

# Live Webinar Zoom Instructions

For the UNCLCN Learning Portal

## Create an Account

- 1 Navigate to the **UNC Lineberger Cancer Network** Learning Portal (<https://learn.unclcn.org>)

If you do not have a username and password, click on **Register**.

## Create an Account

- 2 UNC Health employees and anyone *without* an ONYEN: click on the button **Create Account**.

Create account ▶

ONLY UNC faculty, staff, and students with an ONYEN: click on the button

**Login/Create Account.**

LOGIN/CREATE ACCOUNT ▶

Complete and submit the account form.

**Warning:** UNC Health employees are NOT able to login to the UNCLCN Learning Portal with an ONYEN (technical issue we can't resolve).

## Logging In

- 3 Complete and submit the account form.

Once you have a username and password, use **Login to the UNCLCN Learning Portal**, to login use the appropriate login method (**Visitor's Account** or **ONYEN**).

## Accessing a Live Webinar

- 4 After logging in, scroll down to **Live Webinars**. This window displays the next live webinar open to claim credit for live attendance. Click or tap on the name of the course.

## Course Page

- 5 The course page will load and display information for the live webinar In the **Course Summary** menu, click the button **Take Course**.

If the button **Take Course** is missing, double-check that you have an account and are logged in (Steps 1–3).

TAKE COURSE ▶

## Course Requirements

- 6 The new page displays the course requirements. Click on the button **Start course**.

If the button **Start course** is greyed out, click on **Registration** under **Course Progress** and then click on the button **Start**.



### Enrollment Form

**7** Fill out the **Enrollment Form**. When done, click the button **Save**.

SAVE

### Evaluation

**9** Fill out the evaluation and click the button **Submit**.

SUBMIT

Click the button **Next**.

Next ▶

### Join the Webinar

**8** On the day of the webinar, click on the link **Join the webinar**. You will be able to continue once the webinar is complete and only if you have viewed 50 minutes of the webinar.

Duration  
60 minutes

[Join the webinar](#)

After the webinar is over, click the button **Next**.

Next ▶

### Select Your Certificate with CE Credit

**10** Select one or more certificates to download.

**Warning:** Some accrediting institutions permit attendees to earn only one certificate per webinar. Please refer to your accreditors' guidelines.

Click the button **Submit**.

After the screen refreshes, click the button **Next**.

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- ☐ ACPE PHARMACIST
- ☐ ACPE PHARMACY TECH
- ☐ ASRT
- ☐ CTR
- ☐ NCPD/CNE

SUBMIT

Next ▶

### Download Your Certificate

**11** On the **Course Complete** screen, click on the link **Download Certificate** and your CE certificate will appear in your device's **Downloads** folder.

[DOWNLOAD CERTIFICATE](#)

Download a PDF of your certificate.

### Transcripts

To access or print certificates or transcripts, hover the cursor over the menu bar tab **My Account** and clicking on the drop down menu **Transcript**.

### Questions

More issues are addressed in the [FAQ](#).

You can also reach out to us for help at:

**Phone:** (919) 445-1000

**Email:** [unclcn@unc.edu](mailto:unclcn@unc.edu)