



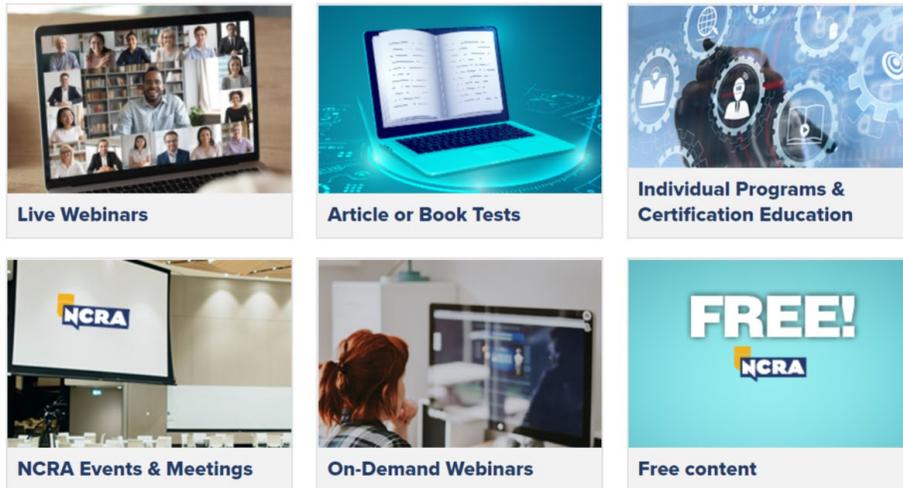
**Step 1:** Click here to access the [NCRA Learning Center](https://learningcenter.ncra.org) (learningcenter.ncra.org)

**Step 2:** Become familiar with the landing page and all that NCRA offers in the NCRA Learning Center.

The screenshot shows the NCRA Learning Center landing page. At the top, there is a navigation bar with links for Log Out, Membership, Find Professional, Jobs, Donate to NCRF, and a search bar. Below the navigation bar is a main menu with categories: Events, Certification, Continuing Education, Students & Teachers, Professional Resources, Get Involved, and About. The main content area features a large banner for the 'RISE TO THE challenge!' event, which is the NCRA Business Summit for Firm Owners and Their Leadership Teams, held from November 19-21, 2021, at the Hyatt Regency Savannah in Savannah, GA. Below the banner is the NCRA Learning Center logo and a welcome message: 'Welcome to the new NCRA Learning Center!'. A text block explains that users can access the Learning Center for continuing education needs, earn CEUs and PDCs, and register for online courses and in-person meetings. Another text block states that the field of captioning and court reporting demands a broad base of knowledge, and professionals must keep up with the rapidly changing world of information. Below this is a 'Stay tuned for new content' box with a message about updating the content library. The page also features several promotional tiles: 'Live Webinars', 'Article or Book Tests', 'Individual Programs & Certification Education', 'NCRA Events & Meetings', 'On-Demand Webinars', and 'Free content'. At the bottom, there are three icons representing 'More Ways to Earn', 'Join NCRA', and 'Certification Test Center'.

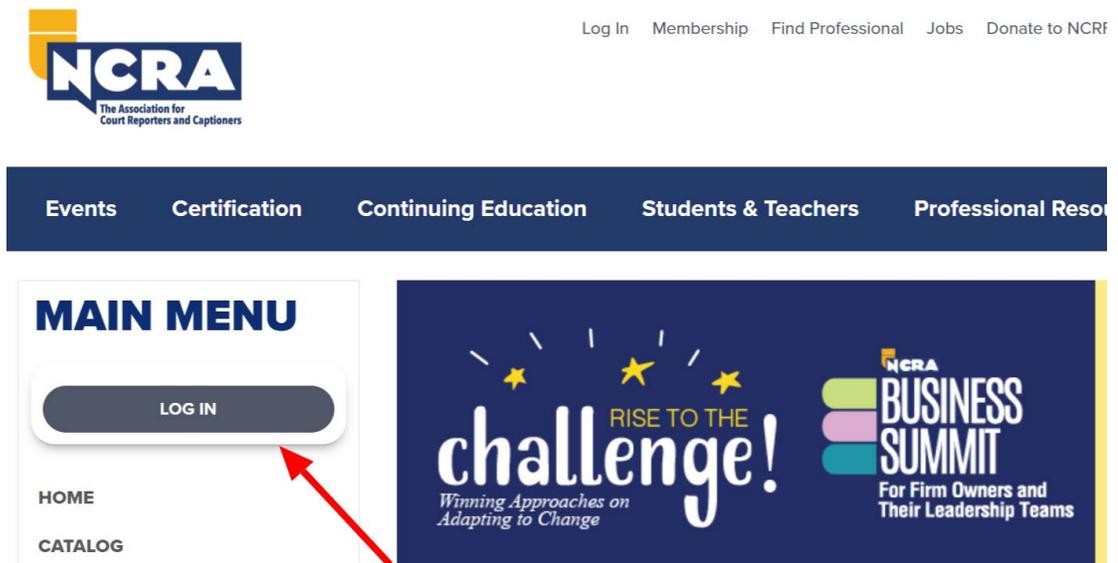
**Step 3: Find your learning opportunity from the six segments below:**

- **Live Webinars:** Upcoming live webinars
- **Article or Book Tests:** Article and books with a quiz
- **Individual Programs & Certification Education:** CRC and CLVS Certification Education
- **NCRA Events & Meetings:** Live streaming of some of NCRA’s in-person meetings
- **On-Demand Webinars:** Recorded or pre-recorded webinars
- **Free Content:** Free for NCRA members for personal and professional growth with no CEUs

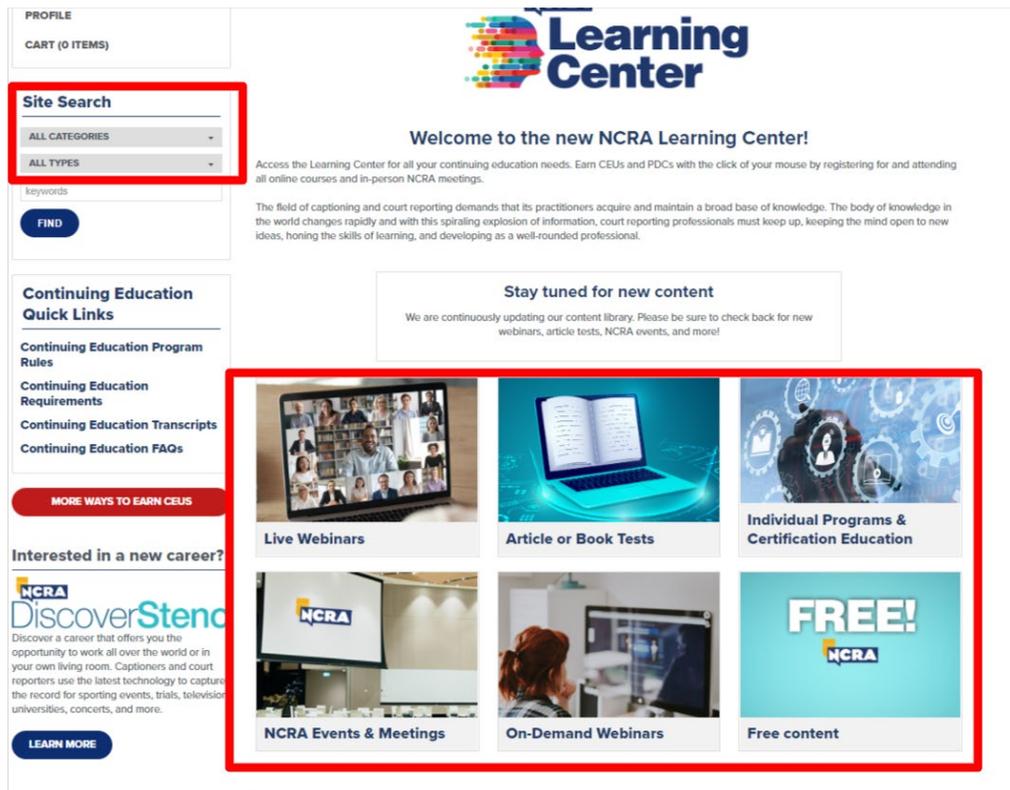


**Step 4: How to register for a product.**

- i. Log into the NCRA Learning Center by using your NCRA credentials.



- ii. Based on the segment descriptions above, select a product (ex. On-Demand Webinars, Article or Book Tests, etc.), or use the site search feature in the left panel to search by category or type.

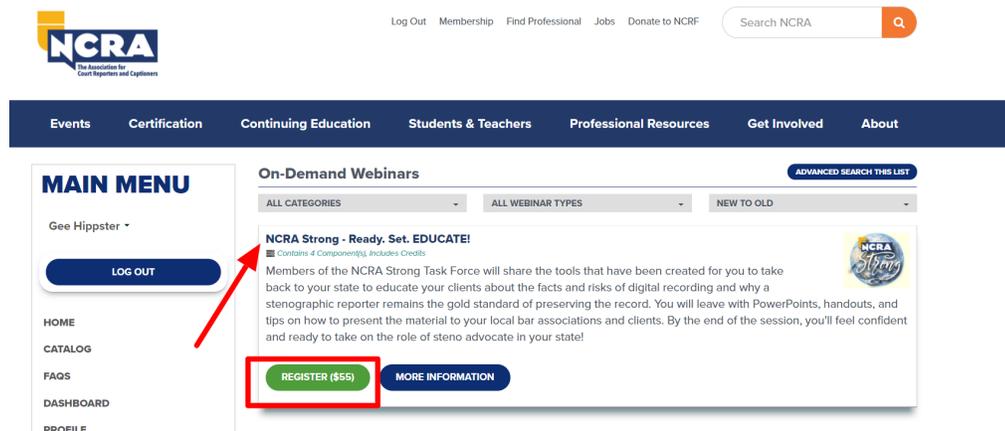


**EXAMPLE**

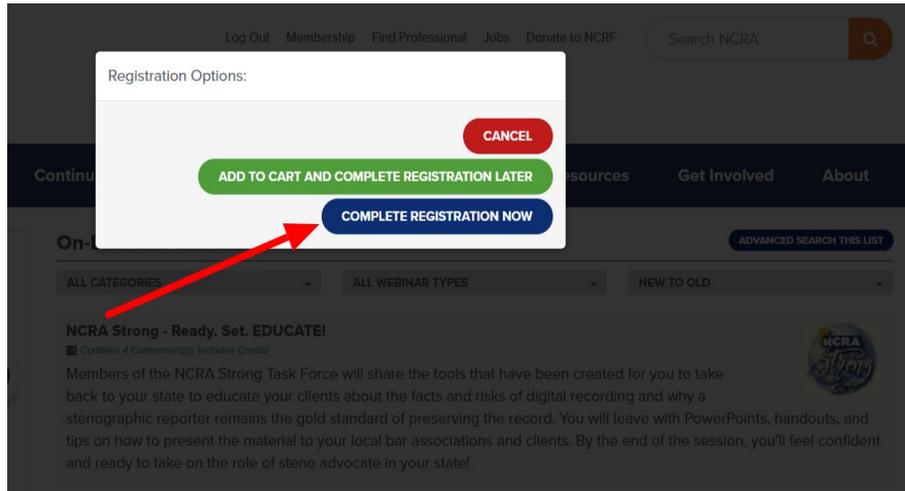
- iii. Once a product has been selected under the available segments noted above, a list of what is available for purchase will appear.

- o For example, under the On-Demand Webinars segment, one of the available webinars is “NCRA Strong – Ready. Set. EDUCATE!”
- o Select the title “NCRA Strong – Ready. Set. EDUCATE!”
- o Select the “Register” button.

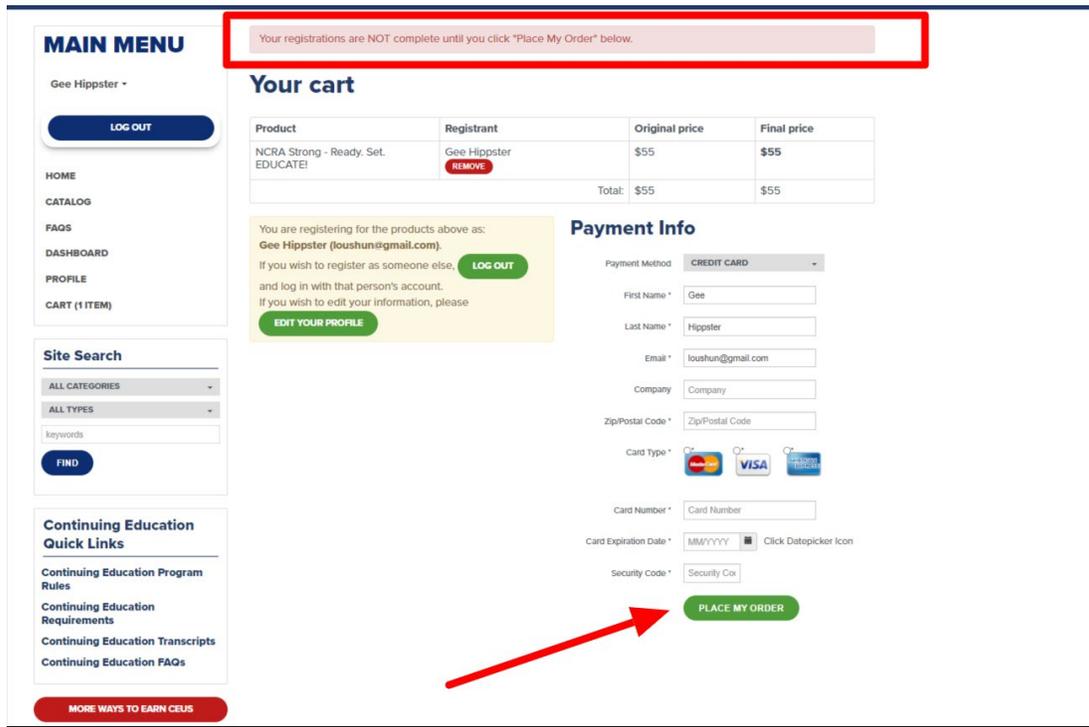
**NOTE:** Pricing is determined by your membership status (member/nonmember). Some products are available only to NCRA members.



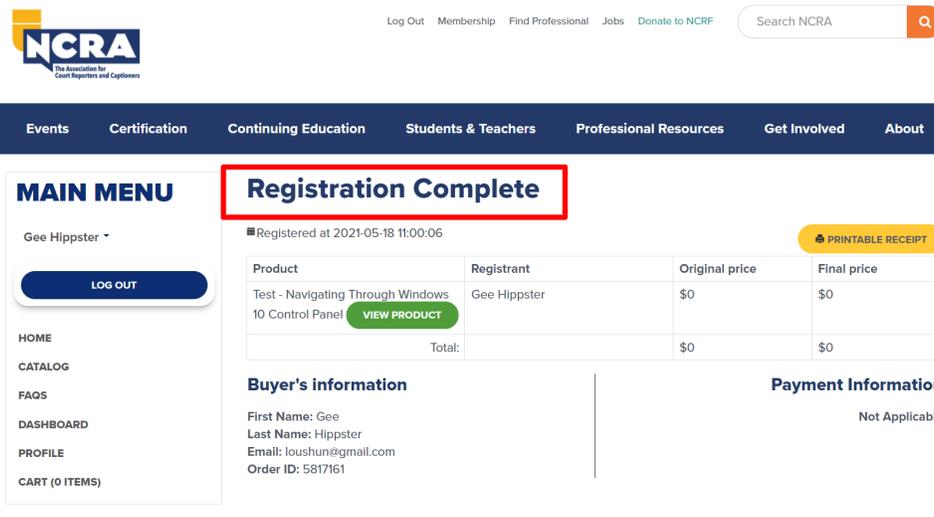
- iv. To complete your registration, select the option to complete registration now, or, if you prefer, add your selection to the cart and complete registration at a later time.



- v. When "Complete Registration Now" is selected, a shopping cart will appear. To finalize the purchase, complete the payment information and select "Place my order" button at the bottom. *Registration is NOT finalized unless you select "Place my order."*



- vi. Once registration is completed, a receipt should appear on the screen. Also check your email for an email receipt.



### Step 5: Accessing a product once registration is complete.

There are several ways to access the product you registered for.

- Your confirmation email will have a link to the product.
- OR**
- When you are ready to access your product, log back into the NCRA Learning Center and select the “DASHBOARD” link in the left panel. Any product you are registered for or have not yet completed will be listed here.
- OR**
- Check any reminder emails that are sent prior to the product expiration date. Each of those emails will have a link to the product.

### Step 6: Tips to navigate the NCRA Learning Center:

- **Home:** Use the “Home” button to navigate back to the home page of the Learning Center
- **Dashboard:** Select the “Dashboard” button to see all your registered products or view products that have not been completed



- **Profile:** Select the “Profile” button to update your information, select your time zone, upload a profile image, and select your educational interest categories.

The screenshot shows a user profile page. On the left is a sidebar with a 'LOG OUT' button at the top. Below it are navigation links: HOME, CATALOG, DASHBOARD, PROFILE (highlighted with a red box), and CART (1 ITEM). Under 'Site Search' are dropdowns for 'ALL CATEGORIES' and 'ALL TYPES', a 'keywords' input field, and a 'FIND' button. At the bottom of the sidebar is 'Continuing Education'. The main content area has an 'INSTRUCTIONS' button and a 'Profile Image' section with a placeholder image and a 'CLEAR IMAGE' button. Below this is a form with fields for 'Email', 'First Name' (Gee), 'Last Name' (Hipster), and 'Timezone' (US/Eastern), with a 'SAVE' button. To the right is an 'Interest Categories' section with a scrollable list of categories and radio buttons for selection: Business, Captioning, CART, Ethics/Governance, CLVS, and School Teachers & Administrators.