

## QUICK REFERENCE GUIDE

Learning Management System Training for **State Employees**  
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 EEOFDF 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.

### Employee Step 1

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

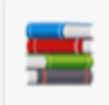
This training is only made available in the catalog for managers/supervisors as listed in BEACON. If you are not a manager or supervisor in BEACON, you will not find the training.

### Employee Step 2

Training results (1)

 **Equal Employment Opportunity and Diversity Fundamentals (EEOFDF) (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 governmenten...

### Employee Step 3

 **Equal Employment Opportunity and Diversity Fundamentals (EEOFDF) (Part 1)**  
Curriculum - State of NC | 1 hour

**Request** **Assign**

Click REQUEST (the curriculum is pre-approved; it does not go to your supervisor for approval)

Click ASSIGN if you wish to assign this to one of your subordinates, who is not a manager/supervisor in BEACON, but requires this training per your internal business processes.

### Employee Step 4

Active ▾ By Date Added ▾ All Types ▾ Search for training 🔍

Search Results (26)  Hide Certified Certification

**Equal Employment Opportunity and Diversity Fundamentals ...**  
Due: No Due Date Status: Registered **Open Curriculum** ▾

It is now on your transcript in "Registered" status. Click on OPEN CURRICULUM.

### Employee Step 5

**Equal Employment Opportunity and Diversity Fundamentals (EODF) (Part 1)**

- REFERENCE MATERIAL
- MANDATED ONLINE TRAINING MODULES
- TESTING
- CLASSROOM TRAINING

This course is designed to help employees and supervisors understand federal and state equal employment laws and regulations. The course design will also provide information on how to effectively manage and supervise a diverse workforce.

The course includes a final assessment and one full day of instructor-led classroom training. The course is designed to help employees and supervisors understand federal and state equal employment laws and regulations. The course design will also provide information on how to effectively manage and supervise a diverse workforce.

- Explain the federal and state laws related to EEO and the scope and responsibilities of supervisors/managers for enforcement of these laws;
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Completed: 0 Min Required: 0 Total Items: 1 **View Details**

**Mandated Online Training Modules** ⓘ  
Completed: 0 Min Required: 7 Total Items: 7 **View Details**

**Testing** ⓘ  
Completed: 0 Min Required: 1 Total Items: 1 **View Details**

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

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.

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

### Employee Step 6

**QRT - How to Launch**  
Status: Not Activated **Activate** ▾

**QRT - How to Launch**  
Status: Registered **Launch** ▾

**QRT - How to Launch**  
Status: In Progress **Mark Complete** ▾

Click ACTIVATE to start working on a learning object.

Click LAUNCH for the material or online course to open.

Click MARK COMPLETE, if prompted.

## Employee Step 7

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

**\*Note** – your supervisor will be required to approve the session request prior to being registered.

The screenshot displays a list of training courses with their status and associated actions. Green callout boxes provide instructions for each step:

- Not Activated:** A callout box says "Click ACTIVATE." pointing to the "Activate" button.
- Pending Approval:** A callout box says "Status is 'Pending Approval', waiting for your supervisor to approve." pointing to the "View Training D..." button.
- Approved:** A callout box says "Once approved by supervisor, status changes to 'Approved'." pointing to the "Select Session" button. Another callout box says "Click SELECT SESSION." pointing to the "Select Session" button.
- Session Details:** A callout box says "Click REQUEST to select a classroom session offering near you." pointing to the "Request" button in the session details table.
- Registered:** A callout box says "The status is now 'Registered'." pointing to the "View Training D..." button.

**Session Details Table:**

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 Road, Raleigh, NC 27603, Office of State Human Resources				
Language(s): English (US)				

**Important Note:** If you cannot attend the session, please WITHDRAW as soon as possible, and select another session to attend from your transcript. This note is associated with the "Withdraw" option in the dropdown menu for the "Registered" course.