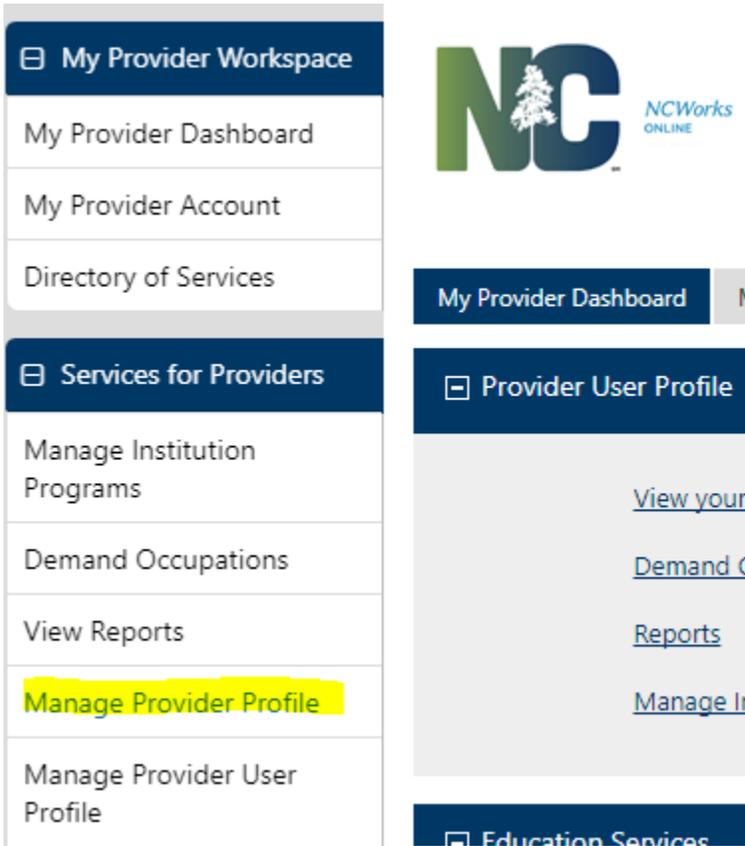


Uploading Supporting Documentation (Training Provider) NCWorks Guide

Step 1 – Go to www.NCWorks.gov

Step 2 – Log in using your unique credentials

Step 3 – Click “manage provider profile”

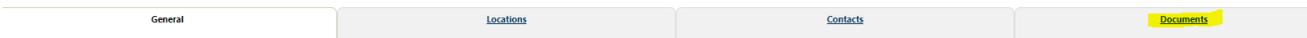


The screenshot displays the NCWorks ONLINE interface. On the left, there are two main navigation sections: "My Provider Workspace" and "Services for Providers". Under "My Provider Workspace", the items are "My Provider Dashboard", "My Provider Account", and "Directory of Services". Under "Services for Providers", the items are "Manage Institution Programs", "Demand Occupations", "View Reports", "Manage Provider Profile" (highlighted in yellow), and "Manage Provider User Profile". On the right, the "NCWorks ONLINE" logo is visible at the top. Below it, a "My Provider Dashboard" button is shown. Further down, a "Provider User Profile" section contains links for "View your", "Demand C", "Reports", and "Manage Ir". At the bottom, a "Education Services" button is partially visible.

Step 4 – Click “documents”



Use this folder to manage the Provider's general information.



The screenshot shows a horizontal row of four tabs: "General", "Locations", "Contacts", and "Documents". The "Documents" tab is highlighted in yellow.

Step 5 – Select “upload a document” or “scan a document”

Background Activities Memo Documents

No records found

Documents with spaces in the document name may be incompatible with some browsers. These spaces will be replaced with _ when saving the document in our system.

Upload a Document Scan a Document

Step 6 – Enter keywords associated with supporting documentation and attach supporting documentation then click “save”. The upload will record will appear for you to view to confirm it’s legible. **Note:** .PDF file types are preferred.



Please follow the instructions listed below to add a document into the system.

* Indicates required fields.

Document Information

* Document Tags:

Proof of Accreditation

Keywords that will be indexed with this attachment.

Attach Document

Location:

Choose File PROOF OF ACCREDITATION.pdf

Save

Cancel

General Information Background Activities Memo Documents

Show Filter Options (Showing all records)

Click a column title to sort.

Name	Tags	Class	Create Date	Action
PROOF_OF_ACCREDITATION.pdf	Proof of Accreditation	Miscellaneous	10/31/2017	View Download Edit Meta Data

Repeat steps 1-6 for remaining supporting documentation.

If you have questions about this guide and/or its content, please contact:

Sherika Rich, Centralina Workforce Development Board Staff

srich@centralina.org | 704.348.2719

Centralina WDB serves: Anson, Cabarrus, Iredell, Lincoln, Rowan, Stanly, and Union counties