How To Get Started with 7 Steps to Get Hired course

This guide provides a straightforward step-by-step process for enrolling in the "7 Steps to Get Hired" course. Learn to set up your account and gain access to valuable lessons and modules that focus on effective communication and working with others—essential skills for employment.

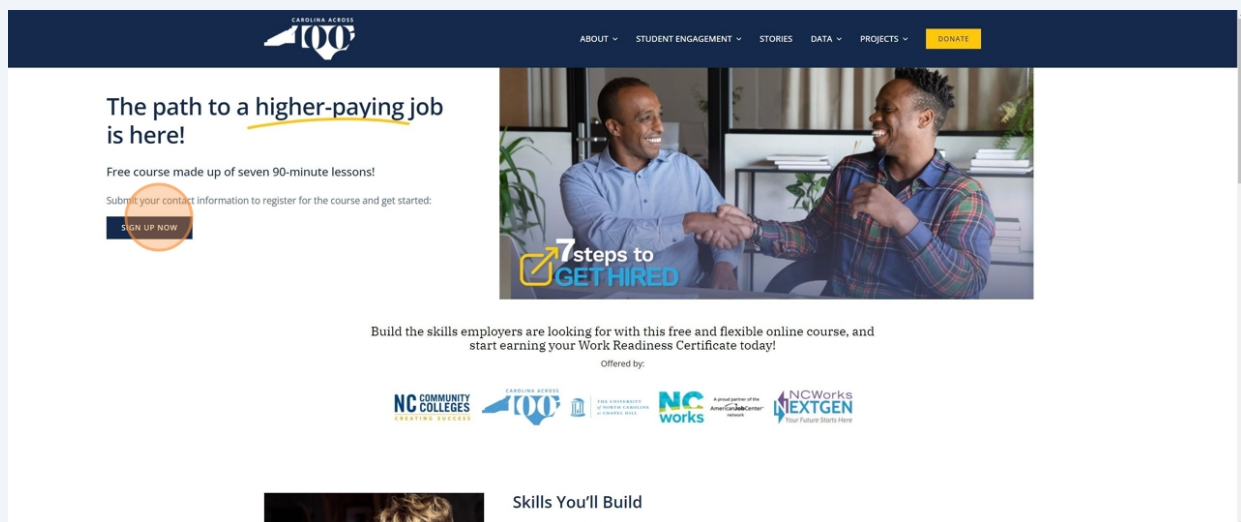For additional support, connect with your local Community College:
www.nccommunitycolleges.edu/students/what-we-of...
or
NCWorks NextGen program: nccareers.org/ncworks-nextgen-program

1 Navigate to **https://carolinaacross100.unc.edu/gethired/**
Click "SIGN UP NOW"

2 Type your First name, Last name, Email address, Phone number and select the North Carolina County where you live.
Click "SUBMIT"

7 Steps to Get Hired

Submit your contact information to begin registering for the course:

First name *

Last name *

Email address *

Phone number

Select your NC County *

SUBMIT

#CarolinaAcross100

DONATE

THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

CAROLINA ACROSS
100

ncIMPACT

7 Steps to Get Hired

Submit your contact information to begin registering for the course:

First name *

Sample

Last name *

Student

Email address *

@gmail.com

Phone number

704

Select your NC County *

County

SUBMIT

#CarolinaAcross100

DONATE

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of NORTH CAROLINA
at CHAPEL HILL

CAROLINA ACROSS
100

ncIMPACT

3 You should be redirected to this site.
https://moodle.nccommunitycolleges.edu/login/index.php

Click "Create new account"

Password*

Forgotten your username or password?

Log in

Is this your first time here?

Create new account

Help with login ?

4 Create a username and password that you will use to access the course.

Enter your Email address (twice), First name, Last name, City, and Country (United States)

NC COMMUNITY COLLEGES

NC COMMUNITY COLLEGES

Log in

New account

Username

Password

Email address

Email (again)

First name

Last name

City/town

Country

Select a country

Security question

5 Click to check the security question box to confirm you are not a robot.

Click "Create my new account"

6 You will see a confirmation screen. Click "Continue"

Open your email account (gmail, yahoo, hotmail, icloud, etc.) in a new tab.

7 Find the account confirmation email from "Admin User (via moodle)" and click the link to confirm your account.

M Gmail   🔍 Search mail   ⇄

← ▤ ⊘ 🗑 | ✉ 🗀 ⋮

NCCCS Moodle LMS: account confirmation ➤

Admin User (via moodle) <noreply@mrooms.net>
to me ▾

Hi,

A new account has been requested at 'NCCCS Moodle LMS'
using your email address.

To confirm your new account, please go to this web address:

https://moodle.nccommunitycolleges.edu/login/confirm.

In most mail programs, this should appear as a blue link
which you can just click on. If that doesn't work,
then cut and paste the address into the address
line at the top of your web browser window.

If you need help, please contact the site administrator,

Admin User
Contact site support

↩ Reply   → Forward   ☺

8   You will be redirected to the moodle site. Click "Continue"

You may be asked to log in with the username and password you created for the course.

NC COMMUNITY COLLEGES

Home

NCCCS Moodle LMS

Thanks, Young Adult
Your registration has been confirmed

Continue

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Data retention summary

English (United States) (en_us)

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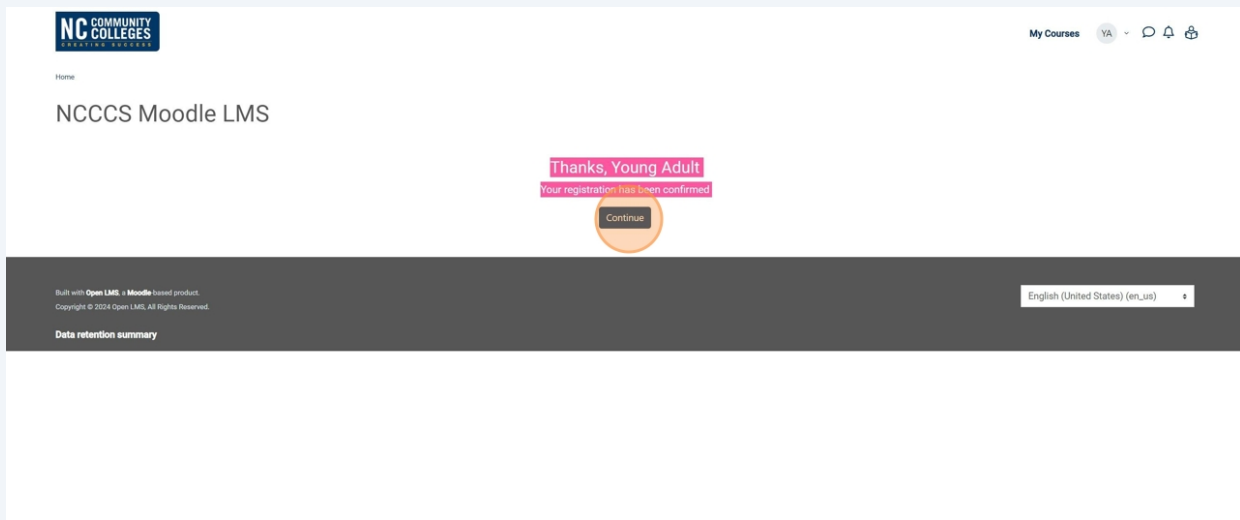
9   Scroll to the bottom of the page and find the Self enrollment option.

Click "Enroll me"

boosting their job-seeking confidence.

Course Background
North Carolina employers have jobs to fill that offer living wage salaries and a long-term career path. They are looking to hire employees who have built the entry-level skills that will help them succeed in the workplace. Yet, roadblocks exist that keep young adults from connecting with those living wage jobs or the educational opportunities they might need to take their next career steps.

As learners navigate this course and complete each module, know that local workforce leaders are available to help you navigate your next steps. Find connections in your area at NCWorks NextGen Program (opens in a new window) [https://nccareers.org/ncworks-nextgen-program].

Teacher

˅ Self enrollment (Student)

No enrollment key required.

Enroll me

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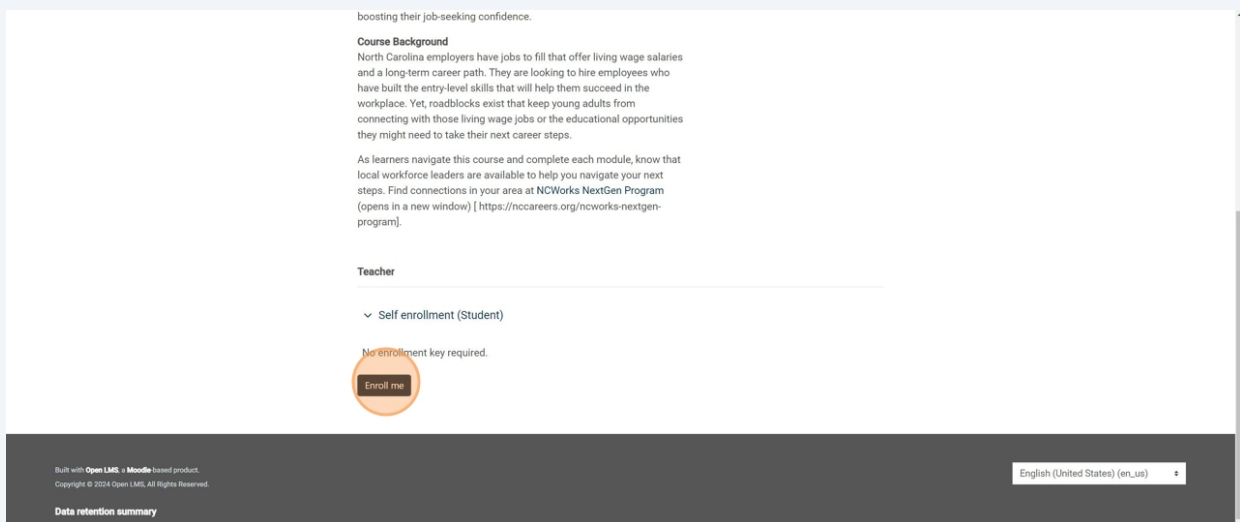Copyright © 2024 Open LMS All Rights Reserved.

Data retention summary

English (United States) (en_us)

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10 You now have access to the course and can begin the lessons and modules. Read the introduction and scroll down the page.

Click "NEXT SECTION
Module 1: Communication: Working with Others"

7 Steps to Get Hired: The Keys to Building Your Future

CONTENTS

Course Introduction and Purpose
Module 1: Communication: Working with Others
Progress: 0 / 1
Module 2: Managing Yourself and Working with Your Team
Conditional • Progress: 0 / 1
Module 3: Critical Thinking for Innovation
Conditional • Progress: 0 / 1
Module 4: Adaptability and Empathy
Conditional • Progress: 0 / 1
Module 5: Getting the Job, Preparing Yourself for Employment
Conditional • Progress: 0 / 1
Module 6: Getting the Job, Developing Your Documents
Conditional • Progress: 0 / 1
Module 7: Getting the Job, Landing the Job
Conditional • Progress: 0 / 1
Post-Course Survey
Conditional • Progress: 0 / 1
Certificate
Conditional

Course Dashboard

You are enrolled in the course.

Course Introduction and Purpose

Welcome to 7 Steps to Get Hired: The Keys to Building Your Future

North Carolina employers have jobs to fill that offer living wage salaries and a long-term career path. They are looking to hire employees who have built the entry-level skills that will help them succeed in the workplace. Yet, roadblocks exist that keep young adults from connecting with those living wage jobs or the educational opportunities they might need to take their next career steps. 7 Steps to Get Hired is a no-cost, interactive, self-paced course comprised of seven modules designed to help you learn and practice highly-desired job skills while building your resume and boosting your job-seeking confidence.

NEXT SECTION
Module 1: Communication: Working with Others

Course Contacts

About this Course

This is a self-paced (asynchronous) no-cost and interactive online course for young adults ages 14 to 24 who are eager to learn ways to become more successful in the workplace. The course contains seven modules designed to enhance and build skills required in today's modern workforce. By the end of this course, learners will be better equipped to obtain employment and grow as a young professional in the workplace. This course is intended to help young adults learn and practice highly-desired job skills while building their resume and boosting their job-seeking confidence.

Course Background
North Carolina employers have jobs to fill that offer living wage salaries and a long-term career path. They are looking to hire employees who have built the entry-level skills that will help them succeed in the workplace. Yet, roadblocks exist that keep young adults from connecting with those living wage jobs or the educational opportunities they might need to take their next career steps.

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11   Click "Module 1: Communication: Working with Others"

Welcome to Module 1: Communication: Working with Others

In this module you will:

○ Recognize types of non-verbal messages sent to others through body language and facial expressions.
○ Apply verbal and non-verbal communication skills to build connections with coworkers, managers, and customers.
○ Select personal exercises to calm your nerves when speaking publicly.

SCORM PACKAGE
Module 1: Com...
Click "Enter" to begin the module.
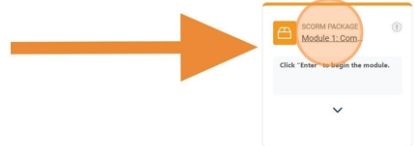
PREVIOUS SECTION
Course Introduction and Purpose

NEXT SECTION
Module 2: Managing Yourself and Working with Your Team

Course Contacts

About this Course

12 Click the "Enter" button

Review each page and use the "Continue" button at the bottom of each section to move to the next part of the course.

Steps to Get Hired: The Keys to Building Your Future

Module 1: Communication: Working with Others

✓ Done: View   **To do:** Receive a score of 100 or more

Click "Enter" to begin the module.

Preview   Enter

Number of attempts allowed: Unlimited
Number of attempts you have made: 1
Grade for attempt 1: 0%
Grading method: Highest attempt
Grade reported: 0%

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Module 1:
Communication:
Working with Others

  || Module 1: Comm...

Exit activity

- North Carolina Association of Workforce Development Boards (NCAWDB)
- The North Carolina Community College System
- Our Community College Partners: Alia King, Sheena Ashley, Sheila Funderburke, Candace Rashada, Jonee Callahan, Iris Carter, JaQueta Gatling, Brenda Harris, Kim Lewis, Karen Davis, Anne Bacon, Katherine Davis, Dr. Candace Holder, Petra Carroll, and Dr. Andrew Gardner.
- The UNC School of Government Instructional Design Team

Let's get started!

CONTINUE

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