

## What is the **best browser** to use for NCJTC self-paced courses?

Newest version of Google Chrome is always recommended for self-paced classes.



## Who is able to take certain courses?

NCJTC offers both general public and exclusive content courses. The exclusive content courses are reserved for specific occupations, such as law enforcement. These classes require an additional approval step in order to access.



## How do I sign up for self-paced courses?

Select the self-paced course you'd like to take and click the Register button. Follow prompts to either setup an NCJTC profile or complete registration. Once a profile is created, an approval process begins followed by an email notification stating your access level for self-paced courses.



The screenshot shows a course titled "Legal Considerations in Child Abuse Cases" under the "Self-Paced" category. It features a teddy bear image, a brief description of the course content, and buttons for "PRINT FLYER" and "REGISTER".

## Where do I find the **account profile setup link**?

Your NCJTC profile can be setup from the home page - See "Sign In" link in the upper right corner.

The screenshot shows the NCJTC website's sign-in page. It includes fields for "ID" and "Password", a "SIGN IN" button, and links for "Forgot Password?", "Don't have an Account?", and "CREATE ACCOUNT".

## How long before I am approved after I register?

Approvals for public and exclusive courses occur upon completion of your NCJTC profile.



## After I register, how long do I have to **take the course**? Do I have to take it all at one time?

The NCJTC self-paced "term" runs from June 1 – May 31 of each calendar year. Depending on when you register, you can have up to 12 months to complete the course.



## Do I receive a **certificate** upon completion of the self-paced course?

Certificates are embedded into the course and will be issued online upon completion.



## Help, I forgot my **password** when I get into Blackboard to take my course.

No problem, there is a password reset link on the home page of Blackboard.