

# Site Attendee Instructions

For the UNCLCN Learning Portal

## Attend at a Designated Site

- 1 Attend the webinar at a designated site with a site coordinator. The site coordinator will send the rosters to UNCLCN.

**To Receive CE Credit:** Watch 50 minutes or more of the webinar and sign the roster. Be sure to include your email.

## Site Rosters Go to UNCLCN

- 2 UNCLCN will add your information to the webinar in the Learning Portal.

**To Receive CE Credit:** You will receive an email with directions to go to the Learning Portal, fill out the evaluation, and claim your continuing education credit.

## Create an Account

- 3 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

- 4 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

- 5 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 the Webinar

- 6 The easiest way is to click on the link in the email you received, and it will take you to the **Enrollments and then Course Requirements** pages (*step 9*).

Another way is to go to the Learning Portal, click on the tab **Catalog**, type in the name of the webinar, and click the button **Apply**. A list of webinars will appear, and you can click on the link for the webinar. This link will take you to the **Course** page (*step 7*).



### Course Page

**7** 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).

SAVE

TAKE COURSE ▶

### Enrollment Form

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

### Course Requirements

**9** 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**.

#### COURSE PROGRESS

20210714-PCC-L-REGISTRATION  
REQUIRED

START

### Evaluation

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

Click the button **Next**.

SUBMIT

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**.

20210714-PCC-L-CREDIT

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

SUBMIT

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.

[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)