entities.</p> |  <p>* Email Address: <input type="text"/></p> |
| <p>b. Choose the correct Category.</p> <ul style="list-style-type: none"> If you know what category your organization belongs to, select it from the dropdown menu. If you do not know the category, select your best guess. |  <p>* Category: Community College Association: Select Associated State Agency University Community College</p> |
| <p>c. Select your Association.</p> <ul style="list-style-type: none"> Select your organization from the options listed. If you do not see your organization, go back to the Category field and try another option. The list of associations is different for each category. If your organization is not listed under any category, use the following settings: <ul style="list-style-type: none"> Category: Associated State Agency Association: Dept. of Administration |  <p>* Category: Community College * Association: Alamance Community College Alamance Community College Asheville-Buncombe Technical Comr Beaufort County Community College Bladen Community College</p> |
| <p>d. Click the Log In button to submit the form.</p> |  <p>Already a user? Login here Return to Browsing? Click here</p> <p><input type="button" value="Cancel"/> <input type="button" value="Log In"/></p> |
| <p>On your next visit to the learning center, go to the NC Learning Center and log in with the User ID and password you entered when you created your account.</p> | |

Registering for Training

Follow these instructions if you do not use the state's Integrated HR-Payroll System.

1. Go to the website <https://ncgov.csod.com/client/ncgov/default.aspx>.

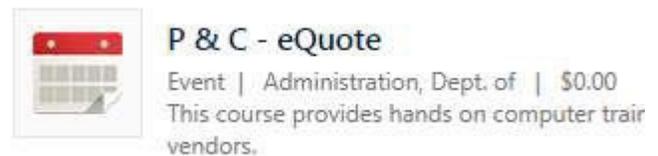
2. Enter the login and password from when you created your account.

Note that you can create an account from this link as well.



3. Click on the P&C logo on the home page.

4. Click on the title of the course to view a list of available dates.



5. Identify the date, location, and time of the course you prefer. Then select the request button to choose a course corresponding to the title you are interested in pursuing.



6. Upon approval of your request, you will receive a registration confirmation via email from the NC Learning Center.

Important: You are not registered until you receive the confirmation email.

Approving Your Employees' Training Requests

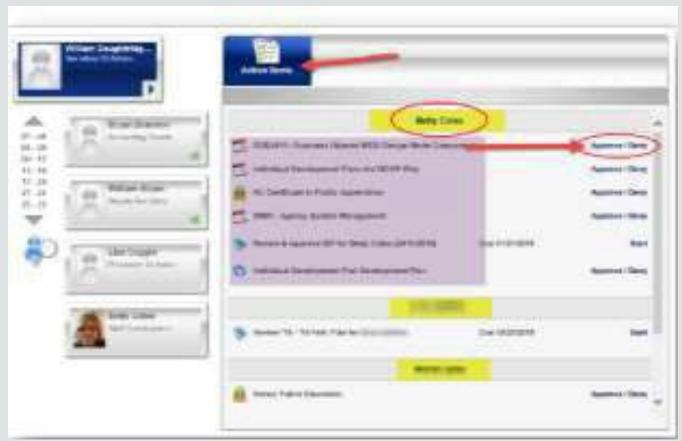
If your employees use the Integrated HR-Payroll System, follow the steps below to approve training requests.

1. In the NC Learning Center, select the **LMS & NCVIP** tab.

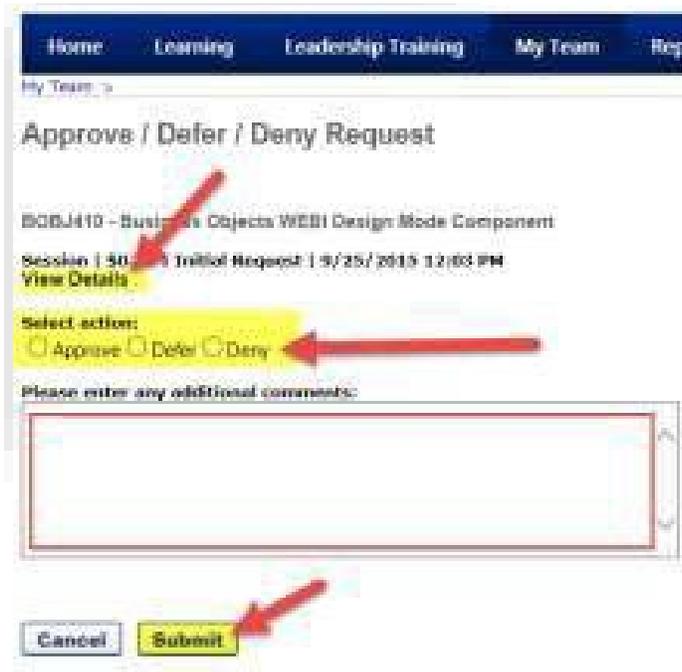
2. Hover over the **My Team** tab and select **My Team**.



3. You will be brought to your **Action Items** tab. These items are separated by employee.
4. Select the employee.
5. Find the requested training on the left and click the **Approve/Deny** link on the right.



6. On the next screen, click **View Details** to see more information about this particular class.
7. Select your action of either **Approve**, **Defer** or **Deny**. You have the option of adding a comment in the box below.
8. Click **Submit**.



Technical Requirements for Online Training

To participate in online training developed by Purchase & Contract or NC Procurement, you must use hardware and software that meets or exceeds the following requirements.

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| Operating system | Windows: XP Service Pack 3 and newer Mac: OSX 10.6 and newer |
| Internet connection | Satellite, cable or DSL |
| Web Browser | Windows: Windows 10, Microsoft Edge Chromium), Internet Explorer 6 and later, Edge (latest version), Firefox 1.x and later, Google Chrome (latest version), Opera 9.5 and later Mac: Safari 3 and later, Firefox 1.x and later, Google Chrome (latest version) Linux: Firefox 1.x and later |
| HTML5 | Windows: Google Chrome (latest version) Mac: Safari 6.0.5 or later, Google Chrome (latest version) Mobile: Safari in Apple iOS 6.0 or later |
| Apple iOS | Articulate Mobile Player (available in iTunes Store) - Apple iOS 6.0 or later on iPad |
| Android OS | Articulate Mobile Player (available in Google Play) – Android OS 4.1 or later (optimized for tablets) |
| Additional Plug-ins (may be required) | Flash Player (version 10 or later) Adobe Reader Windows Media Player QuickTime (for Apple) Java Shockwave |

Contact the Training Team

If you have any questions concerning upcoming classes or on how to register, please email the P&C education team helpdesk at DOA.PC.Education@doa.nc.gov.