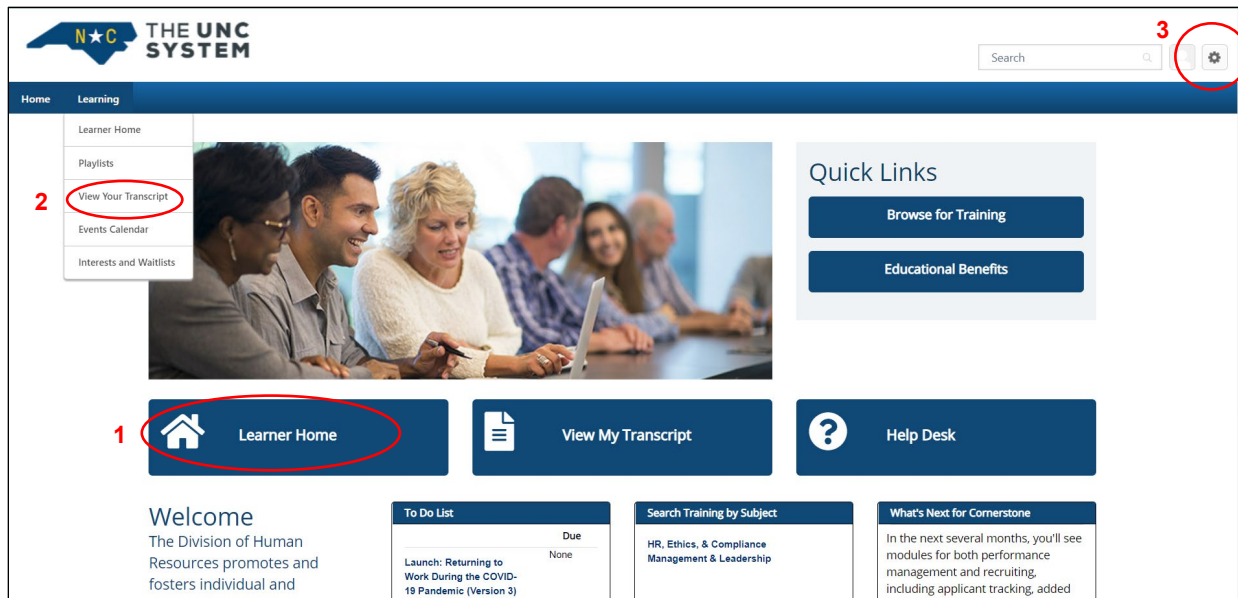


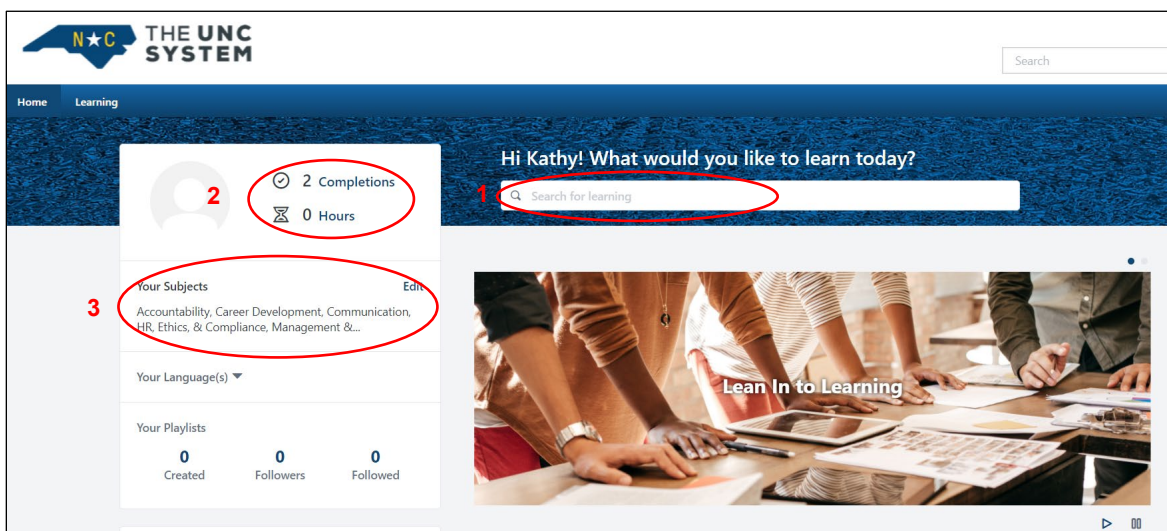
Sign In: Click the Talent@System Office tile on the MyApps page (or use the direct link: <https://northcarolina.csod.com/samldefault.aspx?ouid=1>). Sign in with your System Office ID and password.

Welcome Page: You will enter Talent@System Office at the Welcome Page. As additional modules are built out, you will access all areas of the system here. For now, (1) click on the Learner Home button. On the navigation bar, (2) hover over Learning to access your transcript.

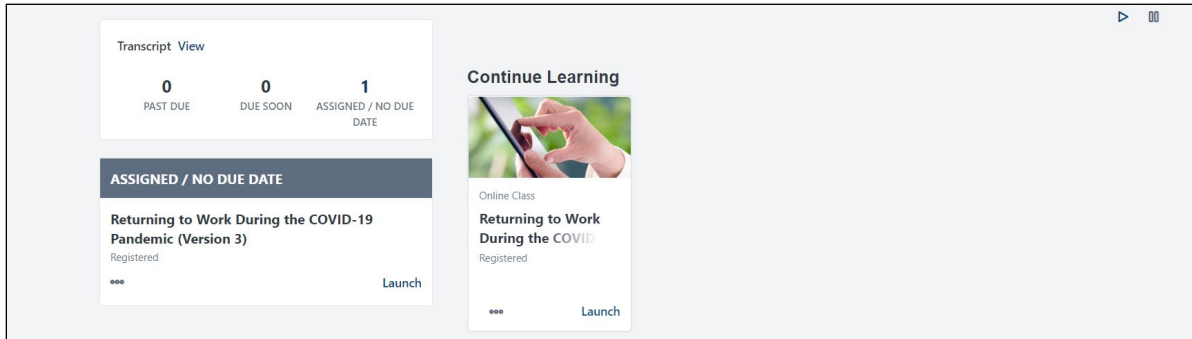
You can access Help from any page by (3) hovering over the gear in the upper right corner by the Search bar, and clicking Help.



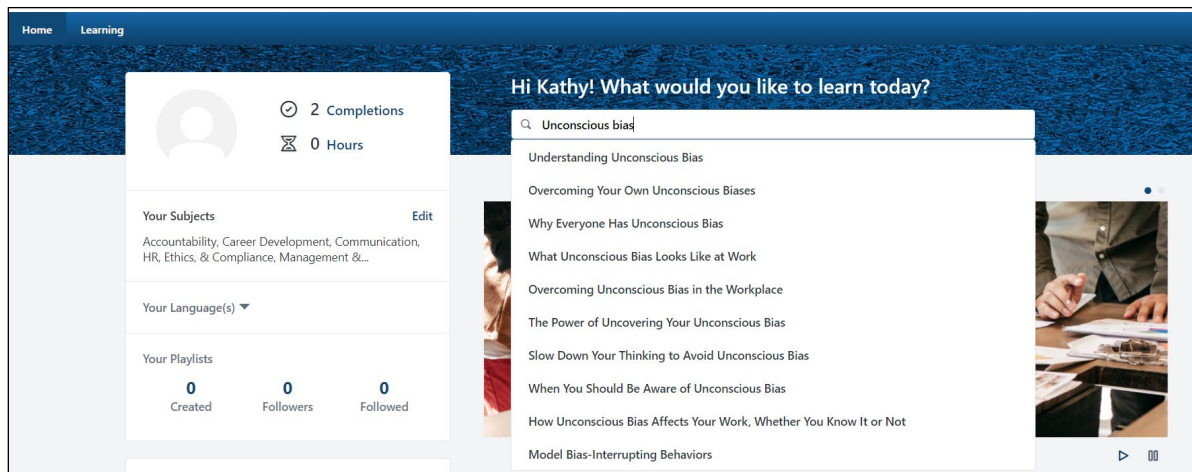
Learner Home: The Learner Home page is your central hub to the learning management system. From this page, you can (1) search for training by title or keyword; (2) view the amount of training you've completed during the calendar year; and (3) choose subjects of particular interest. Selecting specific subjects will help the system suggest trainings for you in the future.



Scroll down the Learner Home page and you will see any trainings that have been assigned to you. Programs can be assigned by your manager or by an administrator on behalf of the System Office – for example, mandatory compliance training. You can launch any assigned training programs directly from Learner Home.



Searching for Training: Type a specific word (such as communication) or area of interest (business writing) into the search bar on the Learner Home page. In this example, we’re searching the term “unconscious bias” – several programs appear in the search returns.



Select a training from your search returns and click on it. You’ll go to a page that provides a description of the course and the length. Click Launch to begin the course.

