Sign into the Integrated HR-Payroll System by entering your State Employee Username. Typically, your State Employee User Name is your Microsoft Login user name and/or your state agency email address. Ex) NCID username@nc.gov. (It is the same one you use to login to your timesheet)
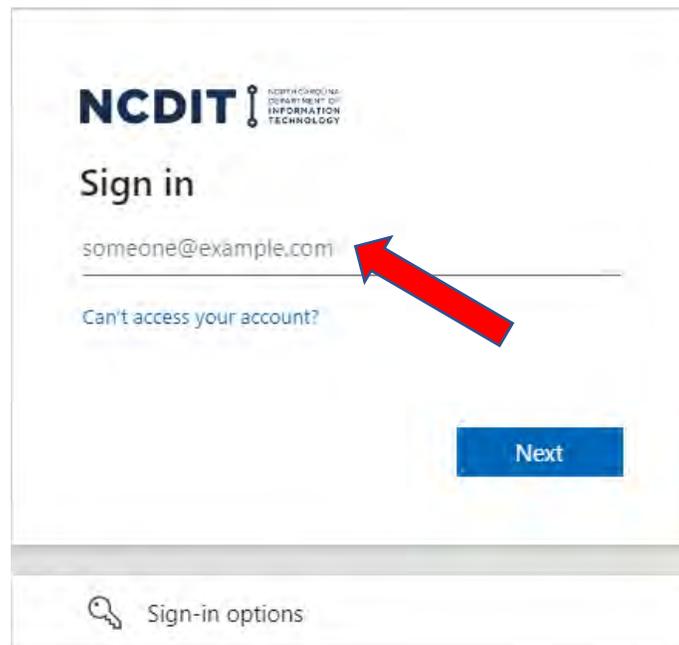
Once you have entered your username, you will advance to the next screen where you enter your password. Your password is the same one you use to login to your State Employee email account.



Next you will verify your identity by using Multifactor Authentication. Either choose to have a verification number texted to your designated phone or the system calls your designated phone number to verify your identity.
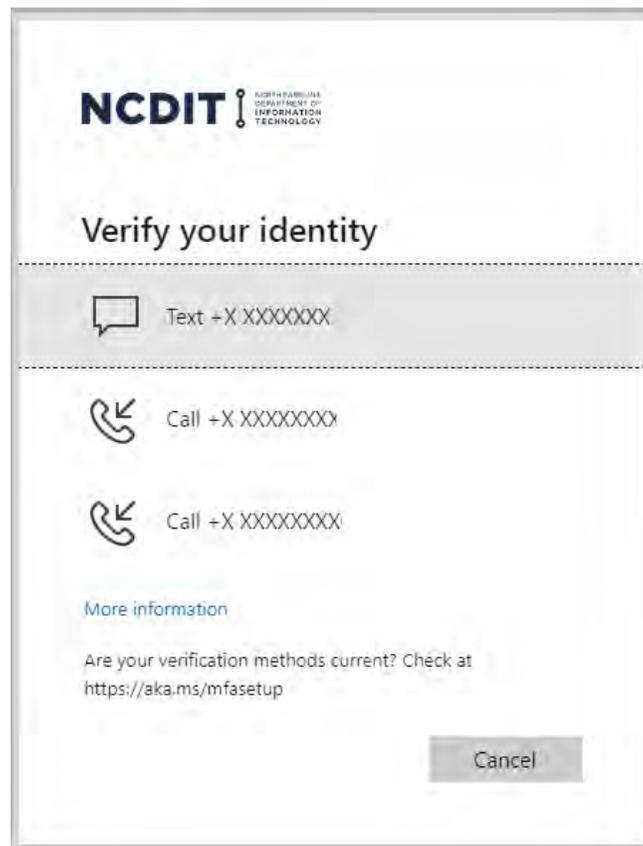
If you choose Text, you will receive a text message on your designated phone with a 6-digit verification code. Enter that code into the next screen to advance.



If you choose Call, you will receive a phone call on your designated phone. You just answer the call and follow the instructions given.

Once you have logged into SAP, click on the LMS & NCVIP button at the top left of the screen.
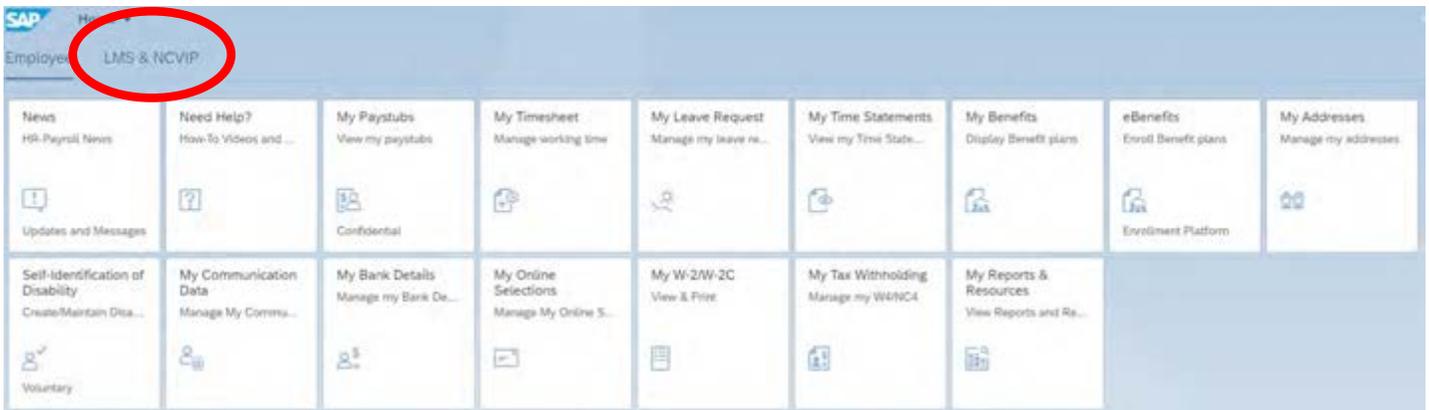


The next screen will take you to the LMS & NCVIP button. Click on this button to advance.
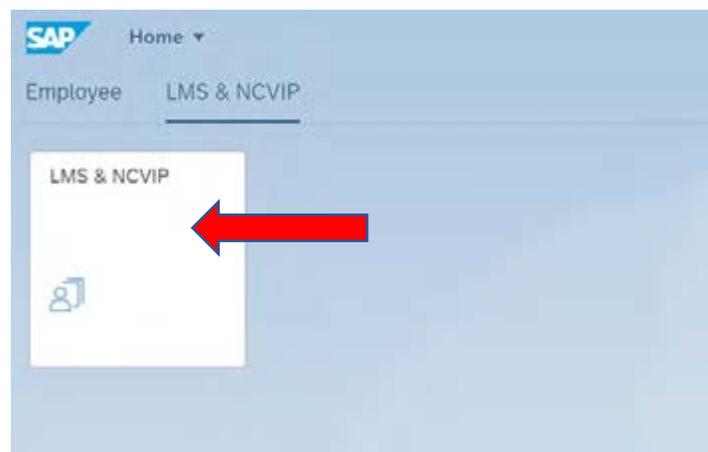


On the next screen, click Submit to automatically log into the NC Learning Center using your Microsoft Login credentials.
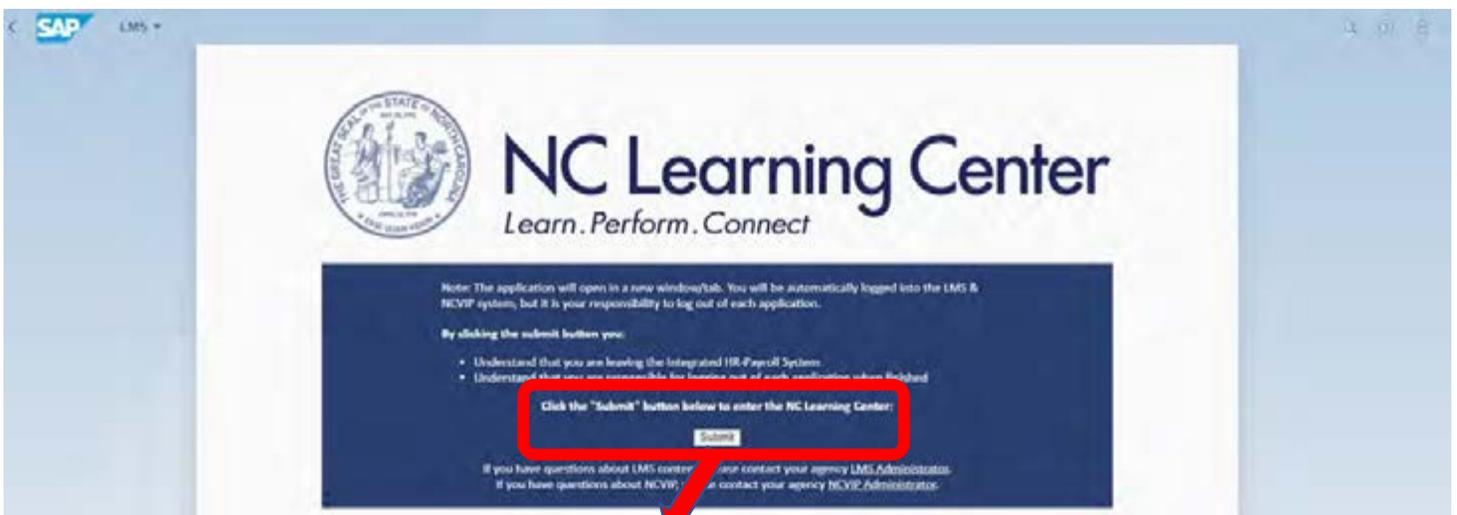
This will take you to the NC Learning Center. On this screen, you will search for the "DEQ – Underground Storage Tank Online Primary Operator Training (Version 11)". Either type the word "**tank**" in the Search tab at the top right of the screen <u>or</u> copy and paste "**DEQ – Underground Storage Tank Online Primary Operator Training**" in the same search box. Search by clicking on the magnifying glass.
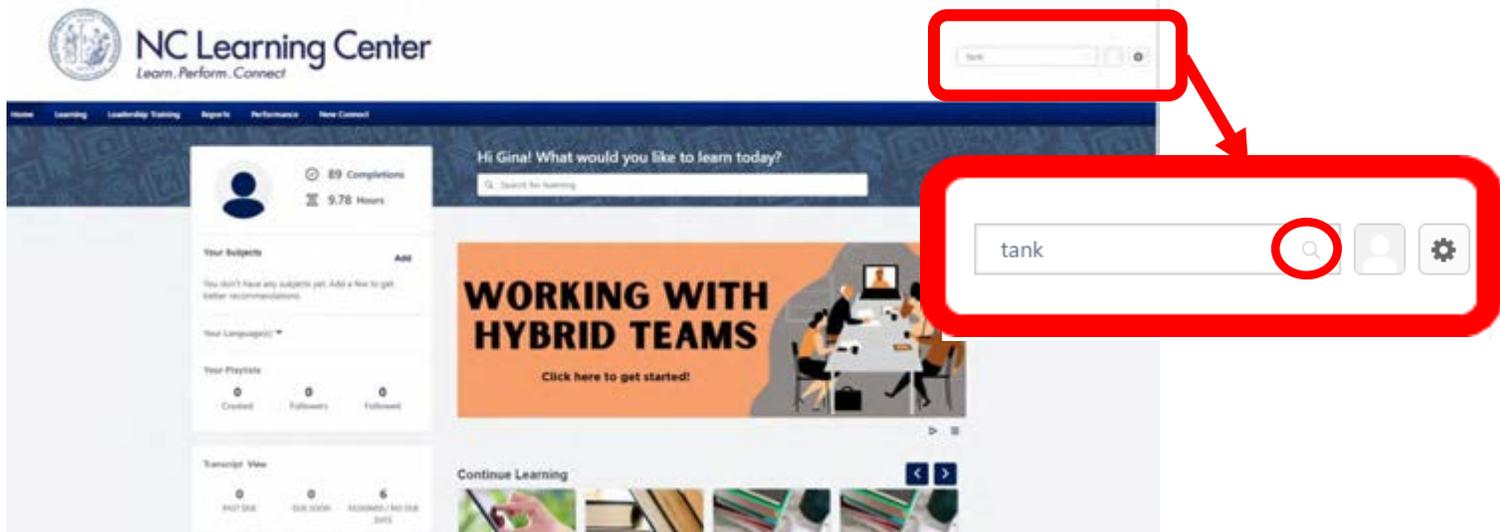


Your next screen will show the search results. The "DEQ – Underground Storage Tank Online Primary Operator Training (Version 11)" will appear. To advance, select the training by clicking on it.
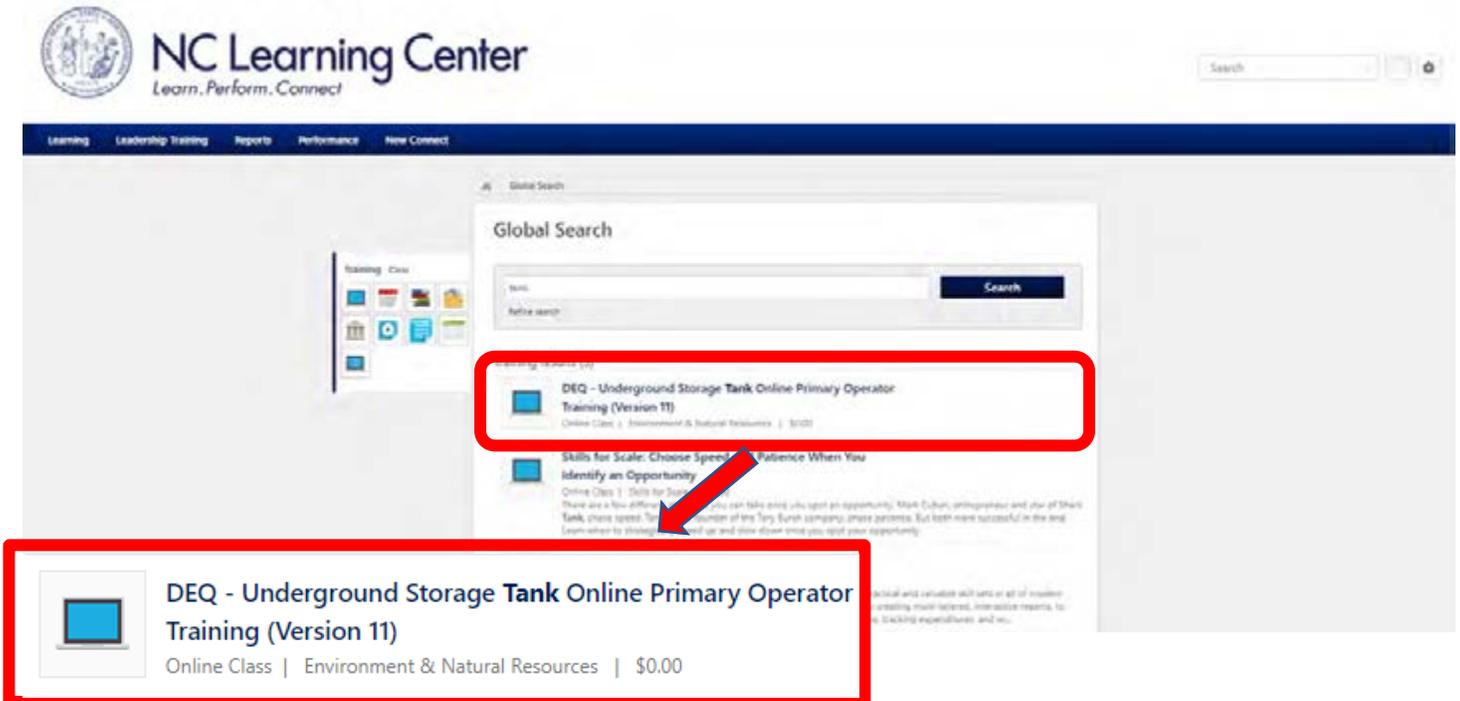
On this screen, click on the "Request" button.

If you have completed online PO Training in the past, click on Request in the **center** of the word "Request". If you completed Primary Operator Training online before, there are additional instructions on how to update facility information. Go to the following website to get a copy of those instructions: https://www.deq.nc.gov/waste-management/dwm/ust/tank-school/registration-process-po-retraining/open.
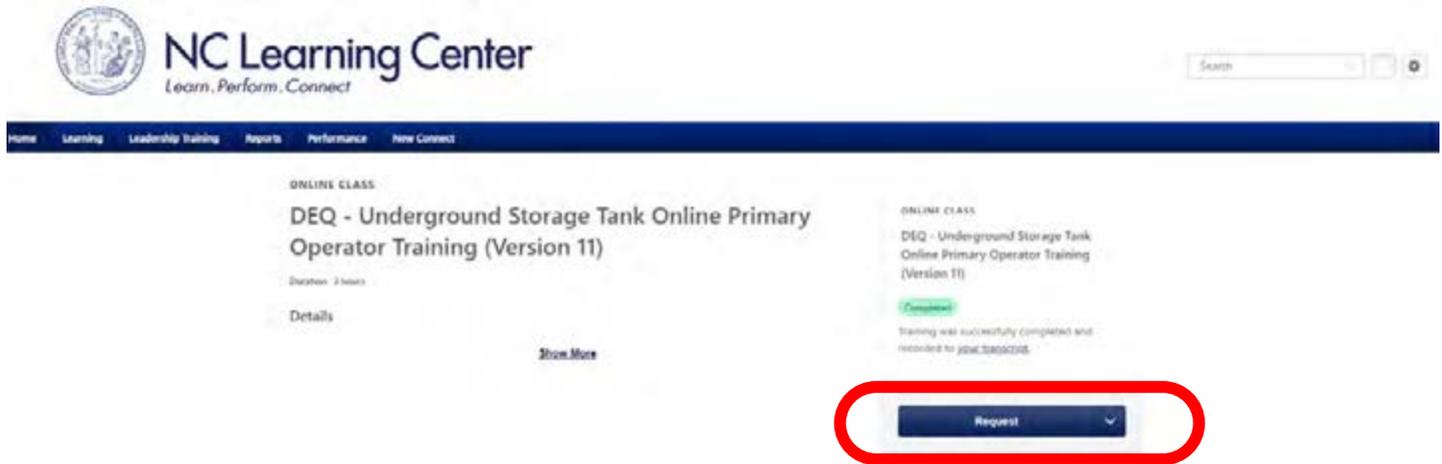


If you have already completed the training, you will see this pop-up. Select Request again to advance to the training.
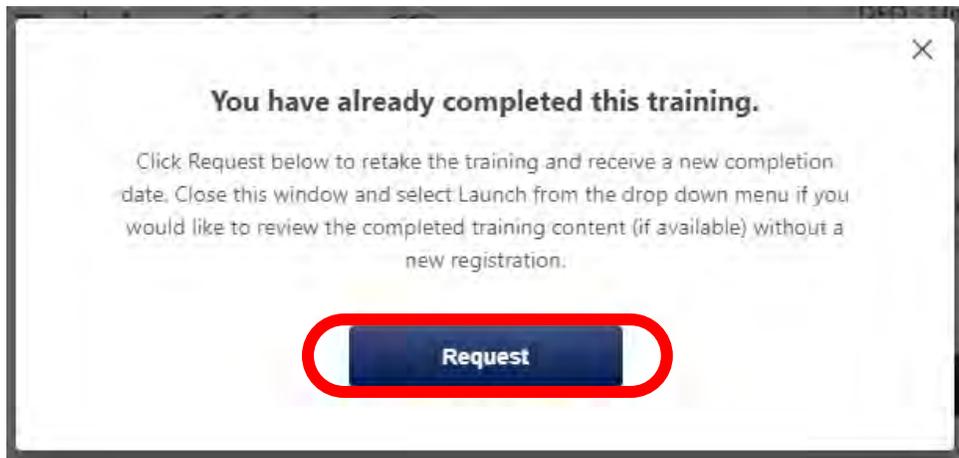
On this screen, fill in additional contact information in each box. Please make SURE to list the facility names and ID numbers for ALL facilities you need credit for Primary Operator Training, then click "Submit." If you need to complete PO Training for multiple facilities, you are welcome to email me a list, just make sure to at least enter one facility ID #.



**DENR - Underground Storage Operator Training**

*Important: This course works best using Internet Explorer browser. Also, please ensure all pop up blockers are disabled in your browser: On Internet Explorer: 1. Launch IE - > Go to Tools -> Internet options 2. Go to the 'Privacy' Tab 3. Search for a checkbox "Turn on Pop-up Blocker" 4. If you check it - the pop-up blocker gets enabled on your browser and pop-ups are blocked. 5. If you Uncheck it - the pop-up blocker gets disabled on your browser and pop-ups are allowed. Attention Primary Operator: You MUST enter the following information or your online training session will not be properly recorded! Do NOT proceed to the online training course until AFTER you have completed ALL of the following fields below. At the end of the training, you can access the completed tab of your transcript and next to the training select "Print Certificate".

**DENR - Underground Storage Operator Training Details**

Business Address:
Business Telephone:
Facility Name (list all if training for more than one facility):
Facility ID # (number found on the permit under the expiration date) (list all if training for more than one facility):

Cancel   Submit

NOTE: If you are completing training to become a Primary Operator for a facility or re-training to satisfy an NOV, please be sure to include your Facility ID #. The Facility ID is located on the facility's operating permit. You are welcome to email me at gina.williams@deq.nc.gov or call (910) 489-3604 and I will be glad to assist you with your facility information. If you are completing the Primary Operator Class <u>for training purposes only</u>, please enter "Training" in the place of the facility named and facility ID #.

On the next screen, click "Register." Then click "Launch."



**NC Learning Center**
Learn. Perform. Connect

Home   Learning   Leadership Training   Reports   Performance   New Connect

ONLINE CLASS

DEQ - Underground Storage Tank Online Primary Operator Training (Version 11)

Duration 1 hour

Details

Show More

ONLINE CLASS

DEQ - Underground Storage Tank Online Primary Operator Training (Version 11)

Registered

Training has been successfully registered to your transcript.

Launch

A separate window should appear with the training slides like the one pictured below. Give the screen at least 30 seconds to load. If the training does not load, try clicking "launch" again. If the training will still not load, you may need to DISABLE the pop-up blocker. Below is the first screen of the training module.



Click on < > to go back or advance the slides.

When that window appears, you will see a play button in the bottom left corner of the screen. The slides do not have audio content. You can use the arrow buttons to the right of the play button to move forward or backward in the slides. Click on the arrow at the bottom right to advance the slides.

You will have quiz questions as you complete each section of training. Select your answer(s) and click on the ✓ at the bottom right of the screen to check your answer.

## The Primary Operator's daily responsibilities are:

A. Operation, maintenance, and record-keeping for the UST facility

B. Knowledge of the UST regulations

C. Can be a third-party contractor

D. Only A and B

Select your answer(s).

Click on ✓ to check your answer(s).
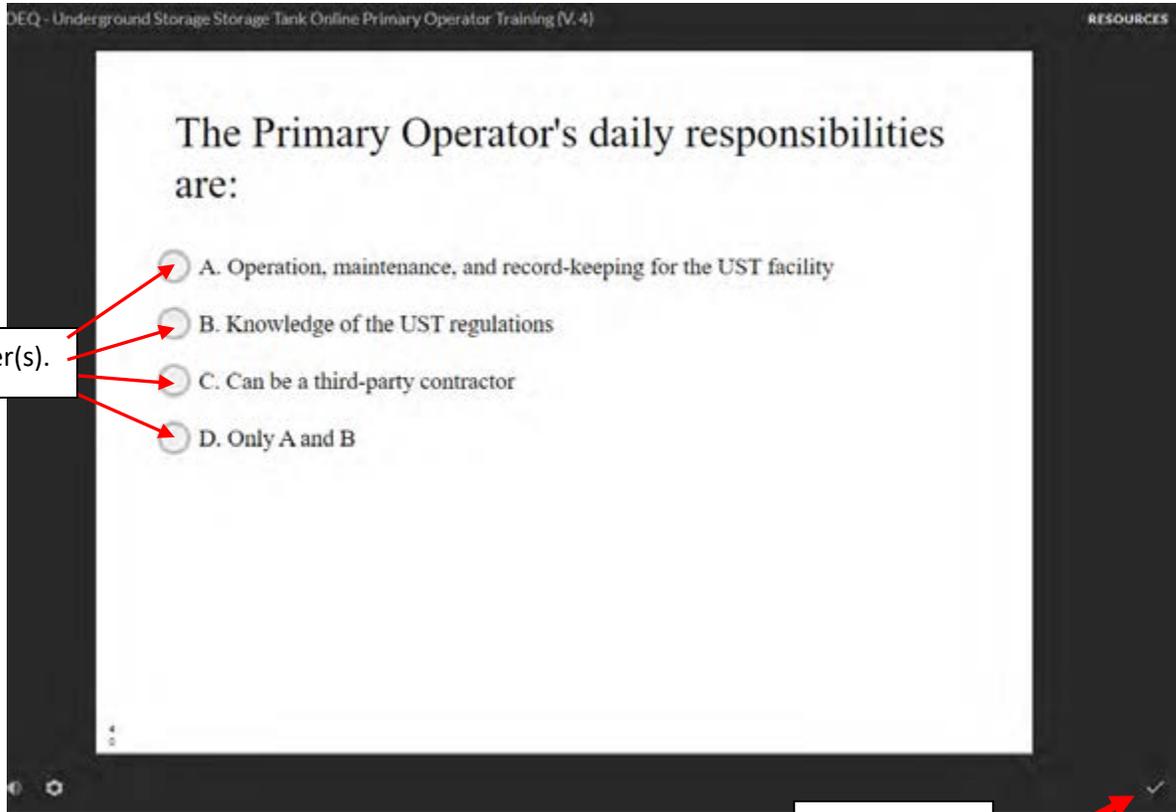
Upon completing the training, you will see your score and results:

## Quiz

**Your Score**   100% (300 points)

**Passing Score**   75% (225 points)

✓   Congratulations, you passed.

Continue     Review Quiz

Click continue to advance to the next screen.
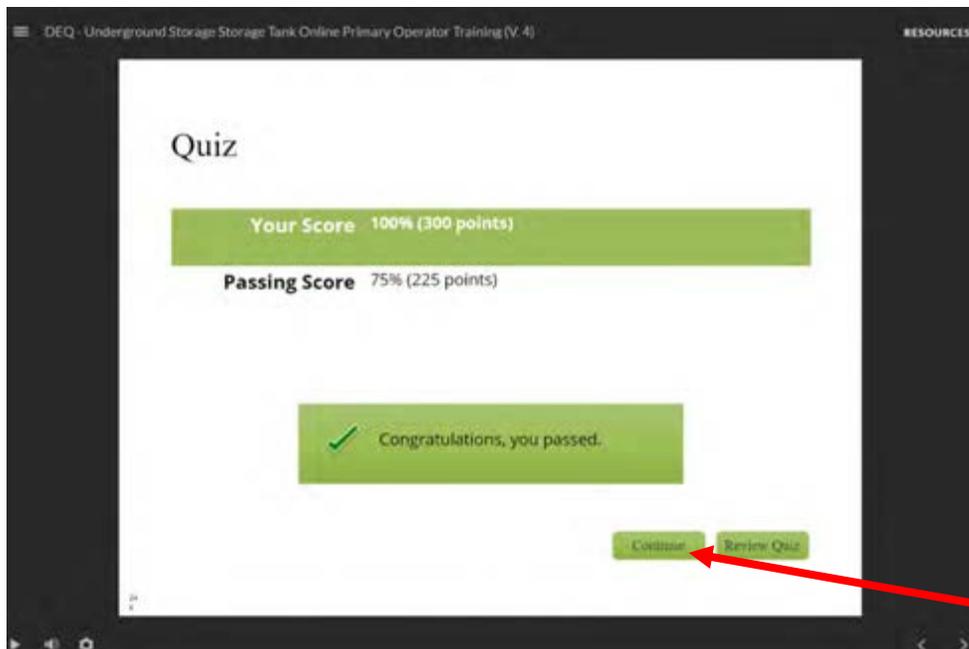
Next, close this window and you should return to the NC Learning Center page. Click on the dropdown menu on the right of the screen. To view your Primary Operator Training Certificate, select View Certificate. Another pop-up screen should appear with your certificate.

Click on the X to close the screen.

DEQ - Underground Storage Storage Tank Online Primary Operator Training (V. 4) – Work - Microsoft Edge

https://ncgov.csod.com/lms/scorm/clientLMS/Scorm12IframeContainer.aspx?aicc_sid=AICCtj5PmiINn8FZuVGut8TAvA&ai...

DEQ - Underground Storage Storage Tank Online Primary Operator Training (V. 4)          RESOURCES

*Close*

# Congratulations!!!!!

- You have completed the on-line tank school course.
- Thank you. If you should have any questions, please contact your inspector or the UST Section in Raleigh at 919-707-8171.
- If you have a Primary Operator violation, it is your responsibility to contact your UST inspector to report that you have completed this training to resolve the violation.

DEQ
NORTH CAROLINA
Department of Environmental Quality

Now you will be back at the NC Learning Center where you can view, print, or save your Primary Operator Certificate. Click on the drop-down arrow next to request.



Select View Certificate.

When you click on View Certificate, a pop-up window will appear with your certificate. Your certificate should look like the one below with you name in the center:
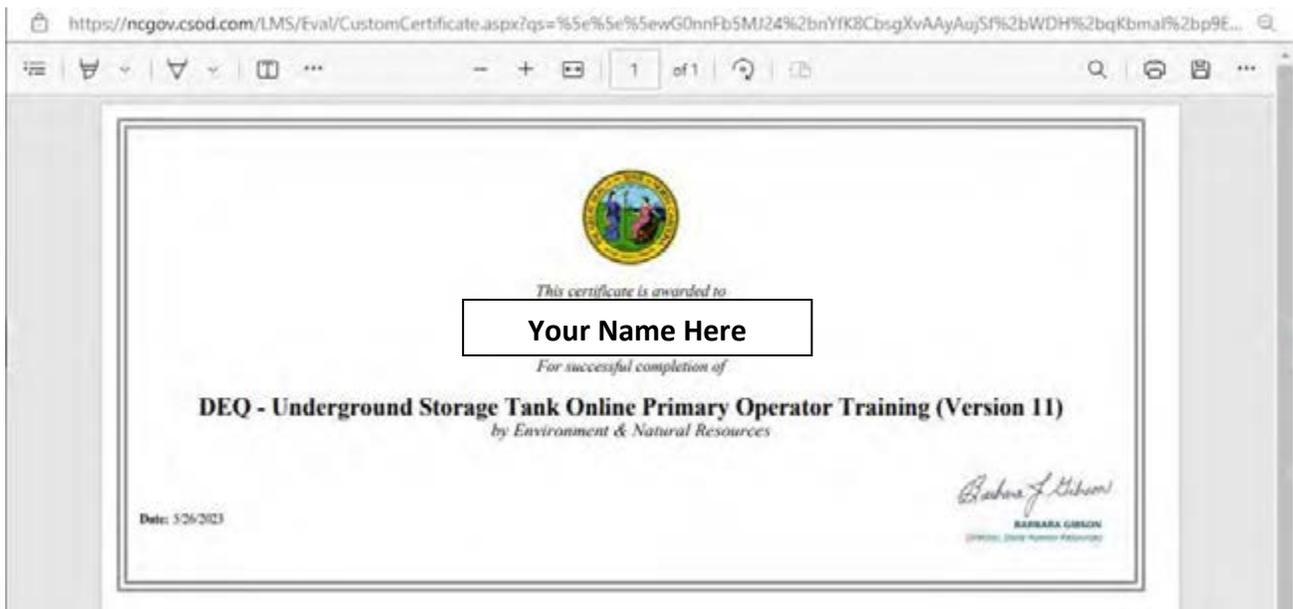
You may print your certificate by clicking on the image of the printer at the top right of the pop-up screen. You can also save your certificate by clicking on the image of the disk.



To print you certificate, click here.

To save your certificate, click here.
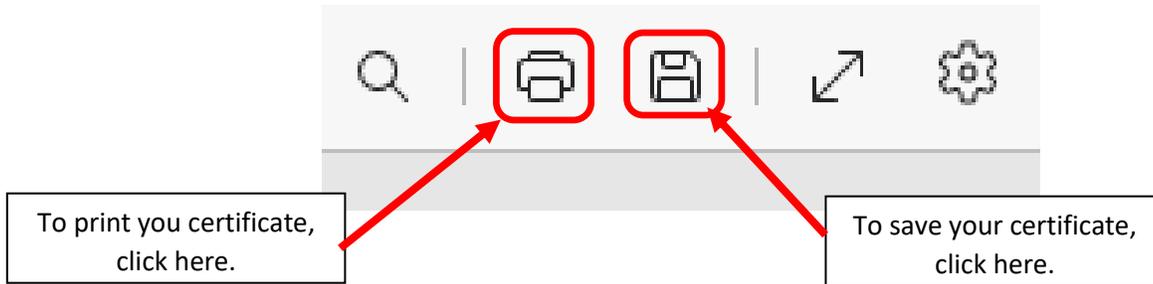
You also have the option to return at a later date and log into LMS to view, print and save your most recent Primary Operator Training certificate. Log back into the NC Learning Center and click on "Learning" at the top left of the Screen. Then go to "View Your Transcript".



Home    Learning    Leadership Training    Reports    Performance    New Connect

View Your Transcript

Playlists

Events Calendar

Browse for Training

DEQ Skillsoft Home (Manager's ONLY)
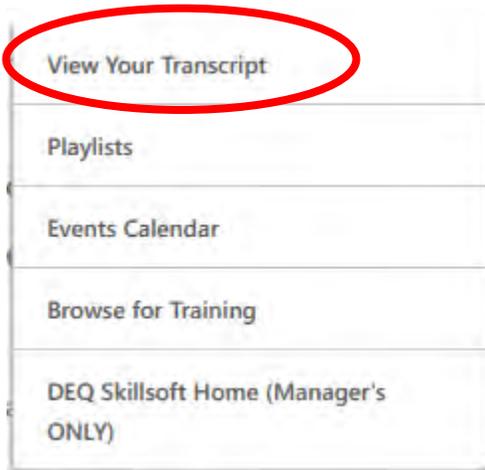
Next click on the drop-down menu under the Filter by Training Status labeled "Active". Select "Completed."



On the next screen you should see the DEQ-Underground Storage Tank Online Primary Operator Training (Version 11). Click on the drop-down arrow next to View Certificate.



By clicking on View Certificate in the drop-down menu, you will be able to view, print, or save your certificate by following the same steps covered in the previous steps.