Learning Management System Training for **Extended Enterprise Users (Universities)**
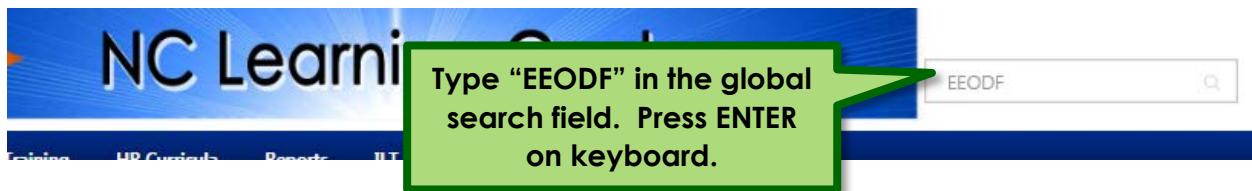**Equal Employment Opportunity and Diversity Fundamentals Curriculum Instructions**

COURSE CURRICULUM REQUIREMENTS: (All learning objects must be completed in a sequence within the curriculum. *Example: You cannot register for a class session before you complete the online modules and assessment.*

1. **Register for the EEODF curriculum.**

2. **Complete all online course modules within the curriculum first.**

3. **Complete the assessment (test) second. Must pass with at least 70%, with 3 attempts.**

4. **Register to attend the classroom portion as the last step.**

EE User Step 1
Go to **https://ncgov.csod.com** to login or to create an account. Please use your university email address when creating the account. Once you are logged in the system, continue with Step 2 below.

EE User Step 2

NC Learning

Type "EEODF" in the global search field. Press ENTER on keyboard.

EEODF

Training   HR Curricula   Reports   ILT

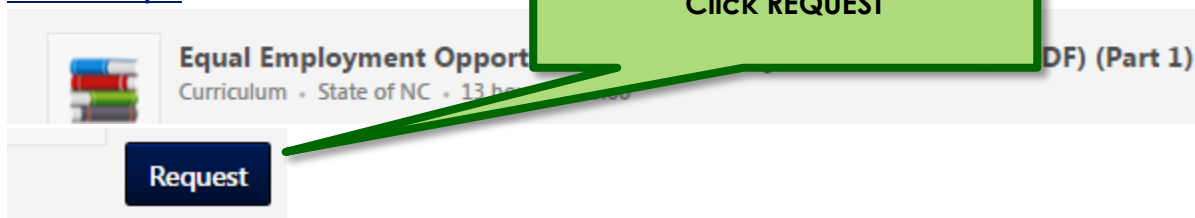**EE User Step 3**

Click on the training title.

Training results (1)

Equal Employment Opportunity and Diversity Fundamentals
(EEODF) (Part 1)
Curriculum | State of NC | Total Price $0.00
This training is ONLY for Managers and Supervisors.*Important Note: All online modules and the assessment must be completed before you have the option to register for an available classroom session. Equal Employment Opportunity and Diversity Fundamentals:This course, as mandated by G.S. 126.16.1, is required for all state governmen...

EE User Step 4

Click REQUEST

Equal Employment Opport   DF) **(Part 1)**
Curriculum · State of NC · 13 he

Request

EE User Step 5

OSHR EEOI Extended Enterprise Request Form
Please complete this form using your agency or university information such as email, phone number, agency name, etc.

OSHR EEOI Extended Enterprise Request Form Details

Your Full Name:	
Agency/University Name:	
Business/Work Email Address:	
Work Phone (include area code):	

Demographic Data - This information is voluntary and is gathered for reporting only.:

- ☐ Female
- ☐ White (Not of Hispanic origin)
- ☐ Black (Not of Hispanic origin)
- ☐ Hispanic
- ☐ Asian/Pacific Islander
- ☐ American Indian/Alaskan Native
- ☐ Other

Do you supervise frontline employees?: ○ Yes ● No

Do you supervise other supervisors?: ○ Yes ● No

Special Needs:
- ☐ Handicap Access
- ☐ Visually Impaired
- ☐ Hearing Impaired
- ☐ Other

> To request this curriculum, you will be prompted to complete this form for mandated state reporting purposes. Please complete and submit.

EEODF Test Event Session
Due: No Due Date   Status: Pending Approval

> The status changes to "Pending Approval" (the request goes to the Office of State Human Resources [OSHR] for approval).

Equal Employment Opportunity and Diversity Fundamentals
Due: No Due Date   Status: Registered

> The status changes to "Registered" once approved.

EE User Step 6

Equal Employment ... **tals**
Due: No Due Date   Stat...

> Click OPEN CURRICULUM.

Open Curriculum ▼

EE User Step 7

Equal Employment Opportunity and Diversity Fundamentals (EEODF) (Part 1)

- ✔ REFERENCE MATERIAL
- ○ MANDATED ONLINE TRAINING MODULES
- ○ TESTING
- ○ CLASSROOM TRAIN...

1991 are strongly enc...

This course is designe... employment opportu... managers/supervisors...

The course is offered ... led classroom training...

• Explain equal empl...
• Understand st...
• Describe f...
laws;
• E...
...prevent
...derstand employ...
and
• Create/maintain an inclusive and productive environment where all employees feel valued and respected; and
• Identify best practices for working in a diverse work environment.

...ate equal ...ide

...ay of instructor-

...y to EEO;
...workplace;
...ment of these

...and practices;

> The curriculum sections are shown here. To receive a status of completed for the curriculum, all sections must be completed. Click on each section to open.

Reference Material
Completed: 0   Min Required: 0   Total Items: 1   [View Details]

[View Details]

> Or click VIEW DETAILS to open a section and view the learning objects within the section.

[View Details]

Classroom Training
Completed: 0   Min Required: 1   Total Items: 1   [View Details]

EE User Step 8

QRT - How to Launch and Revie...
Status: Not Activated   Due: No Due Date

> Click ACTIVATE.

Activate ▾

QRT - How to Lau...
Status: Registered   Du...

> Click LAUNCH for the material or online course to open.

Launch ▾

QRT - How to Lau...
Status: In Progress   Du...

> Click MARK COMPLETE, if prompted.

Mark Complete ▾

EE User Step 9

Once all online courses have been completed, and the assessment (test) has been passed, the system will allow you to select a classroom session to attend to complete your training curriculum.

Equal Employment Opportunity (EEODF) (Part 2)
Status: Not Activated   Due: No Due Date   Training Hours: 8 hrs
This course requires you to register for the EEODF Curriculum prior to requesting a session to attend. No exceptions will be approved. Equal Employment Opportunity...

> Click ACTIVATE.

Activate ▾

Equal Employment Opportunity and (EEODF) (Part 2)
Status: Pending Approval   Due: No Due...
This course requires you to register for the EEO... session to attend. No exceptions will be approved. Equal Employment Opportunity...

> Status is "Pending Approval", waiting for your OSHR to approve.

View Training D... ▾

Equal Employment Opportunit... (EEODF) (Part 2)
Status: Approved   Due: No Due Date   T...
This course requires you to register for the EEODF Curriculum prior to requesting a session to attend. No exceptions will be approved. Equal Employment Opportun...

> Once approved by OSHR status changes to "Approved".

Select Session ▾

> Click SELECT SESSION.

Session Details   135484   20   0   Request
10/7/2016 (Friday) 10/7/2016 (Friday)
8:00 AM   5:00 PM
Duration: 09:00
Location: Personnel Development Center - Coastal F...
                   Raleigh, NC 27603 , Office of State Huma...
Language(s): English (US)

> Click REQUEST to select a classroom session offering available and near you.

Equal Employment Opportunity and Diversity Fundamentals (EEODF) (Part 2)
Status: Registered   Due: N...
This course requires you to register for the EEODF Curriculum prior to requesting a session to attend. No exceptions will be approved. Equal Employment Opportunity...

> The status is now "Registered".

View Training D... ▾

Important Note:

Equal Employment Opportunity and Diversity Fundamentals (EEODF) (Part 2)
Status...
***This...
sessio...

View Training D... ▾
  Withdraw
  View Training Details

> If you cannot attend the session, please WITHDRAW as soon as possible, and select another session to attend from your transcript.