

Learning Gateway Navigation Guide

North Carolina DSS and DHHS staff members who use NC FAST can take training courses and track required training from this site, the *NC FAST Learning Gateway*. After you have completed training courses, you can return to the site to review training materials and/or to re-take lessons and WBTs.

Setting Up Your Account

You will need to create a new account in the *NC FAST Learning Gateway* if you have not already been registered. Begin by opening a web browser and navigating to <https://ncfasttraining.nc.gov>.

Username and Password

In the navigation menu at the top of the page, click **Create New Account**. You will be asked to choose a username. This must be unique and all lower case. It is recommended you use your first name, a dot or period, and your last name. Enter a valid password. Be sure to remember your user name and password for future reference.

▼ Choose your username and password

Username*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Password*

 Unmask

Email Address

▼ More details

Email address*

Email (again)*

An email address is required and must be unique. For system security, you may only use an email address from an approved domain (*like @dhhs.nc.gov*). All county DSS office email domains are allowed. Domains from *Yahoo mail*, *Gmail*, education institutions, etc. cannot be used. If your email address is not accepted by the system, and it is a valid workplace email account, please notify your County Champion so he or she can contact the *NC FAST Learning Gateway* support staff and request an update to our authentication system.

Automatic Course Enrollment

You will be asked several important questions when setting up your account. If you work in a county DSS office, the most critical set of questions is located under the section entitled “*Which tasks do you routinely perform?*” **The answers to these questions are used to automatically enroll you in courses specific to your job duties.**

If you have a change in work duties (for example, you are promoted to a supervisory role), you may edit your profile at a later date. Updating your answers to the questions will automatically enroll you in courses specific to your new role.

▼ Which tasks do you routinely perform? (answer 'Yes' to all that apply)

Get information from clients and send it on to workers?*

Choose... ▼

Process new applications?*

Choose... ▼

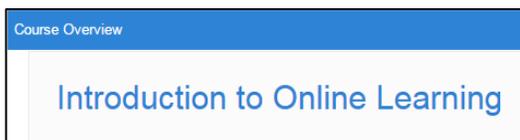
Please answer each of these questions carefully and accurately. If you incorrectly answer a question “Yes,” and complete the account setup process, you will be enrolled in one or more courses you are not required to take. Unfortunately, updating the answer to the questions in the profile will not remove you from the course. If this occurs, you will need to contact the *NC FAST Learning Gateway* support staff for assistance.

Once you have completed all the required fields, click **Create my new account** at the bottom of the page. A screen will appear informing you that will receive an email with instructions on how to complete the process and confirm your account. Once this is done, return to the *NC FAST Learning Gateway* and log in using your account information.



Dashboard

After logging in to the *NC FAST Learning Gateway*, click **My Courses** to access your individualized *Dashboard*. The *Dashboard* will consist of the courses in which you are currently enrolled. You were automatically enrolled in these courses based on the work tasks you indicated performing when you created your account.

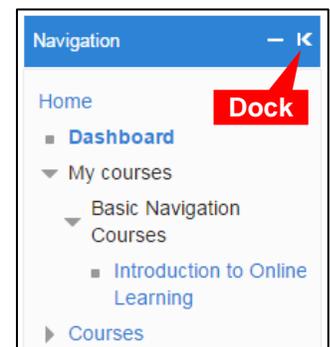


Some required courses may be unavailable until you have completed one or more prerequisites. If this is the case, those courses will display on your *Dashboard* once you have completed the prerequisite(s). To access a course, click the **course title**.

Blocks

The blocks will appear on the left and right sides of your screen when you are logged in to the system. If you prefer, you can “dock” these blocks to the border of the site by clicking the **dock icon** (see screenshot to the right).

The *Navigation* block allows you to quickly move around the *NC FAST Learning Gateway*. Clicking **Home** takes you to the front page of the site. Clicking the **toggle** next to *My courses*, then clicking the **course title** allows you to quickly access any course.



The *ELIS Administration* block contains useful information for managing your learning experience. Under *Reports* you can access Individual Course Progress and Individual User reports, which may be used to track your progress through your training.

Breadcrumbs

The *NC FAST Learning Gateway* allows you to use “breadcrumbs” to help you get back to places you have already been in the system without having to use the “back” button. Click any **hyperlink** in the breadcrumbs to quickly navigate to back to that section.

