

## **March State Training Schedule Now Available**

Registration is open for the March 2025 instructor-led training courses listed below. Slots are limited. NCTracks Zoom courses can be attended remotely from any location with a computer and internet connection. Please note that training will be conducted through Zoom; individualized meeting information has been created for each course. Please see the Training Enrollment Instructions section below for registration details.

### **Recipient Search and Update**

*Friday, March 28, 2025, 1:00 p.m. – 3:00 p.m.*

This course will demonstrate procedures for searching for recipients and viewing demographics. Explain procedures to update recipient information.

### **Meeting Information**

Follow the steps below for audio and visual access to the Zoom online training session:

1. Dial US Toll-Free: 833-568-8864
2. Enter meeting ID: 161 080 1266
3. Press the # key
4. Enter meeting passcode: 0000369300
5. From an internet browser, enter the URL

<https://gdit.zoomgov.com/j/1610801266?pwd=89pu8be99xAisXiOW406QrzQO7Kvm8.1>

Users may choose to use the computer audio instead of dialing in.

### **Training Enrollment Instructions**

State operations users can register for these courses in SkillPort, the NCTracks Learning Management System. Log onto the secure NCTracks Operations Portal and click the Other tab to select Learning Management System. Once in SkillPort, select State Operations Training under Catalog and open the appropriate folder labeled ILT Remote via WebEx (although this is the sub-folder name, please note that, as previously mentioned, courses will now be conducted via Zoom and not WebEx).

Refer to the Quick Links on the public [State and Fiscal Agent Operations Users home page](#) for detailed instructions on how to use SkillPort.