Step by step instructions for registering for P&C classes by "Beacon" employees.

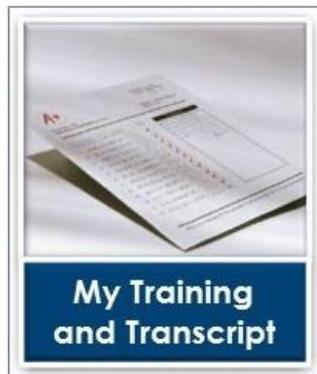**Step 1**: Log into Beacon at https://mybeacon.its.state.nc.us/irj/portal

Step 2: Select the Learning tab and click Submit to log into the NC Learning Center

Step 3: Once logged in, you will see the home page. Simply enter P&C into the Search Bar and click the search button or press enter:

Step 4: Click on the title of the training you are interested in to view available sessions:

Training results (4)

E-Quote
Click on name of training to view list of available class dates to choose from.

Event | Administration, Dept. of | $0.00

Course provides hands on computer training in the how to create and solicit quotations from E-procurement regesterd vendors.

E-Procurement
Event | Administration, Dept. of | $0.00

This course provides hands on computer training in the use of the E-procurement System. Learn system navigation, create and approve requisitions, purchase orders, receive goods, explore statewide term contract catalogs, create folders, save searches and other special features and benefits.

North Carolina Procurement
Event | Administration, Dept. of | $0.00

North Carolina Procurement is designed for purchasing staff employed at state agencies, community colleges, and universities who are governed by Article 3 of the North Carolina General Statutes. This course provides a comprehensive overview of the procurement process. The content of this course includes the following topics: basic princ...

North Carolina Contract Administration and Monitoring
Event | Administration, Dept. of | $0.00

North Carolina Contract Administration and Monitoring is designed for employees at state agencies, community colleges and universities who are responsible for the effective management of contracts. The content of this course includes the following topics: contract administration principles, terminology, roles and responsibilities of contract ...

Step 5: Scroll down and view the available class dates. To register for a class, choose register from the drop down option for that class:

Available Sessions (4)	Available / Waitlist	Actions
53955 - Session Details Session · Administration, Dept. of · 3 hours · $0.00 Wake Technical Community College Public Safety Campus Room 1407, Administration, Dept. of **Starts** **Ends** 9/18/2014 - 9:00 AM 9/18/2014 - 12:00 PM English (US)	15/0	Request ▼
55387 - Session Details Session · Administration, Dept. of · 3 hours · $0.00 Wake Technical Community College Public Safety Campus Room 1407, Administration, Dept. of **Starts** **Ends** 10/9/2014 - 9:00 AM 10/9/2014 - 12:00 PM English (US)	17/0	Request ▼ Request
55390 - Session Details Session · Administration, Dept. of · 3 hours · $0.00 Wake Technical Community College Public Safety Campus Room 1407, Administration, Dept.	13/0	Request ▼

Step 6: Your registration request will be processed <u>and must be approved by your manager</u>. You will be notified if your registration has been approved.