

## How to Create an Account and Enroll in an Online Learning Course

Go to the website: [nccumc.org/learning](http://nccumc.org/learning)

Then, you will need to create an account

In the upper right hand corner of the site, you will see a box with 'Create new account'. Click on that.

 Log in  Create new account

The dialog box shown below will open. Fill out all the lines indicated with an exclamation mark next to them—they are required.

 NC Learns

Sign Up

▼ Choose your username and password

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) such as \*, -, or #

Be sure to note the requirements for the password configuration. It requires 8 characters:

- 1 lower case
- 1 upper case
- 1 number, and
- 1 non-alphanumeric character (!@#\$\$%^&\*)

*Example: Wesley7&*

▼ More details

Continue filling in information requested.

▸ Conference Information


▼ Lay Servant/Lay Speaking

For this field, enter your appropriate response from the dropdown menu.

Don't forget the reCAPTCHA. You will need to check the box next to "I'm not a robot"

You will receive an email for confirmation. Simply follow the directions and you will be registered on the site.

Then click on the blue button "Courses Available," find your desired course and follow the instructions there to enroll.

 Security question

I'm not a robot 