



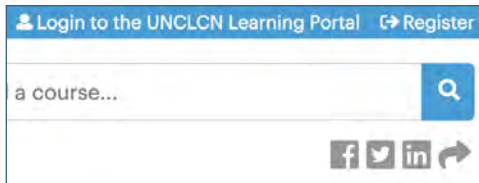
Site Coordinator Quick Reference

For the UNCLCN Learning Portal

Create an Account

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

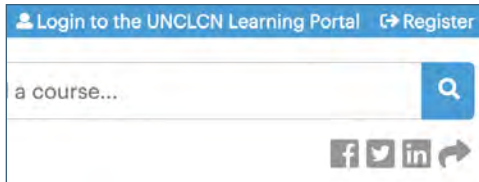
If you do not have a username and password, click on **Register**.



Logging In

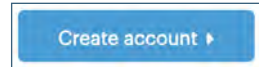
- 3 Complete and submit the account form.

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**).



Create an Account

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



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

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).

Email UNCLCN

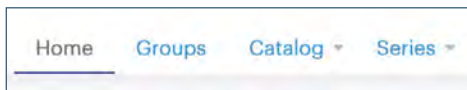
- 4 After you create an account, **send an email to jonpowell@unc.edu, dodgson@email.unc.edu, or unclcn@unc.edu.**

UNCLCN staff will add a special designator to your account that will allow you to access site coordinator-only pages and resources on the learning portal. You will receive a follow-up email when this process is complete.

Accessing Webinar Materials

Accessing Resources Through Menus

- 5 In the Learning Portal, go to the menu bar and click on the tab **Groups**.



In the list of **Groups**, click on **Site Coordinators**.



Accessing Resources with a Link

- 6 Or use this quick link to directly access the **Site Coordinators** page: <https://learn.unclcn.org/site-coordinators>.



7 Click the webinar title to access that webinar's resource page.

2021 TELEHEALTH LECTURES

<p>July 14, 2021 Patient Centered Care:</p> <p>July 21, 2021 Advanced Practice Provider:</p> <p>July 28, 2021 Research to Practice:</p>	<p>Chemotherapy and Cognitive I – Zev Nakamura, MD</p> <p>Oral Complications Associated w Practical Approaches – Ali Shazib, DMD</p> <p>Thoracic Surgical Oncology – Gita Mody, MD, MPH</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

8 The resource page contains:

- a. Webinar description, learning outcomes, and information about the speaker(s).
- b. Webinar Flyer(s) (Pending or Approved)
- c. Presentation Handout(s)
- d. Roster Template(s)
- e. Webinar Connection Information

Click on the links to download a resource.

Uploading Rosters

9 Navigate to the resources page for the webinar. Scroll to the bottom of the page to locate the **Rosters** link. Click on the link **Please click here to upload your roster.**

ROSTERS

Please [click here](#) to upload your roster.

10 Webinar rosters should be uploaded to the **UNCLCN** Learning Portal. Supported file formats include: .pdf, .doc, .docx, .jpeg, .jpg, .png, .tif, .tiff, .zip.

11 Click on the grey button **Browse**, locate and select the file on your hard drive, and click the button **OK**.

Click on the blue button **Upload** and the click on the blue button **Submit**.

We will be alerted that the roster is available.

20210714-PCC-L-NAKAMURA_ROSTERS
Files must be less than 2 MB.
Allowed file types: gif jpeg png bmp eps tif pict psd t

No file selected.

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