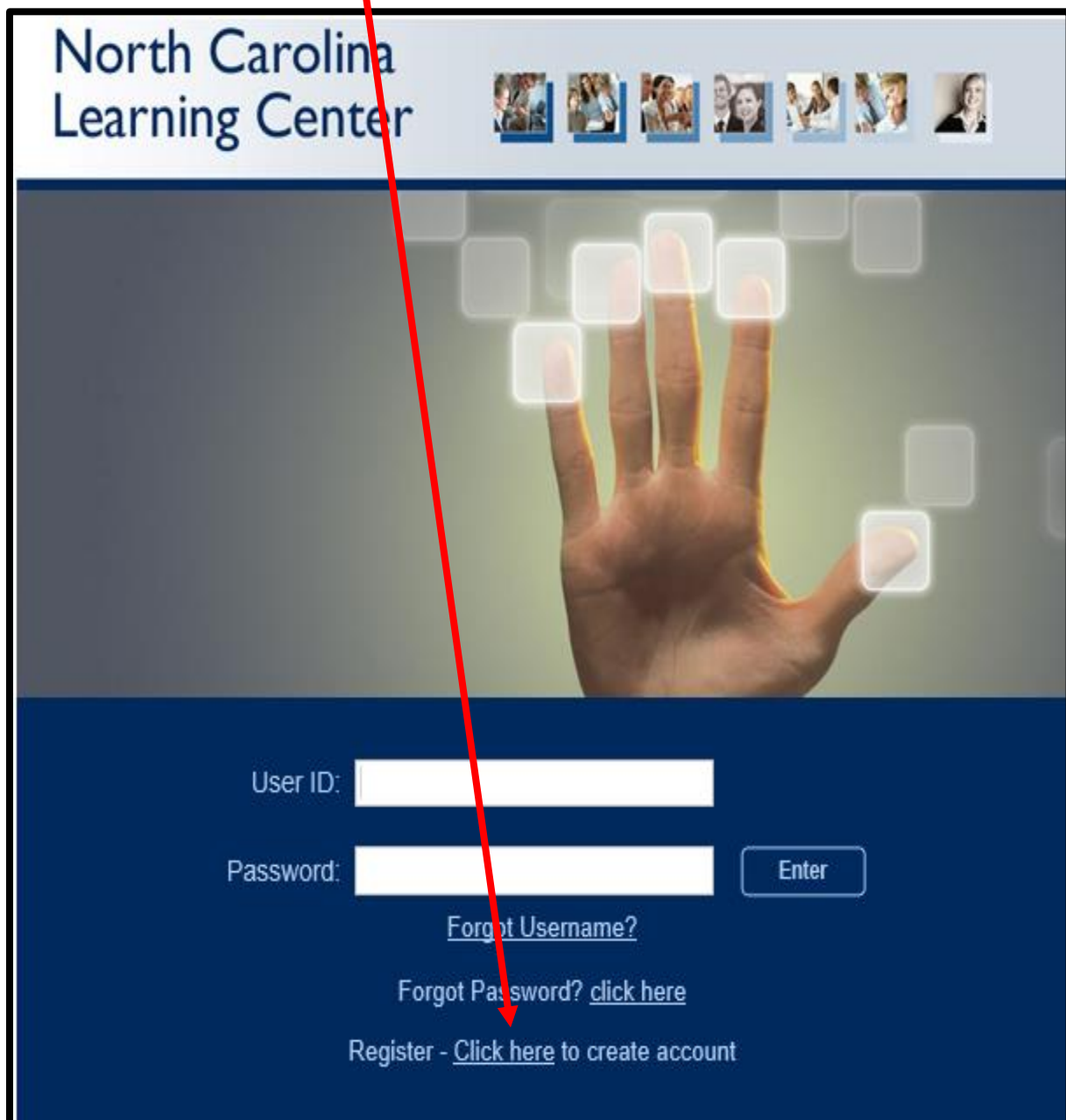


Instructions for User Administrators Registering for CJLEADS User Administration Class thru LMS

Log into: <https://ncgov.csod.com>

Page Displays - Location where you will Create Your End User's Training
Account (in old system it was creating your student list)

Go to: Register – Click here to create account



North Carolina
Learning Center

User ID:

Password:

[Forgot Username?](#)

[Forgot Password? click here](#)

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

Welcome NC Learning Center Page Displayed



IF YOU HAVE AN EXISTING ACCOUNT:

- Do NOT create a new account
- Click the "Forgot Username" or "Forgot Password" links on the login page as needed
- For additional assistance, have your Agency/University Training Contact, or EEO Program Administrator contact the OSHR LMS Support team

* Required Field

* First Name:

* Last Name:

* Email Address:

* Phone:

* User ID:

ENTER: End User's Name

First Name

Last Name

Email Address

Phone Number

User ID: Email Address/ LMS User ID

EE Code (Enter code if provided one)

EE Code: CJLEADS -

SELECT AS

Administrative Office of the Courts
Community College System of NC
Dept. of Administration
Dept. of Agriculture
Dept. of Commerce
Dept. of Environmental Quality
Dept. of Health and Human Services
Dept. of Information Technology
Dept. of Insurance
Dept. of Justice
Dept. of Labor
Dept. of Military & Veterans Affairs
Dept. of Natural & Cultural Resources
Dept. of Public Instruction
Dept. of Public Safety
Dept. of Revenue
Dept. of State Treasurer
Dept. of Transportation
Elections
Ethics
Guardian Ad Litem
Lottery
Office of Administrative Hearings
Office of Governor
Office of State Budget & Management
Office of State Controller
Office of State Human Resources
School of Science & Math
Secretary of State
State Auditor

* Category:

* Association:

SELECT AS SHOWN

Select
Associated State Agency
Local Government
University
Community College

* Passwords must contain both upper and lower case letters.

* Passwords must contain alpha and numeric characters.

* Passwords must be 8 - 20 characters.

* Passwords cannot have leading or trailing spaces.

* Passwords cannot be the same as the Username, User ID, or email address.

* New password

Create a Password

* Confirm password

Already a user? [Login here](#)
Return to Browsing? [Click here](#)

[Cancel](#)

[Log In](#)

Examples on Password Creation: **Create a Generic Password**

Your Department Name and a Number

Mountainpd2 (pd – police department)

Mountainso3 (so – sheriff's office)

Make sure that you put the category as Associated State Agency and association as Dept. or Information Technology. This ensures that we pay the training bill and not your agency.

Note: Left Side of Page – Your Transcript Section

No Assigned Training



Type: cileads or dit (space) cileads in one of the Filter Search Fields... (not necessary to type in both)


Displays Search Results:

Global Search


Refine search

Search


Training results (4)




DIT CJLEADS User Administrator Training
Event | Information Technology (ITS) | \$0.00
*****IMPORTANT***** This training must be instructed by a DIT GDAC **CJLEADS** Instructor.**CJLEADS** (Criminal Justice Law Enforcement Automated Data Services)An email with class/login information will be sent by the instructor the day before class.THE PURPOSE OF THIS COURSE IS TO PROVIDE INSTRUCTION AND DOCUMENT TRAINING FOR AGENCY ADMINISTRATO...



DIT CJLEADS Train the Trainer Update
Event | Information Technology (ITS) | \$0.00
CJLEADS is a program that is often updated either by the needs of Department of Information Technology or our users around the state. For every update release for **CJLEADS** a block of instruction must be given to trainers that have been certified by the NCDIT GDAC training section. This will ensure that the most correct and current information is tau...



DIT CJLEADS (End User Training) Judicial Only
Event | Information Technology (ITS) | \$0.00
*****IMPORTANT***** This training must be instructed by a **CJLEADS** Instructor with the assigned specialty.**CJLEADS** (Criminal Justice Law Enforcement Automated Data Services) Prior to taking this course agency **CJLEADS** administrators must have granted **CJLEADS** access permission and assigned a role in the **CJLEADS** User Administration Utility Admin To...



DIT CJLEADS (End User Training) Law Enforcement Only
Event | Information Technology (ITS) | \$0.00
*****IMPORTANT***** This training must be instructed by a **CJLEADS** Instructor with the assigned specialty.**CJLEADS** (Criminal Justice Law Enforcement Automated Data Services) Prior to taking this course agency **CJLEADS** administrators must have granted **CJLEADS** access permission and assigned a role in the **CJLEADS** User Administration Utility Admin To...


Choose Appropriate Training -- DIT CJLEADS User Administrator Training

Global Search


Refine search

Search

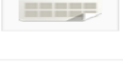
Training results (4)




DIT CJLEADS User Administrator Training
Event | Information Technology (ITS) | \$0.00
*****IMPORTANT***** This training must be instructed by a DIT GDAC **CJLEADS** Instructor.**CJLEADS** (Criminal Justice Law Enforcement Automated Data Services)An email with class/login information will be sent by the instructor the day before class.THE PURPOSE OF THIS COURSE IS TO PROVIDE INSTRUCTION AND DOCUMENT TRAINING FOR AGENCY ADMINISTRATO...



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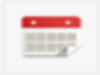
DIT CJLEADS (End User Training) Law Enforcement Only
Event | Information Technology (ITS) | \$0.00
*****IMPORTANT***** This training must be instructed by a **CJLEADS** Instructor with the assigned specialty.**CJLEADS** (Criminal Justice Law Enforcement Automated Data Services) Prior to taking this course agency **CJLEADS** administrators must have granted **CJLEADS** access permission and assigned a role in the **CJLEADS** User Administration Utility Admin To...

Displays Training Details -- CJLEADS On-Line Class Listings

Training Details Lists: Class # (221357) & Title
 Location: On-Line – WebEx
 Date & Time
 Class Availability

Click: Request to automatically register for the session you wish to attend

Training Details



DIT CJLEADS (End User Training) Law Enforcement Only

Event • Information Technology (ITS) • 4 hours • \$0.00

*****IMPORTANT***** This training must be instructed by a CJLEADS Instructor with the assigned specialty.

CJLEADS (Criminal Justice Law Enforcement Automated Data Services)

Prior to taking this course agency CJLEADS administrators must have granted CJLEADS access permission and assigned a role in the CJLEADS User Administration Utility Admin Tool.

This class closes 72 hours before scheduled to start. The user must complete MFA registration before this close time. The link for this is:

<https://mfaportal.nc.gov/userportal>

An email with class/login information will be sent by the instructor the day before class.

THE PURPOSE OF THIS COURSE IS TO PROVIDE SKILLS AND DOCUMENT TRAINING FOR USERS OF THIS PROGRAM. TRAINING WILL ALLOW AUTHORIZED USERS TO ACCESS RECORDS FROM MULTIPLE CRIMINAL JUSTICE AGENCIES.

Sessions

Details

Show

Available ▼



228091 - Forsyth County SO Only

Session • Information Technology (ITS) • 4 hours • \$0.00

20 Openings Available

Request ▼

Location

Forsyth County Sheriff's Office Indoor Training Facility,
Transportation

Duration

7/20/2018, 1:00 PM - 7/20/2018, 5:00 PM

English (US)



229195 - DCC Only

Session • Information Technology (ITS) • 4 hours • \$0.00

12 Openings Available

Request ▼

Location

OPUS Eastern Region (Greenville), DPS - OPUS Training
Sites, Public Safety (DPS)

Duration

7/23/2018, 9:30 AM - 7/23/2018, 1:30 PM

English (US)



221357 - Session Details

Session • Information Technology (ITS) • 4 hours • \$0.00

No Seats Available

Request ▼

Location

WebEx - Online training, Department of Information
Technology (DIT)

Duration

7/25/2018, 9:00 AM - 7/25/2018, 1:00 PM

English (US)



227586 - Session Details

Session • Information Technology (ITS) • 4 hours • \$0.00

No Seats Available

Request ▼

Location

WebEx - Online training, Department of Information

Duration

7/26/2018, 9:00 AM - 7/26/2018, 1:00 PM