

Self-Paced, Online Course 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 Self-Paced, Online Course (SPOC)

- 4 After logging in, hover your cursor over the tab **Catalog** and click on the drop down menu for **Self-Paced, Online Courses**. A list of available SPOCs will appear. You can refine your search using the checkboxes on the righthand side of the window. You can also use the search box above the list to find a course using keywords. Click on the title for a SPOC to open that 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**.

TAKE COURSE ▶

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



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**.



Watch Video

8 Watch the video by clicking on the **Play** icon.

At the bottom of the page are links for alternate videos as well as PDF Handouts (handouts are not available for all webinars/SPOCs).



After viewing the video, click the button **Next**.



Evaluation

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



Click the button **Next**.



Assessment

10 Complete the assessment and earn 80% or more. Click the button **Submit**.



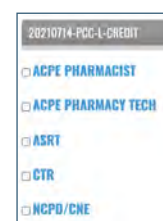
Click the button **Next**.



Select Your Certificate with CE Credit

11 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**.



Download Your Certificate

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



Transcripts

To access or print certificates or transcripts, hover the cursor over the menu bar tab **My Account** and click 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