Job Aid: Learning Gateway Account Update

Overview

The NC FAST Learning Gateway allows workers to create new accounts and be automatically enrolled in courses related to their work duties. Instructions for creating a new account are available in the Learning Gateway Navigation Guide on the Learning Gateway Home page (https://ncfasttraining.nc.gov/).

If a worker already has a Learning Gateway account, he or she must update their profile to ensure they will be enrolled in the correct courses. This job aid provides instructions to make the necessary updates.

Step-by-Step Instructions

1. Log into the NC FAST Learning Gateway (https://ncfasttraining.nc.gov/).
2. In the menu bar, click My Profile.
3. The user profile page displays. Click Edit Profile.
4. The Edit profile page displays.
5. Edit all necessary information.
   Example 1:
   a. Scroll to the section titled “Which tasks do you routinely perform?”
   b. Answer ‘Yes’ to all that apply.
   Example 2:
   a. In the section titled “In which programs do you currently work? (select all that apply),” select the appropriate check box.
6. Enter and select applicable data for all other required questions.
7. Click Update profile.
8. The updated user profile page displays. In the menu bar, click My Courses.
9. Review the Dashboard for any courses added as a result of the profile changes.