

How to Access EEODF V3 Curriculum for Extended Enterprise Users

Extended Enterprise Users: state employees who do not have access to the NC Learning Center through the Integrated HR Payroll System (ex: University employees)

Curriculum Requirements:

1. Register for the *Equal Employment Opportunity and Diversity Fundamentals (EEODF) V3* curriculum.
2. Complete all online modules within the curriculum first.
3. **Wait 24 hours** after completing the online modules, then request to attend an instructor-led classroom session.
4. Complete the online assessment. You must pass with at least 70% score. You have 3 attempts to pass.

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Access the login website:

<https://ncgov.csod.com>

- A. If you have never accessed the NC Learning Center before**, register with the system by selecting **Click here** to create account. We recommend using your work email address as your User ID.
- B. If you have already registered and created an account**, login using the **User ID** and **password** when you created your account. Then, select **Enter**.
- C. NOTE:** If you forgot your User ID or password, select **Forgot Username?** or **Forgot password** **click here** for assistance. **PLEASE DO NOT CREATE ANOTHER ACCOUNT! For additional assistance have your Agency/University Training Contact, or EEO Program Administrator contact our LMS Support Team.**

North Carolina Learning Center



User ID: EdwardEmployee1






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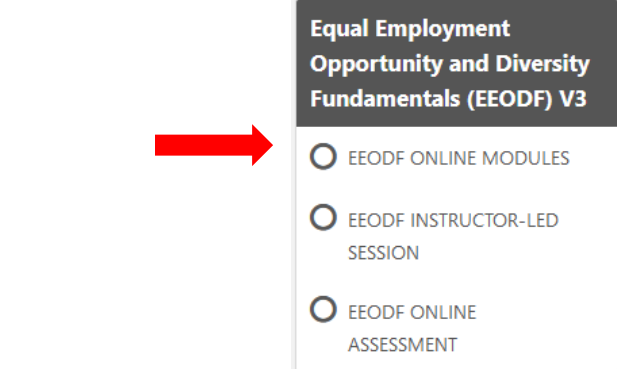


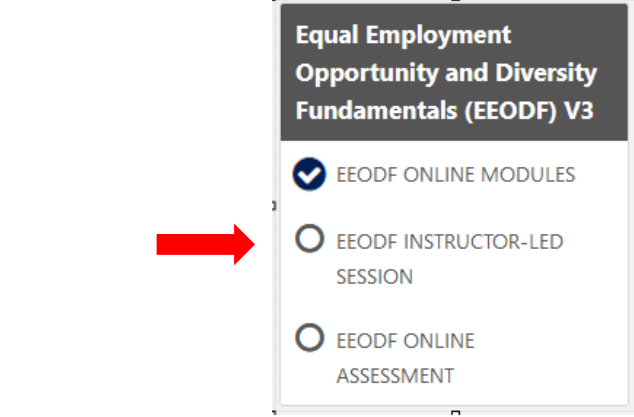
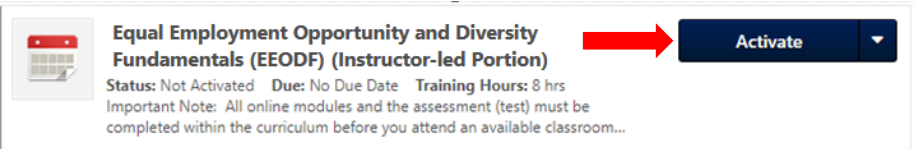
[Forgot Username?](#)


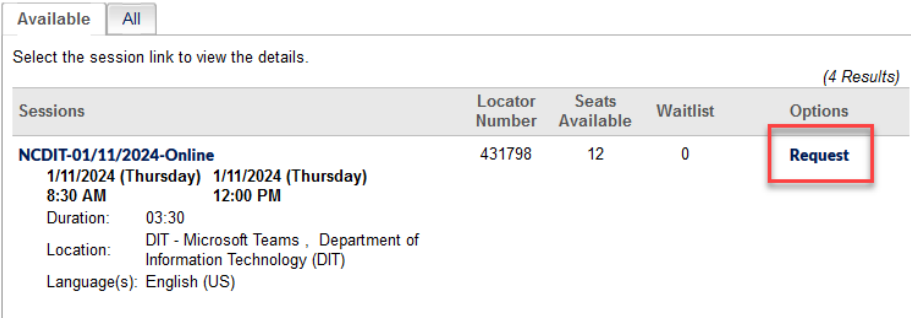
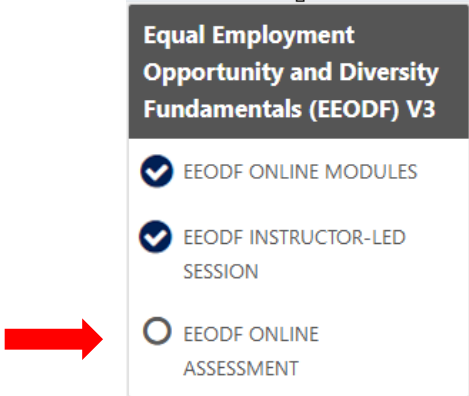


[Forgot Password? click here](#)




[Register - Click here to create account](#)

2	Type "EODF" in the global search box and press Enter key or select Search icon.	
3	Select "Equal Employment Opportunity and Diversity Fundamentals (EODF) V3" (click on the title)	<p>Training results (1)</p> <div data-bbox="630 415 711 491">  </div> <p>Equal Employment Opportunity and Diversity Fundamentals (EODF) V3 ←</p> <p>Curriculum State of NC Total Price \$0.00</p> <p>***This training is intended for Supervisors and Managers ONLY***As mandated by G.S. 126.16.1, Equal Employment Opportunity training is required for all state government employees who were hired, promoted or appointed to the position of supervisor or manager on or after July 1, 1991. This curriculum is designed with the latest information n...</p>
4	Select Request .	<div data-bbox="630 695 1128 919"> <p>CURRICULUM</p> <p>Equal Employment Opportunity and Diversity Fundamentals (EODF) V3</p> <p>Duration 13 hours</p> <p>Details</p> <p>***This training is intended for Supervisors and Managers ONLY***</p> </div> <div data-bbox="1128 829 1209 861">→</div> <div data-bbox="1242 701 1510 882"> <p>CURRICULUM</p> <p>Equal Employment Opportunity and Diversity Fundamentals (EODF) V3</p> <p>Request</p> </div>

5	Complete <i>Extended Enterprise User Request Form</i> and select Submit . The form must be completed for your request to be approved.	<div data-bbox="672 96 1476 1213"> <p>OSHR EEODF V3 Extended Enterprise Training Request Form Please complete this form using your agency or university information such as email, phone number, agency name, etc.</p> <p>OSHR EEODF V3 Extended Enterprise Training Request Form Details</p> <p>Your Full Name: <input type="text"/></p> <p>Agency/University Name: <input type="text"/></p> <p>Your Work Email Address: <input type="text"/></p> <p>Work Phone (include area code): <input type="text"/></p> <p>Address of Duty Station: <input type="text"/></p> <p>Do you supervise frontline employees?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>DEMOGRAPHIC DATA-The following information is voluntary: <input checked="" type="radio"/> This information is gathered for EEO reporting only.</p> <p>Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose</p> <p>Ethnicity: <input type="checkbox"/> White (Not of Hispanic origin) <input type="checkbox"/> Black (Not of Hispanic origin) <input type="checkbox"/> Hispanic-Latino <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to disclose</p> <p>Age: <input type="checkbox"/> Under age 40 <input type="checkbox"/> Age 40 or over <input type="checkbox"/> Prefer not to disclose</p> <p>Years of State Service: <input type="checkbox"/> Less than 5 years <input type="checkbox"/> 5 - 10 years <input type="checkbox"/> 11 - 20 years <input type="checkbox"/> 20 years or more <input type="checkbox"/> Prefer not to disclose</p> <p>Disability Disclosure: <input type="checkbox"/> Yes, I have a disability <input type="checkbox"/> No, I do not have a disability <input type="checkbox"/> Prefer not to disclose</p> <p>ADA Other Comments:: <input type="text"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Submit"/> </p> </div>
6	You will receive an email notification when your request is approved. When request is approved, login to your NC Learning Center account. Then, select My Training and Transcript icon on home page.	<div data-bbox="824 1318 1429 1459">  <p>My Training and Transcript </p> </div>
7	Select Open Curriculum .	<div data-bbox="618 1646 1511 1730">  <p>Equal Employment Opportunity and Diversity Fundamentals (EEODF) V3 Due : No Due Date Status : Registered Training Type : Curriculum  <input type="button" value="Open Curriculum"/></p> </div>

8	In Curriculum Player, first select EEODF ONLINE MODULES from the curriculum menu.	 <p>Equal Employment Opportunity and Diversity Fundamentals (EEODF) V3</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> EEODF ONLINE MODULES <input type="radio"/> EEODF INSTRUCTOR-LED SESSION <input type="radio"/> EEODF ONLINE ASSESSMENT
9	Select Activate button to the right of the online module title to begin the lesson.	 <p>EEODF MODULE 1 - HISTORY AND LAW Status: Not Activated Due: No Due Date Training Hours: 1 hrs This online module provides an overview of history, law, and terminology related to equality, diversity, and inclusion in employment.</p> <p>Activate</p>
10	Once activated, select Launch . The module will launch in a separate window. Note: Be sure pop-up blocker is disabled or allow pop-up when prompted. Chrome and Firefox are preferred browsers.	 <p>EEODF MODULE 1 - HISTORY AND LAW Status: Registered Due: No Due Date Training Hours: 1 hrs This online module provides an overview of history, law, and terminology related to equality, diversity, and inclusion in employment.</p> <p>Launch</p> <p>Launch View Training Details</p>
11	Once you have successfully completed all 6 of the EEODF ONLINE MODULES, wait 24 hours before selecting EEODF INSTRUCTOR-LED SESSION from the curriculum menu.	 <p>Equal Employment Opportunity and Diversity Fundamentals (EEODF) V3</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> EEODF ONLINE MODULES <input type="radio"/> EEODF INSTRUCTOR-LED SESSION <input type="radio"/> EEODF ONLINE ASSESSMENT
12	After selecting EEODF INSTRUCTOR-LED SESSION, select Activate button.	 <p>Equal Employment Opportunity and Diversity Fundamentals (EEODF) (Instructor-led Portion) Status: Not Activated Due: No Due Date Training Hours: 8 hrs Important Note: All online modules and the assessment (test) must be completed within the curriculum before you attend an available classroom...</p> <p>Activate</p>

13	<p>Select Select Session button to browse for a session to attend.</p> <p>Note: If you did not wait 24 hours after completing the online modules, there will be no sessions for you to select.</p>	
14	<p>Once you identify a session to attend, select the Request button to the right of the session.</p> <p>Note: Space availability (i.e., the number of "Seats Available," "Waitlist") is displayed for each session.</p>	
15	<p>Once you have attended an instructor-led session and the <i>roster has been processed</i>, you will be able to access the assessment.</p> <p>Select EEODF ONLINE ASSESSMENT from the curriculum menu.</p> <p>Note: You have 90 minutes to complete the assessment and 3 attempts to pass with a score of 70% or better.</p>	
16	<p>Once you select EEODF ONLINE ASSESSMENT, select Activate button.</p>	
17	<p>After selecting Activate button, select Launch Test button.</p>	

18	After selecting an answer for all questions, select Summary button at the bottom of the page.	
19	From the Summary page select Submit Final Answers button.	
20	After submitting answers, you will see a test results screen. You have an option to Print your test results or select Done .	
21	<p>Once you have successfully completed the EEODF ONLINE MODULES, EEODF INSTRUCTOR-LED SESSION, and EEODF ONLINE ASSESSMENT, the curriculum will move to your “Completed” transcript in the NC Learning Center.</p> <p>You may view or print your certificate of completion by selecting View Certificate button to the right of the training item on your Completed transcript.</p>	