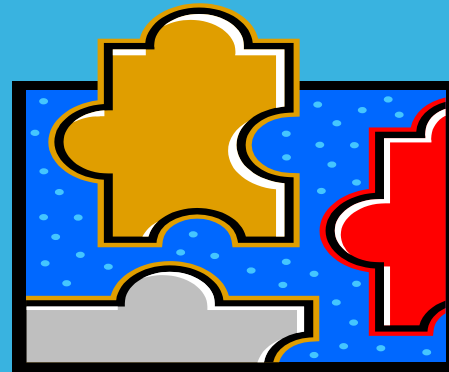




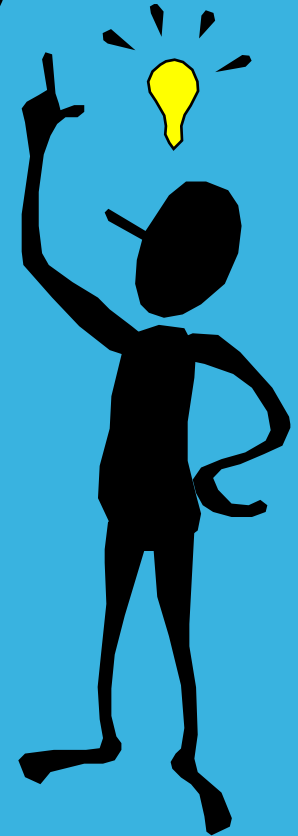
NC FAST

North Carolina Families Accessing
Services through Technology

Learning Management System




**STUDENT
GUIDE**



Contents



 = Click to follow link

- 1** What is the NC FAST Learning Management System Pg. 3
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What is the NC FAST Learning Management System

- The NC FAST Learning Management System (LMS) is a course management system that is used by the NC FAST program to deliver system training to staff within the:
 - NC Department of Health and Human Services, and
 - 100 county Departments of Social Services .
- The LMS, which is a web-based system, will serve as:
 - the primary source for the delivery of web-based training, and
 - a means for course registration for classroom training planned for execution in all 100 NC counties.

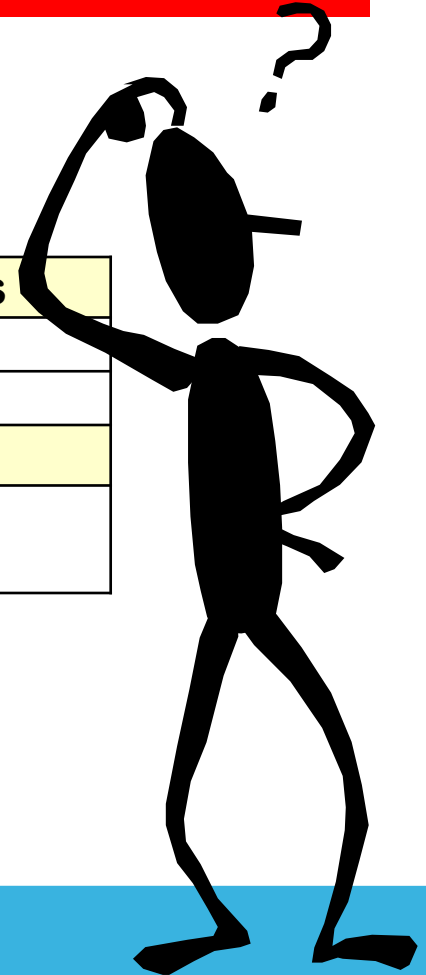


What is the NC FAST Learning Management System

- Overtime, training provided through the LMS will occur for multiple NC Department of Health and Human Services federal and state programs, including the following:

Economic Benefit Programs
• Food and Nutrition Services
• Medicaid
• Work First
• Special Assistance
• Refugee Assistance
• Energy Assistance
• Child Care

Social Service Programs
• Adult and Family Services
• Child Welfare
Other
• Client Services Data Warehouse (CSDW)

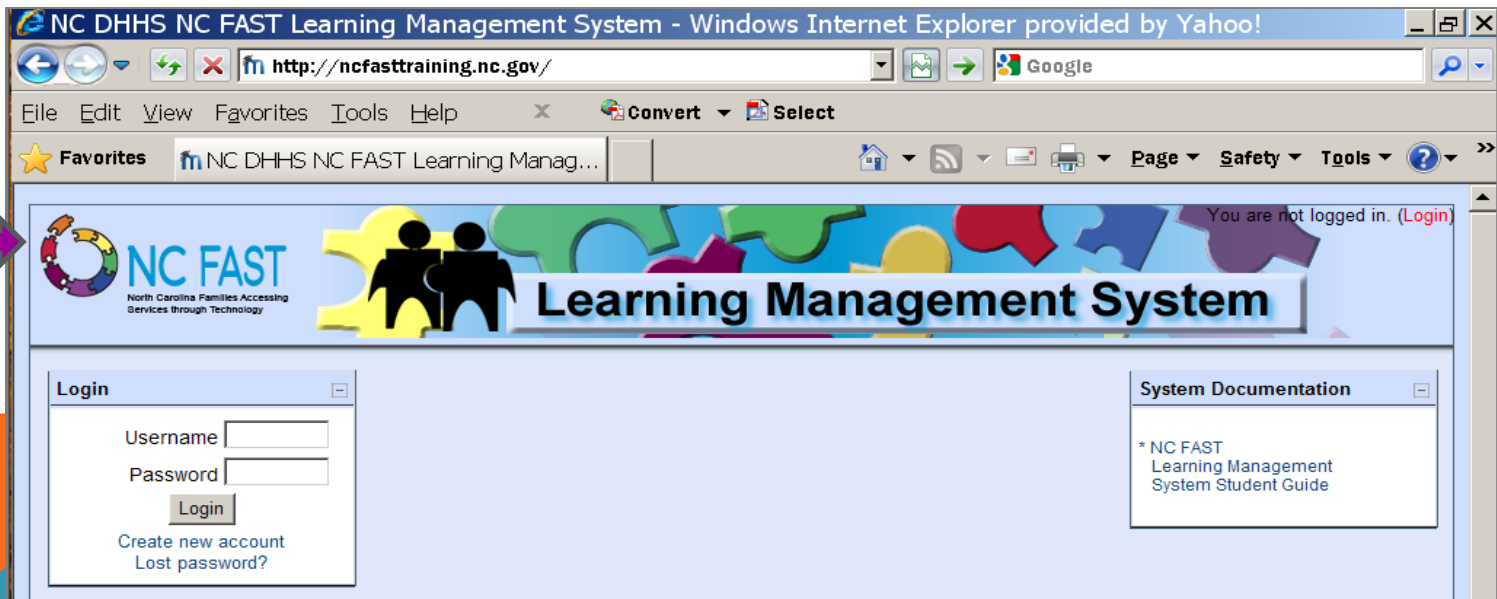


Creating a Learning Management System account

1. Go to the web browser and type the following URL in the address bar: <http://ncfasttraining.nc.gov>

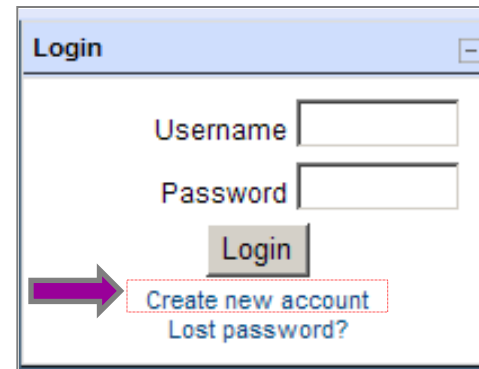


2. Press the **Enter** key to go to the LMS website - landing page.

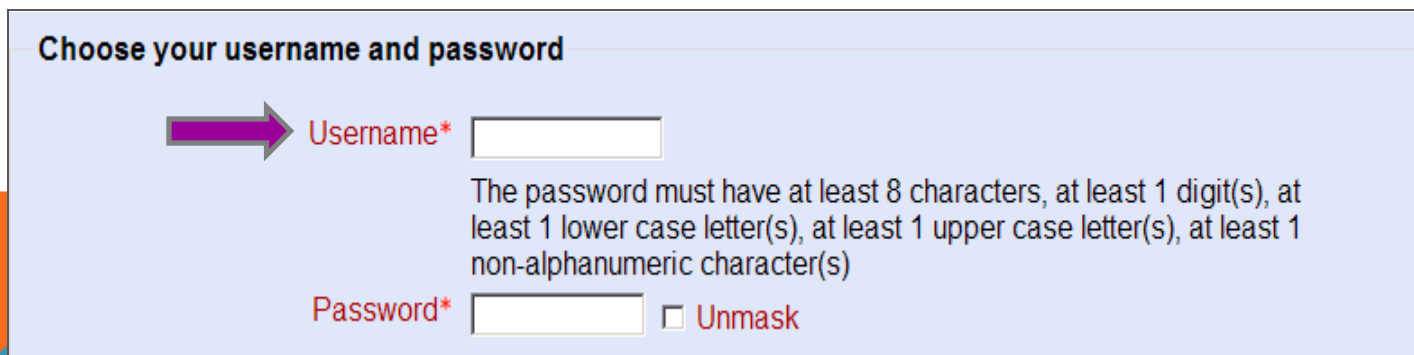


Creating a Learning Management System account

- For first time users, to create a new account, go to the **Login** block located on the upper left-hand side of the landing page, and click the **“Create new account”** link.

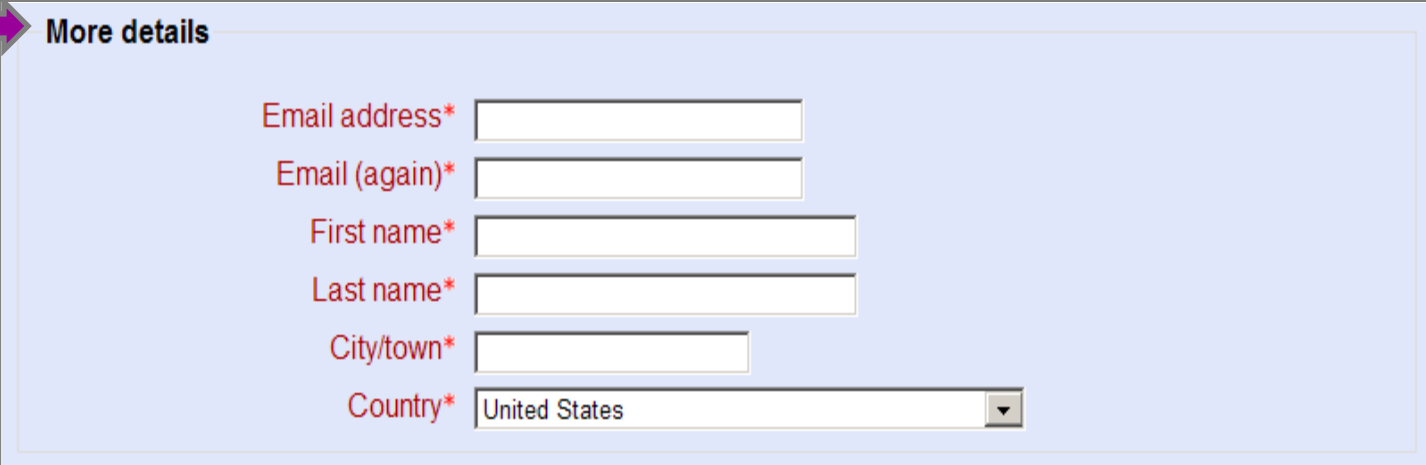


- On the new account login page, under the **Choose your username and password** section, type your NCID username, and NCID password. If you do not have an NCID username and password, please contact your NCID system administrator for assistance.

A screenshot of a form titled "Choose your username and password". It features a "Username*" field with a purple arrow pointing to it, and a "Password*" field with an "Unmask" checkbox. Below the password field, there is a text requirement: "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)".

Creating a Learning Management System account

5. Under the **More details** section, complete each of the required fields (designated by an asterisk), by typing in your work **email address**, **first name**, **last name**, as well as the **city/town** in which you work.



More details

Email address*

Email (again)*

First name*

Last name*

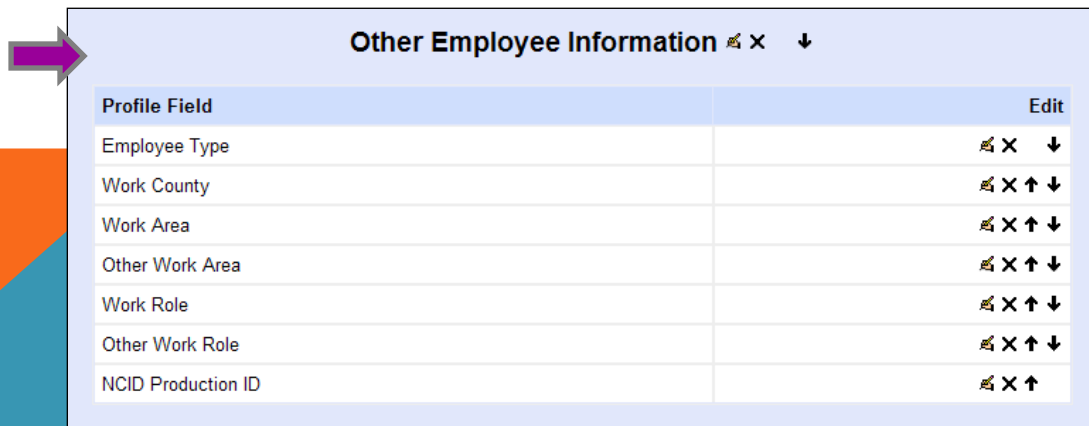
City/town*

Country*



Creating a Learning Management System account

6. Under the **Other Employee Information** section, complete each of the required fields, by selecting or typing your:
- **Employee Type**
 - **Work County**
 - **Work Area**
 - **Other Work Area** (if there was a valid choice to select under the **Work Area** field, then enter “n/a” here, otherwise select Other for the Work Area, and then enter your correct work area here.)
 - **Work Role**
 - **Other Work Role** (if there was a valid choice to select under the **Work Role** field, then enter “n/a” here, otherwise select Other for Work Role and enter your correct work role here.)
 - **NCID Production ID** or username



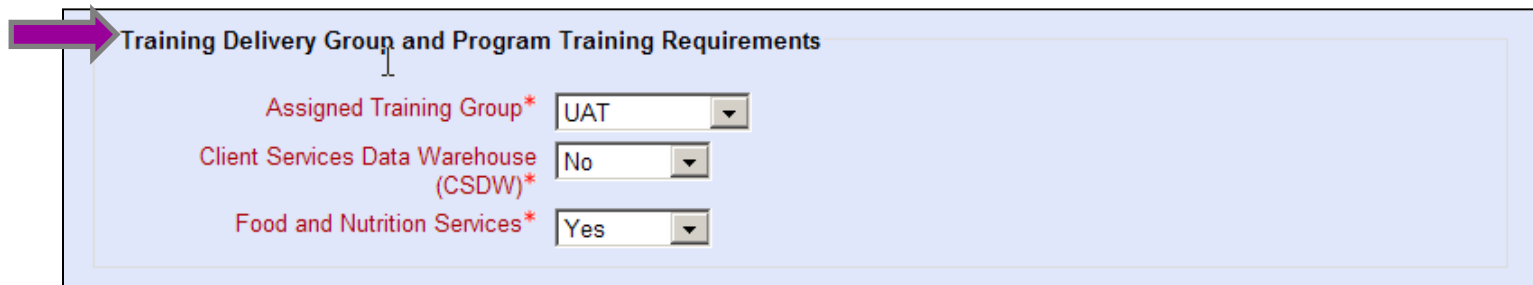
Other Employee Information ✕ ↓

Profile Field	Edit
Employee Type	✕ ↓
Work County	✕ ↑ ↓
Work Area	✕ ↑ ↓
Other Work Area	✕ ↑ ↓
Work Role	✕ ↑ ↓
Other Work Role	✕ ↑ ↓
NCID Production ID	✕ ↑



Creating a Learning Management System account

- Under the **Training Delivery Group and Program Training Requirements** section, select your **Assigned Training Group**, and then select **Yes** or **No** from the drop-down menu list under each program to indicate which training you require.




Training Delivery Group and Program Training Requirements

Assigned Training Group* UAT

Client Services Data Warehouse (CSDW)* No

Food and Nutrition Services* Yes

- At the bottom of the page, click on the **Create my new account** button to create an account.



Create my new account Cancel

There are required fields in this form marked*.

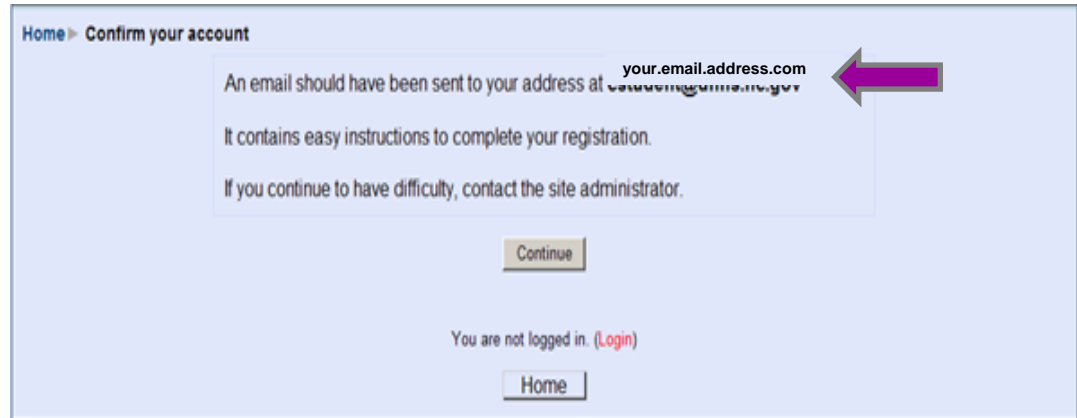
You are not logged in. (Login)

Home

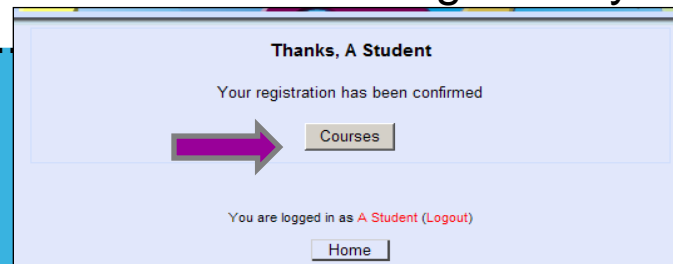


Creating a Learning Management System account

9. The LMS will generate a message, which indicates that an email with instructions to complete the registration process will be sent to you.
- Click the **Continue** button to return to the LMS site landing page.

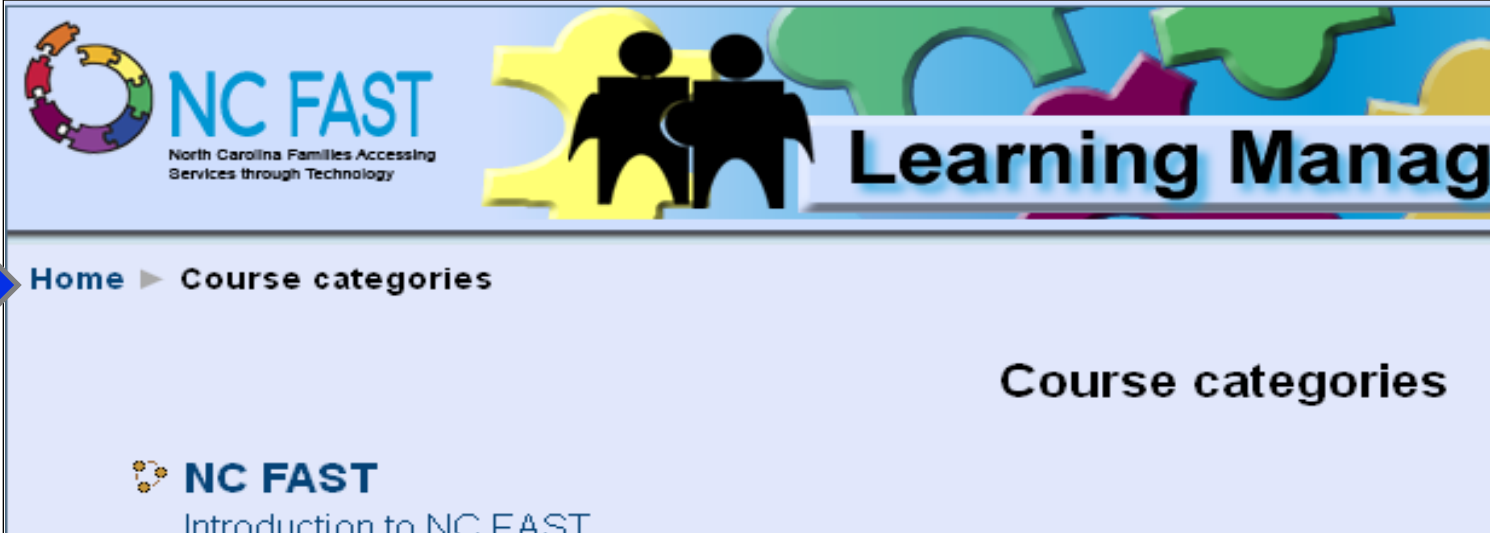


10. When you receive the LMS registration email, click on the url link provided. It will bring you back to the LMS registration confirmation page, where you can proceed to the curriculum assigned to you by clicking on the **Courses** button.



Accessing your web-based training course(s)

1. At the LMS Course categories page, at the upper left-hand corner, click on the **Home** link to view the courses for your assigned training group.



The screenshot shows the NC FAST Learning Management System interface. At the top, there is a header with the NC FAST logo (North Carolina Families Accessing Services through Technology) and the text "Learning Manag". Below the header, there is a navigation bar with "Home" and "Course categories". A blue arrow points to the "Home" link. The main content area displays "Course categories" and a smaller NC FAST logo with the text "Introduction to NC FAST".



Accessing your web-based training course(s)

1. At the LMS Curriculum Management page, click on the class in which you have been auto-enrolled.

NC FAST
North Carolina Families Accessing
Services through Technology

You are logged in as **uat21 student** (Logout)

Learning Management System

Home ► Curriculum Management

Progress Reports

- Dashboard
- Learning Plan
- Reports

Current Learning Plans Archived Learning Plans

Welcome **uat21 student**

Learning Plan: NC FAST Program and System Introduction (UAT) [Hide Courses](#)

Class	Description	Score	Completed	Date
Introduction to NC FAST (UAT)	Introduction to NC FAST	0	No	NA

You are logged in as **uat21 student** (Logout)

[Home](#)



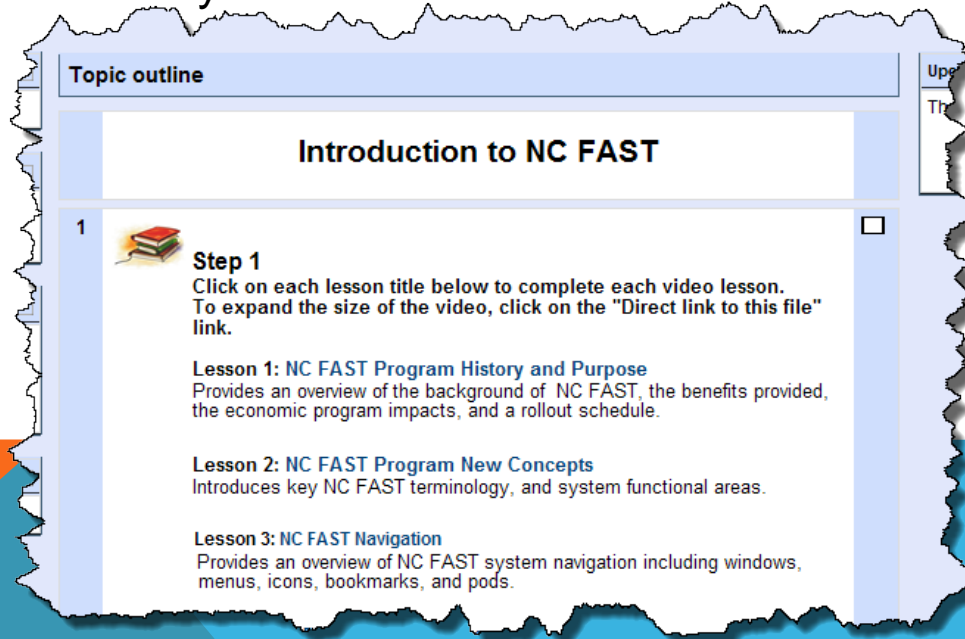
Accessing a required web-based training course

3. Once you are enrolled in the course, follow the step-by-step instructions provided on the course page. The instructions will tell you how to do the following activities:

Step 1 View each video lesson,

Step 2 Confirm that you have completed the course and complete the course survey, and

Step 3 Obtain your certificate of achievement.



The screenshot shows a web-based training course page with a light blue background and a white content area. The page is titled "Introduction to NC FAST" and is divided into sections. The first section is "Step 1", which includes a small icon of a stack of books. The text under "Step 1" reads: "Click on each lesson title below to complete each video lesson. To expand the size of the video, click on the 'Direct link to this file' link." Below this, there are three lesson titles with brief descriptions:



- Lesson 1: NC FAST Program History and Purpose**
Provides an overview of the background of NC FAST, the benefits provided, the economic program impacts, and a rollout schedule.
- Lesson 2: NC FAST Program New Concepts**
Introduces key NC FAST terminology, and system functional areas.
- Lesson 3: NC FAST Navigation**
Provides an overview of NC FAST system navigation including windows, menus, icons, bookmarks, and pods.

The page also features a "Topic outline" header and a "Up" button on the right side.



Navigating between the web-based course activities

Video Lessons

- Under Step 1, click on the video lesson title to view any given lesson.
- When the video appears, and has fully loaded, to expand its size, click on the “**(Direct Link to this file)**” link.
- Use the navigation bar at the bottom of the video to navigate through the video itself. 
- When the lesson has been completed, to return to the course:
 - Click on the  button, which can be found in the upper right hand corner of the screen.
 - Click on the course button at the bottom of the Resources page to return to the course page.

FNS-WBT-INTRO1



Navigating between the web-based course activities

Course Completion Validation

- Under Step 2, click on the link provided to validate completion of the course.
- Confirm that you have completed the course by selecting Yes or No, and then clicking the **Submit questionnaire** button.

Submit questionnaire

Course Survey (Next Step)

- Answer the survey questions by clicking the **answer the questions** link:

Answer the questions...

- When the survey has been completed, click the submit your answers button **Submit your answers** and then the **Continue** button to return to the course.

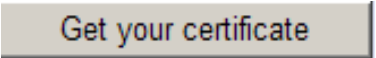
Submit your answers

Continue



Navigating between the web-based course activities

Certificate of Achievement

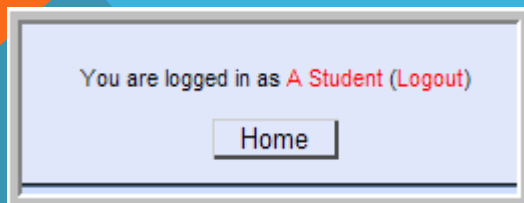
- Under Step 3, click on the link provided to obtain your certificate.
- Click the  button to view the certificate. This may take several seconds to generate, so please be patient.

- When your certificate appears, scroll down to the bottom of the certificate, and hover over the certificate identification number until the certificate control panel appears.



Using the control bar, you may print, or save your certificate for future reference.

- To exit the certificate screen, click the “x” on the certificate screen tab.
- To return to the course page, click the Home button, at the bottom of the course screen.



Navigating between the web-based course activities

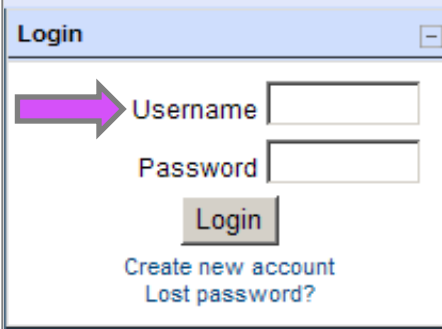
Logging out of the system

- Go to the upper right-hand corner of the home page and click on **Logout** to exit the LMS.



Returning to the LMS to complete an incomplete course

1. Using the NC FAST LMS url: ncfasttraining.nc.gov, go to the LMS site landing page.
2. At the Login block, located on the upper left-hand side of the landing page:
 - Type your **Username** and **Password**.
 - Click the **Login** button.
3. On the curriculum management page, click on your assigned class within the **Learning Plan** section.



Login

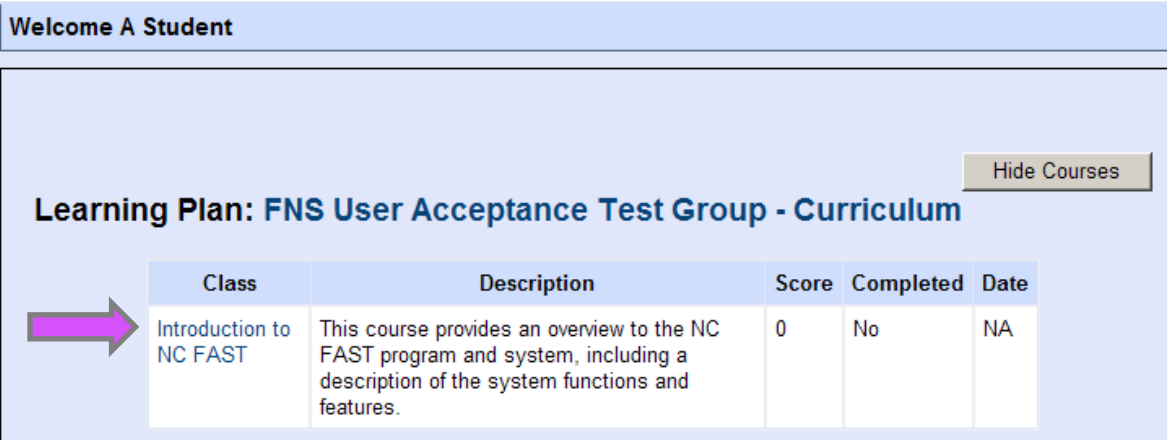
Username

Password

Login

[Create new account](#)

[Lost password?](#)



Welcome A Student

Hide Courses

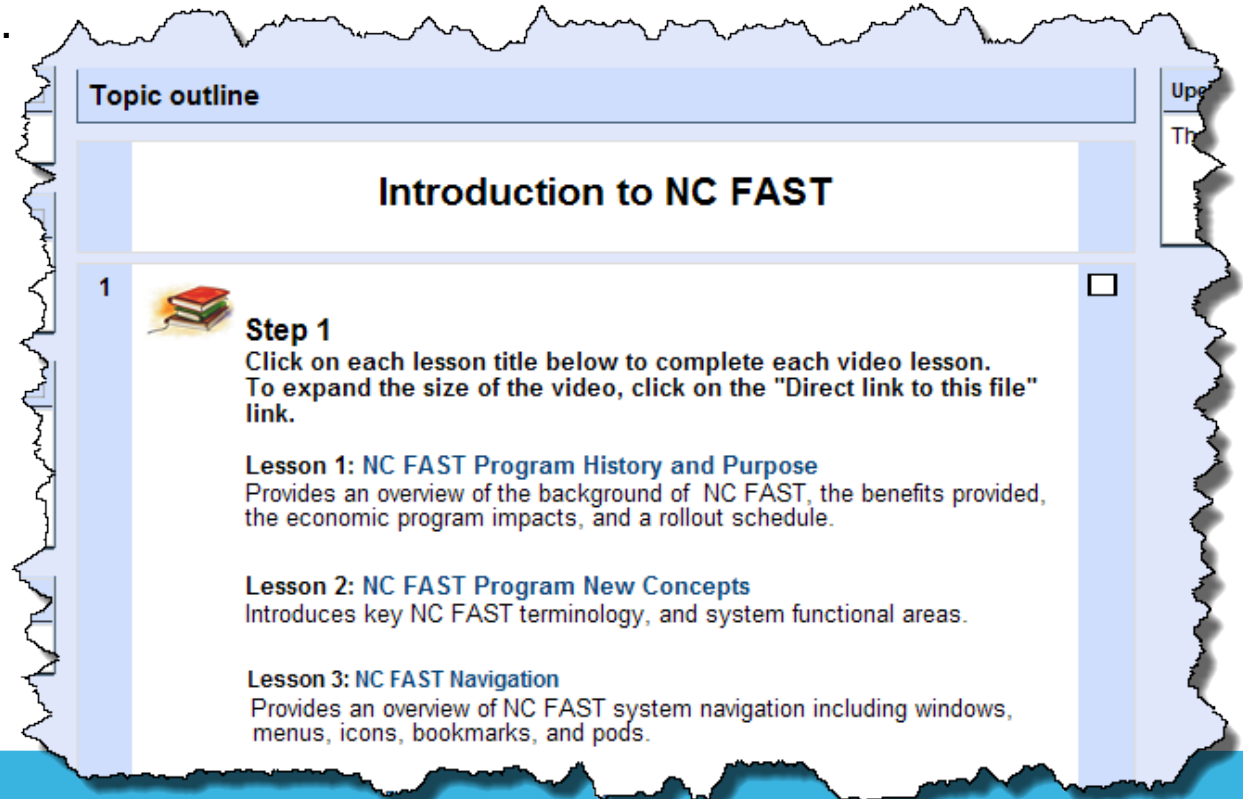
Learning Plan: **FNS User Acceptance Test Group - Curriculum**

Class	Description	Score	Completed	Date
Introduction to NC FAST	This course provides an overview to the NC FAST program and system, including a description of the system functions and features.	0	No	NA



Returning to the LMS to complete an incomplete course

4. Pick up where you left off to complete any remaining course lessons, or activities required.
5. Use the instructions on pages 14-17 to navigate between the course lessons and activities.



The screenshot shows a web-based Learning Management System (LMS) interface. At the top, there is a header bar with the text "Topic outline" on the left and "Up" and "Th" on the right. Below the header, the main content area is titled "Introduction to NC FAST". Underneath this title, there is a numbered list of lessons. The first lesson is numbered "1" and is accompanied by an icon of a stack of books. The lesson title is "Step 1" and the text below it reads: "Click on each lesson title below to complete each video lesson. To expand the size of the video, click on the 'Direct link to this file' link." Below this, there are three sub-lessons, each with a title and a brief description:

- Lesson 1: NC FAST Program History and Purpose**
Provides an overview of the background of NC FAST, the benefits provided, the economic program impacts, and a rollout schedule.
- Lesson 2: NC FAST Program New Concepts**
Introduces key NC FAST terminology, and system functional areas.
- Lesson 3: NC FAST Navigation**
Provides an overview of NC FAST system navigation including windows, menus, icons, bookmarks, and pods.



Requesting assistance

- Email all learning management system-related questions to training support staff via ncfasttraining@dhhs.nc.gov .
A staff person will respond to you, as soon as possible.
- For assistance related to the NC FAST system, or county process, please direct all questions to your county champion.

