Construction Extended Enterprise Registration

1. Access the NC Learning Center login page at <u>https://ncgov.csod.com</u>, and click to **Register**.



2. Fill out the Registration Form, including the EE Code.

Fill in the applicable **EE Code**. For example, the EE Code for Construction Contractors is DOH-XYZ. For category choose: Associated State Agency For Association choose: Dept of Transportation

* First Name:	Leslie
• Last Name:	Doe
* Email Address:	Leslie.Doe@email.com
* Phone:	919 555-5555
• User ID:	leslie.Doe
EE Code (Enter code if	xxx-xxx
* Category:	Associated State Agency
Association:	Dept. of Transportation
	 * Passwords must contain both upper and lower case letters. * Passwords must contain alpha <u>and</u> numeric characters. * Passwords must be 8 - 20 characters. * Passwords must be 8 - 20 characters.
* Passv	vords 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	
Cancel Log In	

3. You will be directed to the Home page of the NC Learning Center Extended Enterprise module.



4. From here you will be able to access your transcript, search for, request and complete training. First time visitors should click on the Question Mark to launch a tutorial on the Learning Management System.

NOTE: The system will require an overnight update before you will have full functionality in the NC Learning Center. So, you may not be able to locate the training you desire if you search for it immediately after you created your account.