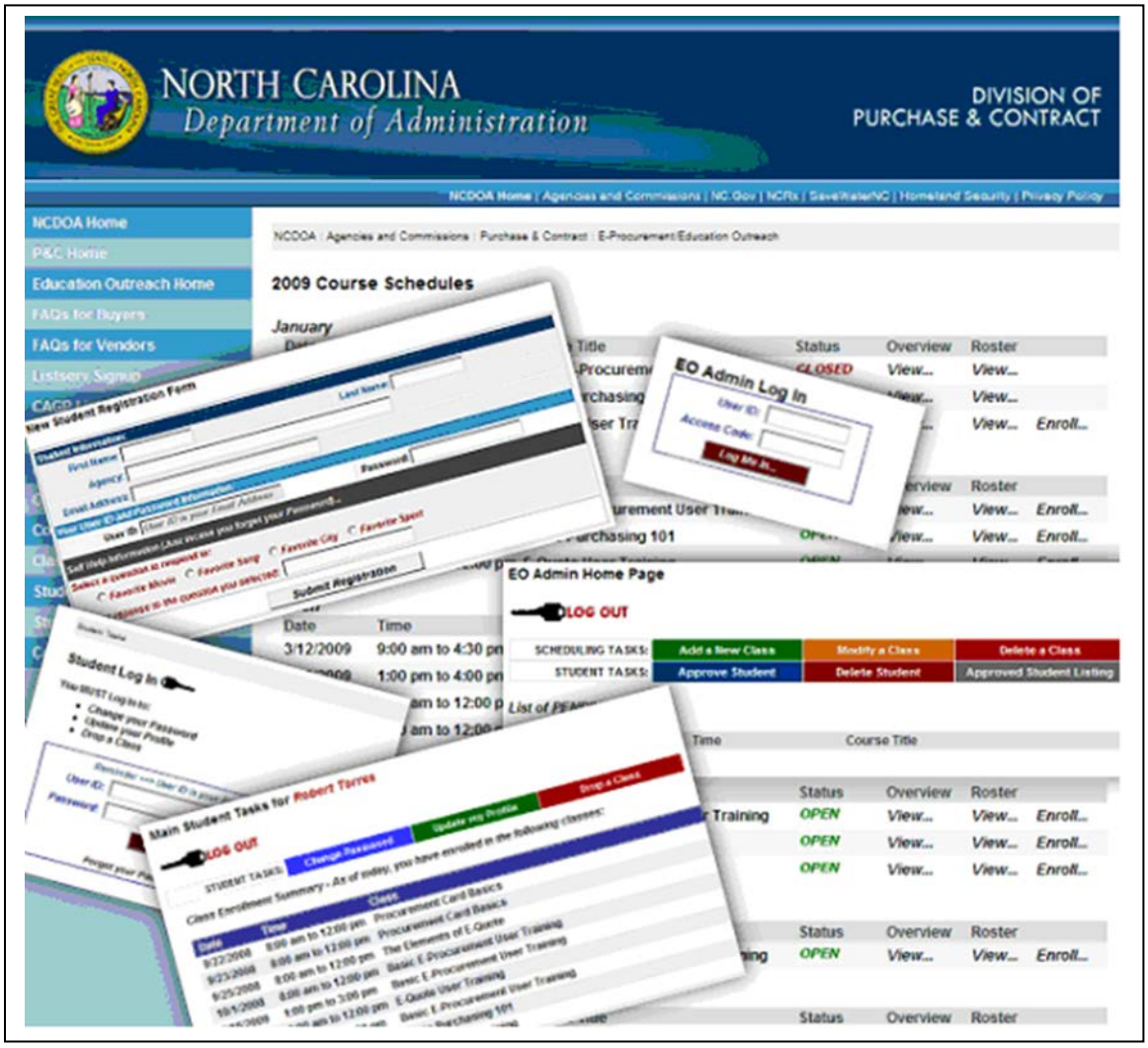
E-Procurement/Education Outreach
2011 Training

http://www.ncpandc.gov/EO/



Student's Guide

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The Purpose of this Guide

The purpose of this guide is to assist Students in performing all the tasks associated with using the E-Procurement/Education Outreach Training web site.

Reminder: All courses offered by the E-Procurement/Education Outreach Team are for State Agencies **ONLY** (Community Colleges, Departments, Institutions, Public Schools and Universities)

Student Registration

Every potential student must first register with the E-Procurement /Education Outreach Training Team. The Registration Form is available from the E-Procurement /Education Outreach Home Page:

http://www.ncpandc.gov/EO/

The **Registration Form** link is located the Navigation bar (**Student Registration**).

Or you point your browser directly to the **Registration Form**:

http://www.ncpandc.gov/EO/StudentRegistration.asp

Student Responsibilities

It will be the responsibility of ALL Students to:

- Manage/Change your Password and Self Help Information as needed.
- Maintain your Profile Information (update when needed)
- Drop enrollment of a course 3 Business days prior to its scheduled date.

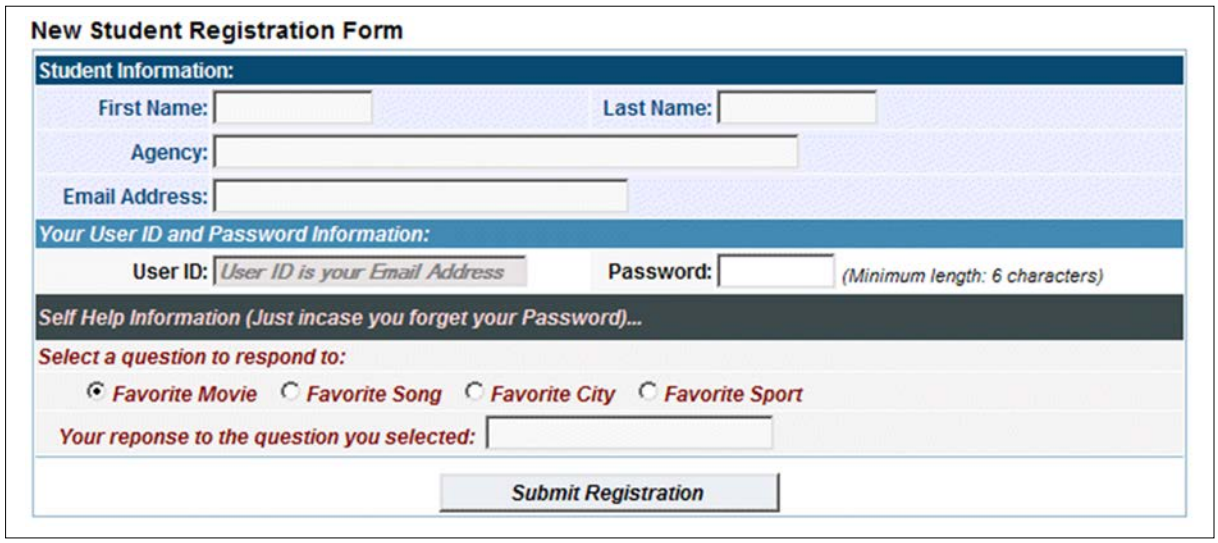
Registration Form

There are three (3) parts to the form:

Student Information: Is limited to your ***First*** and ***Last Name***, your ***Agency*** of employment and your ***Email Address***.

User ID and Password Information: To simplify this process, by default your email Address will be your **User ID**. Your **Password** can be any combination of characters not less than 6 in length.

Self Help Information: This information is to help you recover your lost or forgotten password. Please make sure you can select a question and response that will aid you in remembering your password.



IMPORTANT:
The E-Procurement Training Team will provide **limited** password recovery support to students. It is your responsibility to remember your ***'Self Help Information'***.

Approval Process

ONLY valid registrations submitted will be reviewed and receive an Email Approval Confirmation from the **E-Procurement/Education Outreach Team**.

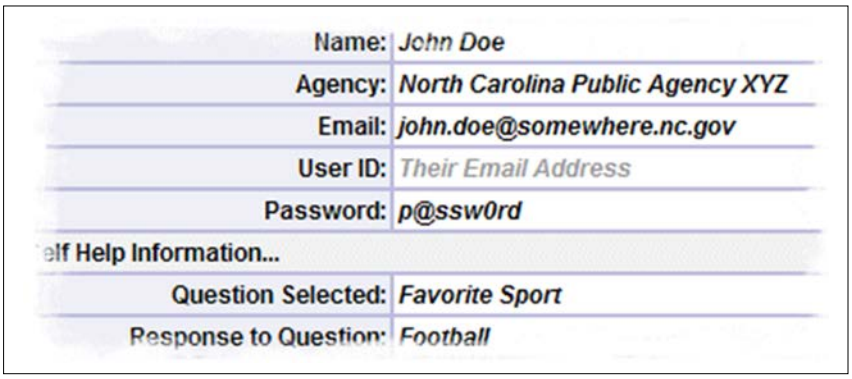
Reminder: All courses offered by the E-Procurement/Education Outreach Team are for State Agencies **ONLY** (Community Colleges, Departments, Institutions, Public Schools and Universities)

Email Confirmation

Within two (2) business days of submitting your registration, you will receive an email from the **E-Procurement Team.**

The email will return to you a copy of the information you submitted to register (refer to the example below).

Store this information is a safe place for future reference, if the needed arises.



Name:	*John Doe*
Agency:	*North Carolina Public Agency XYZ*
Email:	*john.doe@somewhere.nc.gov*
User ID:	*Their Email Address*
Password:	*p@ssw0rd*
elf Help Information...	
Question Selected:	*Favorite Sport*
Response to Question:	*Football*

Once you receive your confirmation, you can start enrolling in any of the **E-Procurement/Education Outreach Training Courses.**

Before you begin...

Before attempting to enroll in any course, please read the "***Student Tasks"*** section of this document in its entirety. Step-by-step instructions for performing all the tasks associated to using **the E-Procurement/Education Outreach Training web site** are covered in this section.

Student Tasks

There are four (4) main tasks.

- **Course Enrollment**
- ***Drop Enrollment from a Scheduled Course**
- ***Maintain Your Student Information**
- ***Password Recovery**

Note: ** With the exception of enrolling in a course, all Students **MUST** Log In to access these tasks.*

Step-by-step instructions of how to perform each of these tasks will be covered in this section.

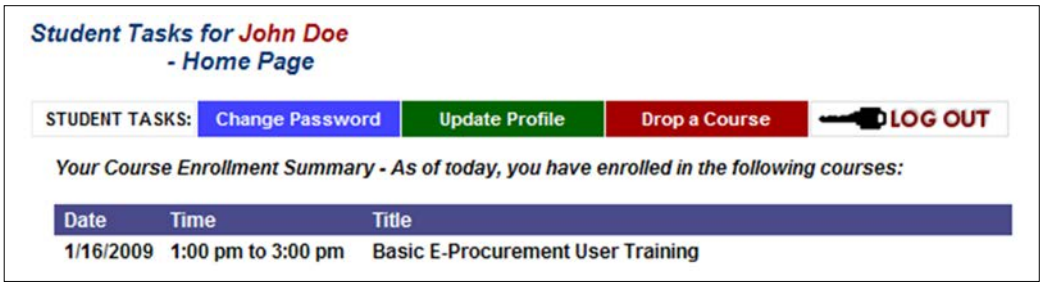
Student Log In

To Log In, do the following:

Step 1: Select the **Student Log In** text on the left navigation bar.

Step 2: Enter your **User ID** and **Password** in the Student Log In form and click the ***Log Me In…*** button.

Once logged in, you will have access to tasks necessary to change your password, update you profile and withdraw from any upcoming courses. Also available on this page will be a personal course summary. This summary lists all the courses to date that you've taken or plan to take.



Student Log Out

After completing any task that requires you to log in, please remember to Log out. At the far right of **STUDENTS TASKS** bar many of the task screens you will see the **LOG OUT** image. Click it when you are finished.

IMPORTANT!!

The system will be automatically log you out if you stop interacting with the web site (walk away from your PC), or browse out of a task screen (go to another web site before Logging Out).

Course Enrollment

All course enrollments are performed from the E-Procurement/Education Outreach Training '2009 Course Schedules' web page.

URL: http://www.ncpandc.gov/EO/ClassSchedules.asp

The Course Schedules web page

The **2009 Course Schedules'** web page lists (by month and date) all 2009 scheduled training.

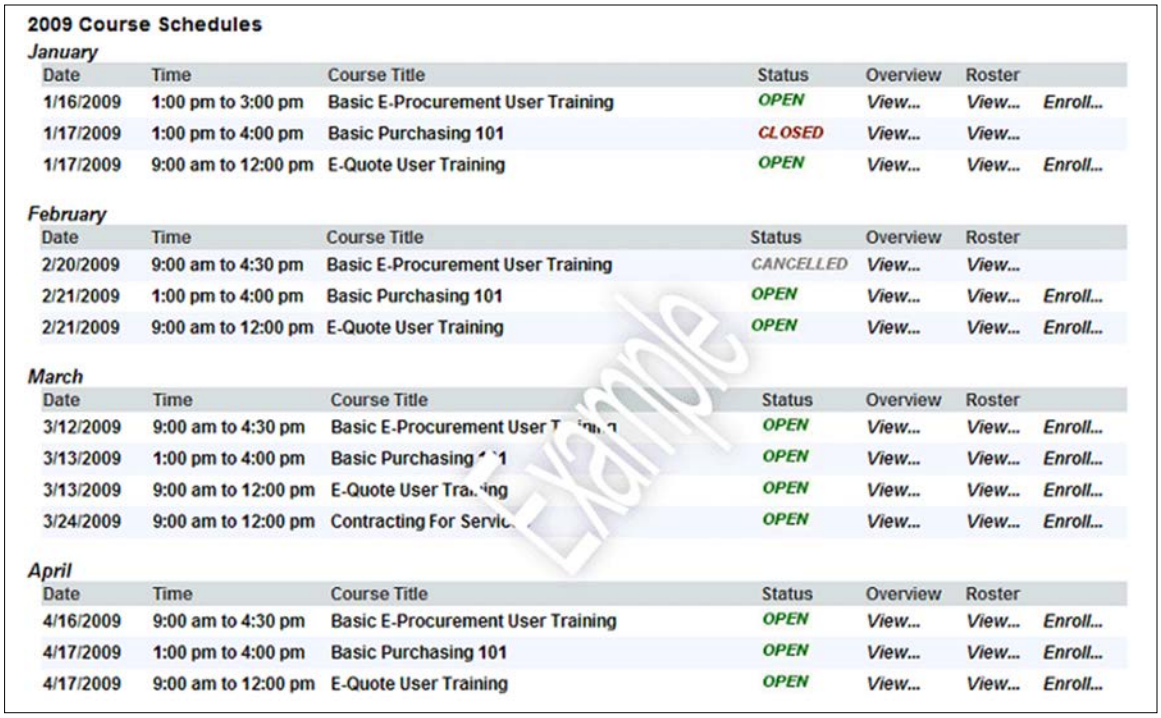
Courses are listed by **month** and sorted by their scheduled **Date, Time** and **Course Title.**

Course Schedule Updates

Additions and updates to individual courses and rosters will be frequent and may happen on a daily bases.

Both updates from the ***E-Procurement/Education Outreach Training Team*** and ***Students*** will effect the contents of this web page.

> ***E-Procurement/Education Outreach Training Team*** – Throughout the year, new courses will be added as well as changes made to currently scheduled courses (changes such as cancelling of a course, increasing the maximum students in a course, etc.).
>
> ***Students*** – A course's status will change from '***OPEN***' to '***CLOSED***' when a student's enrollment into that course brings the total of the courses roster equal to the courses **maximum student** number.
> If a student currently enrolled in this course drops their enrollment, this course will '**Reopen**' and the status of the course will change from '***CLOSED***' to '***OPEN***'.



2009 Course Schedules

January

Date	Time	Course Title	Status	Overview	Roster	
1/16/2009	1:00 pm to 3:00 pm	Basic E-Procurement User Training	OPEN	View...	View...	Enroll...
1/17/2009	1:00 pm to 4:00 pm	Basic Purchasing 101	CLOSED	View...	View...	
1/17/2009	9:00 am to 12:00 pm	E-Quote User Training	OPEN	View...	View...	Enroll...

February

Date	Time	Course Title	Status	Overview	Roster	
2/20/2009	9:00 am to 4:30 pm	Basic E-Procurement User Training	CANCELLED	View...	View...	
2/21/2009	1:00 pm to 4:00 pm	Basic Purchasing 101	OPEN	View...	View...	Enroll...
2/21/2009	9:00 am to 12:00 pm	E-Quote User Training	OPEN	View...	View...	Enroll...

March

Date	Time	Course Title	Status	Overview	Roster	
3/12/2009	9:00 am to 4:30 pm	Basic E-Procurement User Training	OPEN	View...	View...	Enroll...
3/13/2009	1:00 pm to 4:00 pm	Basic Purchasing 101	OPEN	View...	View...	Enroll...
3/13/2009	9:00 am to 12:00 pm	E-Quote User Training	OPEN	View...	View...	Enroll...
3/24/2009	9:00 am to 12:00 pm	Contracting For Service	OPEN	View...	View...	Enroll...

April

Date	Time	Course Title	Status	Overview	Roster	
4/16/2009	9:00 am to 4:30 pm	Basic E-Procurement User Training	OPEN	View...	View...	Enroll...
4/17/2009	1:00 pm to 4:00 pm	Basic Purchasing 101	OPEN	View...	View...	Enroll...
4/17/2009	9:00 am to 12:00 pm	E-Quote User Training	OPEN	View...	View...	Enroll...

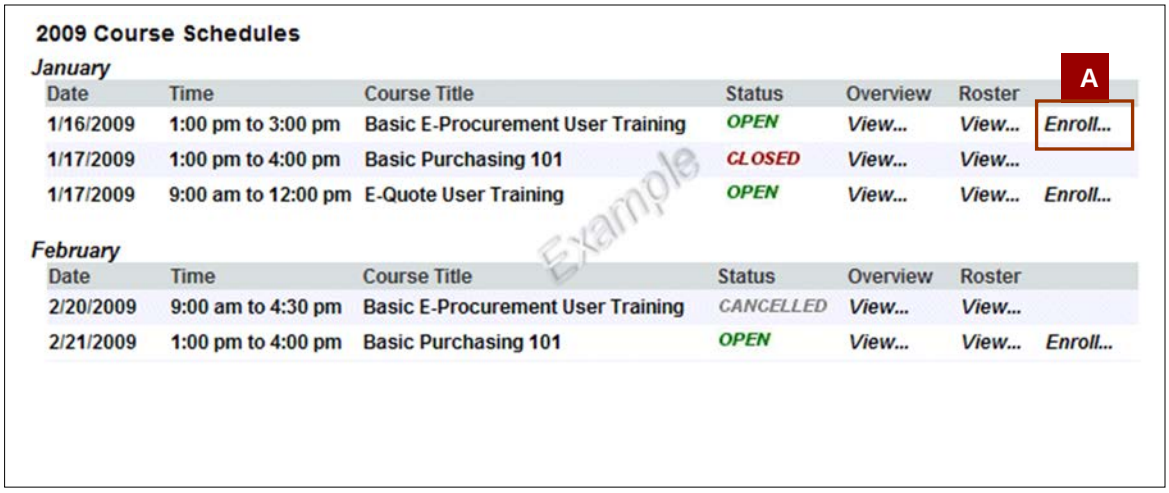
Example

Step-by-Step Enrollment Instructions

If you are not already at the **E-Procurement/Education Outreach Training 'Course Schedules'** web page, point your browser to:

URL: http://www.ncpandc.gov/EO/ClassSchedules.asp

The **Status** field tells you if the course is open for enrollment. If the **Status** of a course is '***OPEN***', the '***Enroll...***' text will display **A**.



2009 Course Schedules

January

Date	Time	Course Title	Status	Overview	Roster	A
1/16/2009	1:00 pm to 3:00 pm	Basic E-Procurement User Training	OPEN	View...	View...	Enroll...
1/17/2009	1:00 pm to 4:00 pm	Basic Purchasing 101	CLOSED	View...	View...	
1/17/2009	9:00 am to 12:00 pm	E-Quote User Training	OPEN	View...	View...	Enroll...

February

Date	Time	Course Title	Status	Overview	Roster	
2/20/2009	9:00 am to 4:30 pm	Basic E-Procurement User Training	CANCELLED	View...	View...	
2/21/2009	1:00 pm to 4:00 pm	Basic Purchasing 101	OPEN	View...	View...	Enroll...

Example

To enroll a course, do the following:

1st: Click the ***'Enroll...'*** text of the course. For example purposes, we will enroll into the **1/16/2009 Basic E-Procurement User Training** course. Selecting the text displays the enrollment form for the course.

2nd: Enter your **User ID** (this is your email address) in the ***User ID:*** field and your **Password** in the ***Password:*** field. Then click the **Enroll Me...** button. In this example, we will use **John Doe** as the student who is enrolling in this course.

Basic E-Procurement User Training **- Enrollment**

PLEASE READ!:

- *Only Students that have registered with us can enroll in our courses.*
- *If you haven't registered with us yet, Click this text...[REGISTRATION]*

Date:	1/16/2009
Time:	1:00 pm to 3:00 pm
Certificate:	N/A
Location:	Caswell Building, 200 West Jones Street, Raleigh, North Carolina
Instructor(s):	

Enrollment Form - To Enroll, Complete and Submit this Form...

Reminder ==> User ID is your Email Address.

User ID:

Password:

Enroll Me...

Forgot your Password..."CLICK HERE"

A successful enrollment will automatically return you to the **Course Schedules'** web page.

2009 Course Schedules

January

Date	Time	Course Title	Status	Overview	Roster	
1/16/2009	1:00 pm to 3:00 pm	Basic E-Procurement User Training	OPEN	View...	View...	Enroll...
1/17/2009	1:00 pm to 4:00 pm	Basic Purchasing 101	CLOSED	View...	View...	
1/17/2009	9:00 am to 12:00 pm	E-Quote User Training	OPEN	View...	View...	Enroll...

February

Date	Time	Course Title	Status	Overview	Roster	
2/20/2009	9:00 am to 4:30 pm	Basic E-Procurement User Training	CANCELLED	View...	View...	
2/21/2009	1:00 pm to 4:00 pm	Basic Purchasing 101	OPEN	View...	View...	Enroll...

Example

Verify that you were added to this course roster, click on the ***View...*** text under the **Roster** heading of the course. Enroll into this course was completed. The student's name (**John Doe**) was added to the course roster.

Course Roster ***"Basic E-Procurement User Training"***

Date:	1/16/2009
Certificate:	N/A
Location:	Caswell Building, 200 West Jones Street, Raleigh, North Carolina
Duration:	1:00 pm to 3:00 pm
Instructor(s):	
Max Students:	14
Course Status:	OPEN

Students! - If you need to drop this course, *Click HERE.*

Total Registered: 1 / Remaining Seats: 13

Student	Agency
1. *John Doe*	*North Carolina Public Agency XYZ*

Enrollment Errors!

Unauthorized Enrollment Attempts…

If an unapproved, incorrect email address/password is submitted, the following error message is displayed.

Student Enrollment Error!!!

You where directed to this page because our records indicate that you are NOT a registered student.

If you feel this is an error, please return to the **Course Schedules**.

If this is your second attempt to enroll, please contact us **(epedtraining@ncmail.net)**.

Duplicate Enrollment Submissions…

If you attempt to enroll in a course you are already enrolled in, you will generate this message.

John Doe
- You are already enrolled in this class!

Please **Click HERE** and select another class...

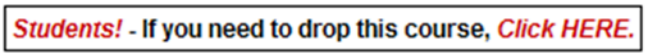
How to Drop Enrollment from a Scheduled Course

Every possible effort should be made by each student to withdraw from a course as-soon-as possible, in the event they are unable to attend. To drop enrollment from a course, you must first **Log In**. The **student Log In** is made available in two (2) places:

1. Via the **Student Log In** link located on the left navigation bar

   Or

2. Via the link available on the courses roster.



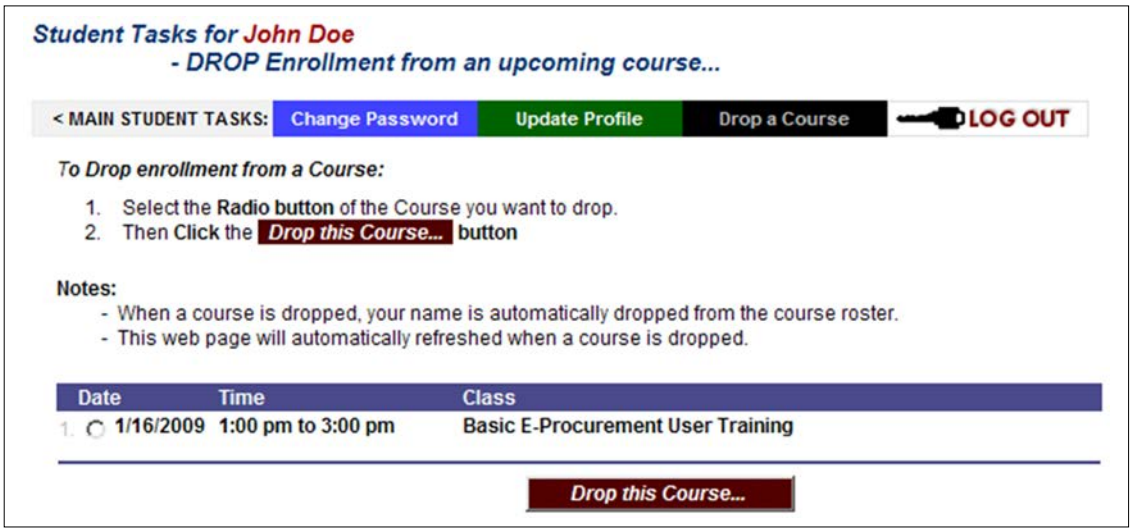
For instructions on logging in, please refer to "***Student Log In** on Page 7***"**

Step 1: Once logged in, select the '**Drop a Course'** text from the **STUDENT TASKS** navigation bar.

Step 2: The '**Drop a Course**' web page lists all the up coming courses you are currently enrolled.

To withdraw from a course:

1. Select the radio button to left of the course.
2. Click the '***Drop this Course…***' button.
   This page will automatically refresh and the course you selected will not longer be listed.
   The next time the roster of that course is selected, your name will no longer appear on the roster.



Step 3: Upon completion of this task, click the

image on the Task bar to end your log in session.

How to Maintain Your Student Information

There are two (2) parts that make up the students information.

The 1st part is your Log In credentials. When you first registered, you were only given the opportunity to pick your own **Password**. Your **User ID** was predefined for you (by default, you Email Address is your User ID).

The 2nd part is you personal information. This included:

- Your First, Last Name
- Your Agency of employment
- Your Email Address
- And a self help related question and response for obtaining your password.

The ONLY piece of information you will NOT be able to change is your Email Address. If for some reason your Email Address changes, you will need to once again go through our registration process.

Changing Your Password

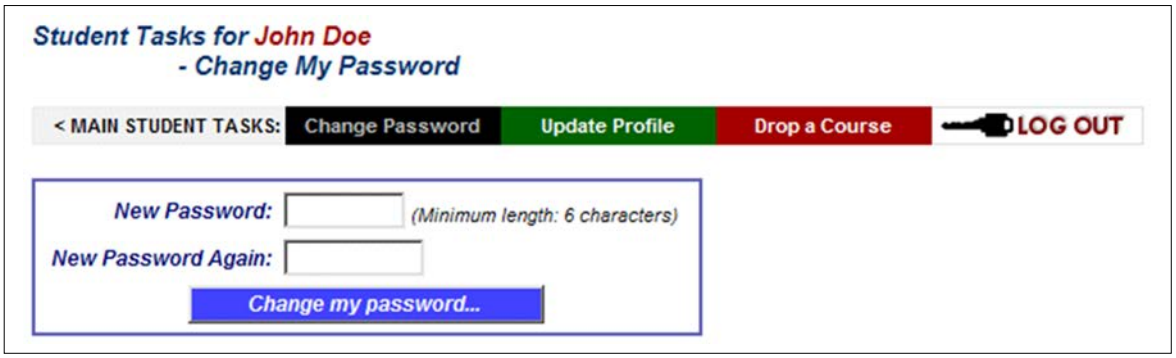
Reminder: *If you change your password, make sure you update your Self Help information (Refer to the next section - 'Updating Your Profile Information').*

Step 1: To access the screen for changing your password, you must first **Log In**. (For instructions on logging in, please refer to "***Student Log In*** *on Page 7"***)**

Step 2: Once logged in, select the '**Change Password'** text from the **STUDENT TASKS** navigation bar.

Step 3: In the **Change My Password** form:

Enter your new password in both the '**New Password**' field and the '**New Password Again**' field and click the ***Change my password…*** button. These passwords MUST match.



A successful Password Change:

An unsuccessful Password Change Response:

Step 4: Upon completion of this task, click the

image on the Task bar to end your log in session.

Updating Your Profile Information

Step 1: To access the screen for updating your profile, you must first **Log In**.

For instructions on logging in, please refer to "***Student Log In** on Page 7***"**

Step 2: Once logged in, select the '**Update Profile'** text from the **STUDENT TASKS** navigation bar.

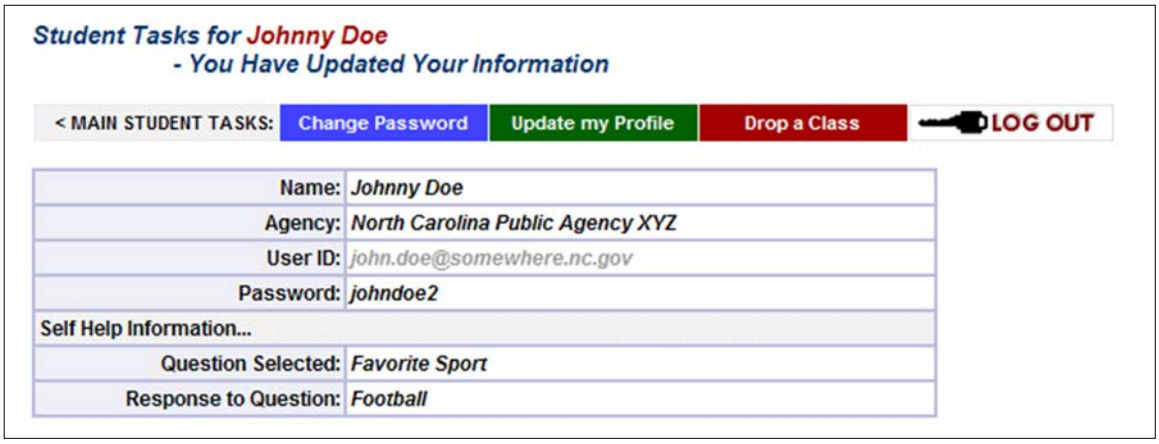
Step 3: In the ***Update Registration Information Form*:**

You can change you first name, last name and agency of employment. You can also change your self help information. Changing your self help information is key especially if you change your password.

Make changed as needed and click the '***Update My Information…***' button.

After submitting the update, a summary of your profile information will be displayed to you.

Now would be a good time to copy and save this updated information.



Step 4: Upon completion of this task, click

image on the Task bar to end your log in session.

How to Recover Your Password

Password recovery can be done from the '**Student Log In**' screen.

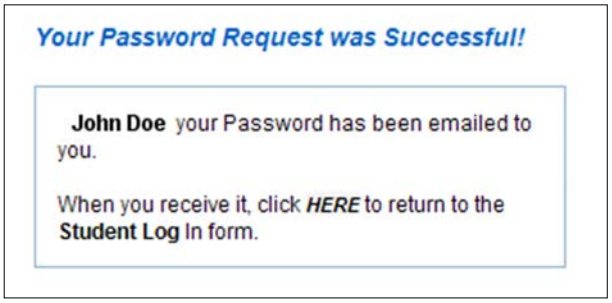
Step 1: To recover you password, select the **Student Log In** text on the left navigation bar.

Step 2: On the **Student Log In** form, select the "***CLICK HERE***" text just below the ***Log Me In…*** button.

Step 3: Enter your Email Address in the 'Enter you Email Address:' field. Then select the question you choose to respond to followed by the corresponding response to that question.

When completed, click the '***What is my Password***' button.

A successful Password Recovery Response:



An unsuccessful Password Recovery Response:

Student Log In Error!!!

You where directed to this page because you enteredan Invalid User ID or Password.

If you feel this is an error, please return to the **Student Log In** web page.

IMPORTANT:
The **E-Procurement Training Team** will provide **limited** password recovery support to students. It is your responsibility to remember your ***'Self Help Information'***. If you require password recovery assistance, please email the **E-Procurement Training Team (epedtraining@ncmail.net).** Allow two (2) business days for us to email your password.