How to Log In to NCEdge Customized Training

NCCCS ERP Modernization – Job Aid

3/12/2025

Version 1.0

North Carolina Community College System

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Introduction

Document Summary

The NCEdge Customized Training (CT) solution within Ellucian's ecosystem of products is used by the System Office Business and Finance Division along with college representatives to create projects and allot funds for training.

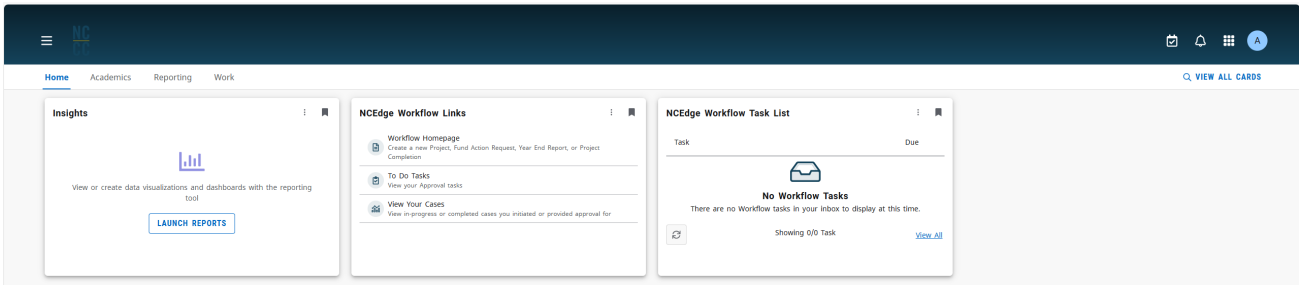
This document contains information to help College Directors, Regional Directors, or System Office staff supporting CT to log in to Ellucian Experience, Ellucian Workflow, and Insights Reporting.

The contents of this document are covered by § 132-6.1.(c):

Nothing in this section shall require a public agency to create a computer database that the public agency has not otherwise created or is not otherwise required to be created. Nothing in this section requires a public agency to disclose security features of its electronic data processing systems, information technology systems, telecommunications networks, or electronic security systems, including hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes.

NCEdge Customized Training in Ellucian Experience

The Ellucian Experience home page for the System Office displays the cards for NCEdge Customized Training to link to all the necessary tools needed to perform your job. You will need to bookmark these cards to have them automatically appear on your page when you login.



Establishing an Account at the System Office

You must first submit an access request to be added as a NCEdge Customized Training user, either as a College Director, Regional Director, or some other System Office role. Follow the instructions in Request Access to Banner NCEdge Customized Training Account.pdf within NCEdge to request access via the NCCCS Service Portal.

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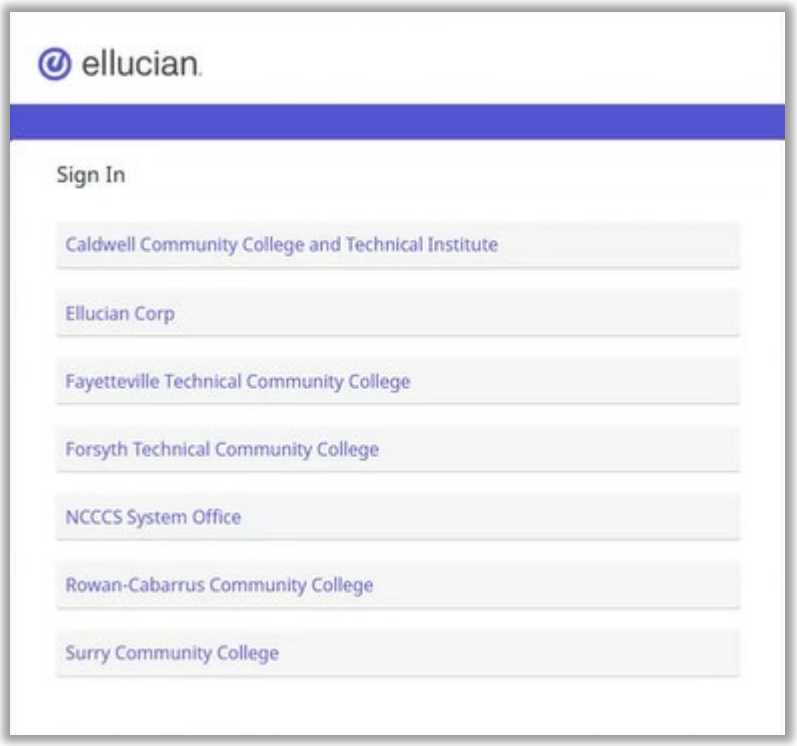
System Office Experience URL

Once your account is created, the URL below can be used to log in to the environment you need. You will use the same credentials as when you log in to your computer or college email.

https://experience.elluciancloud.com/ncccso/

You will select your college from the list:



Once you are authenticated successfully, your first time will show a few welcome screens to learn more about Experience. Click through these screens and click Accept on the last one.

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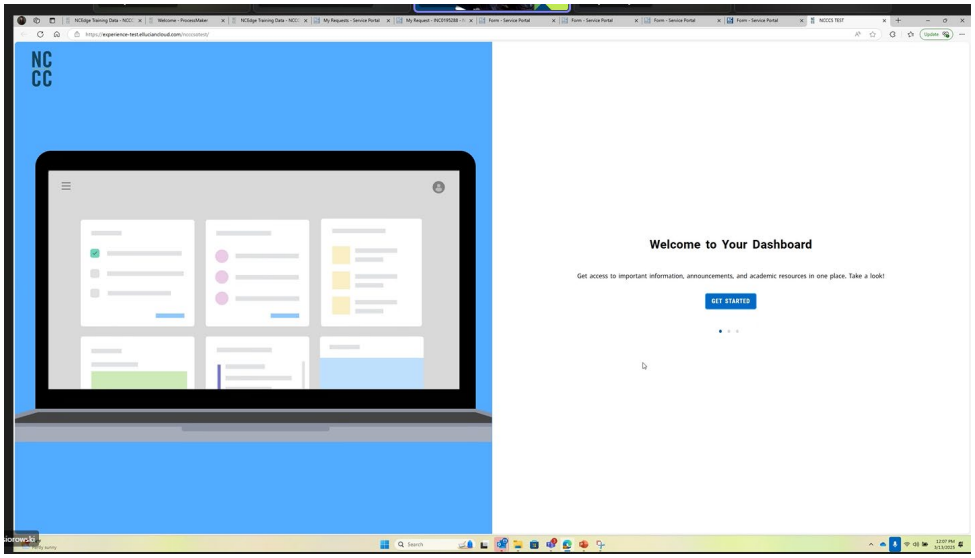

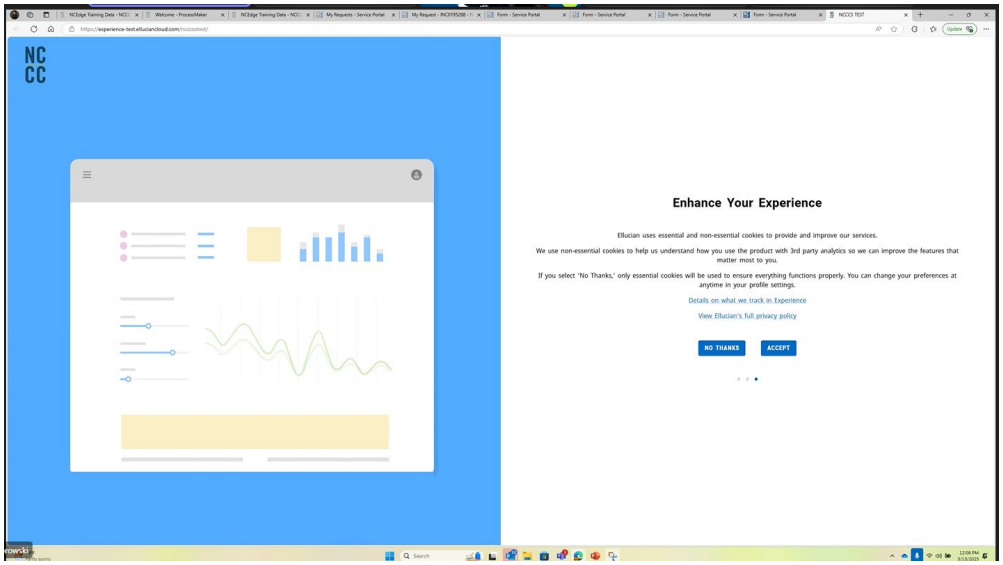

This brings you to the home page that you will see each time you log in. Here you can click on the various cards assigned to your role based on what you need to do.

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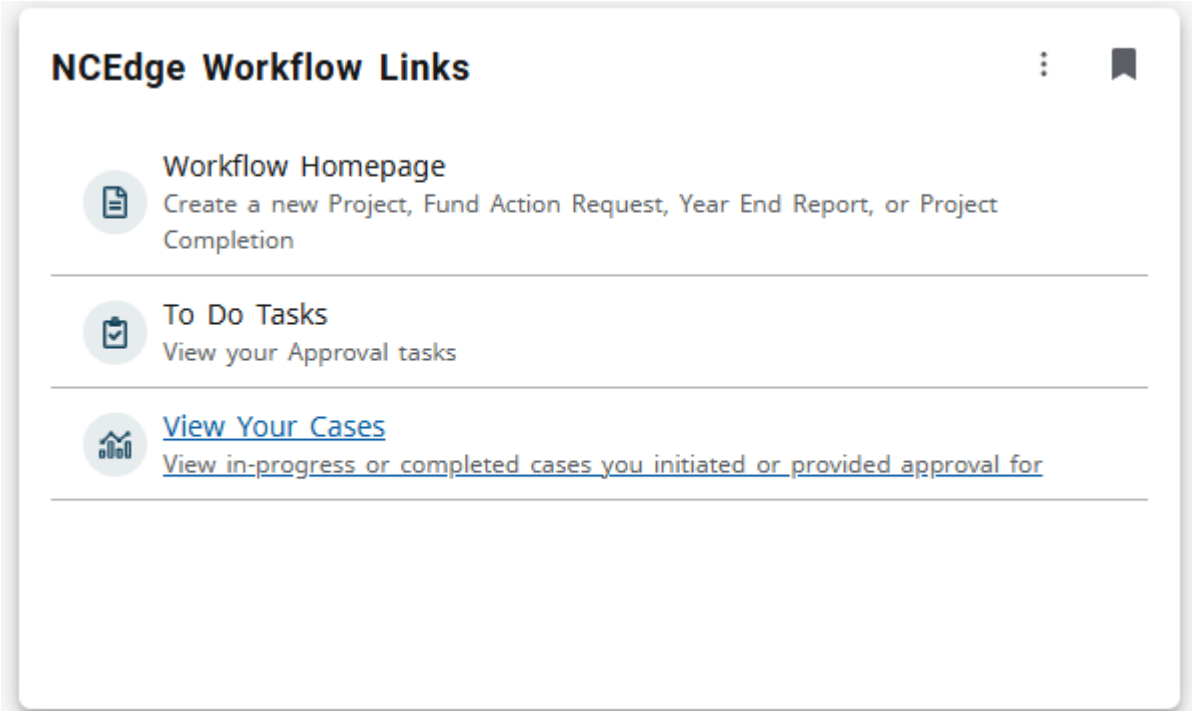
NCEdge Customized Training Workflow Task List Card

This card will show the tasks that are assigned to you. You can use these links to go directly into that specific Task form in Ellucian Workflow, click View All to see all your tasks in an Experience page, or click the 3 dots in the top right to open Ellucian Workflow.



If you do not have anything needing to be completed or needing your approval, your card will look like this:

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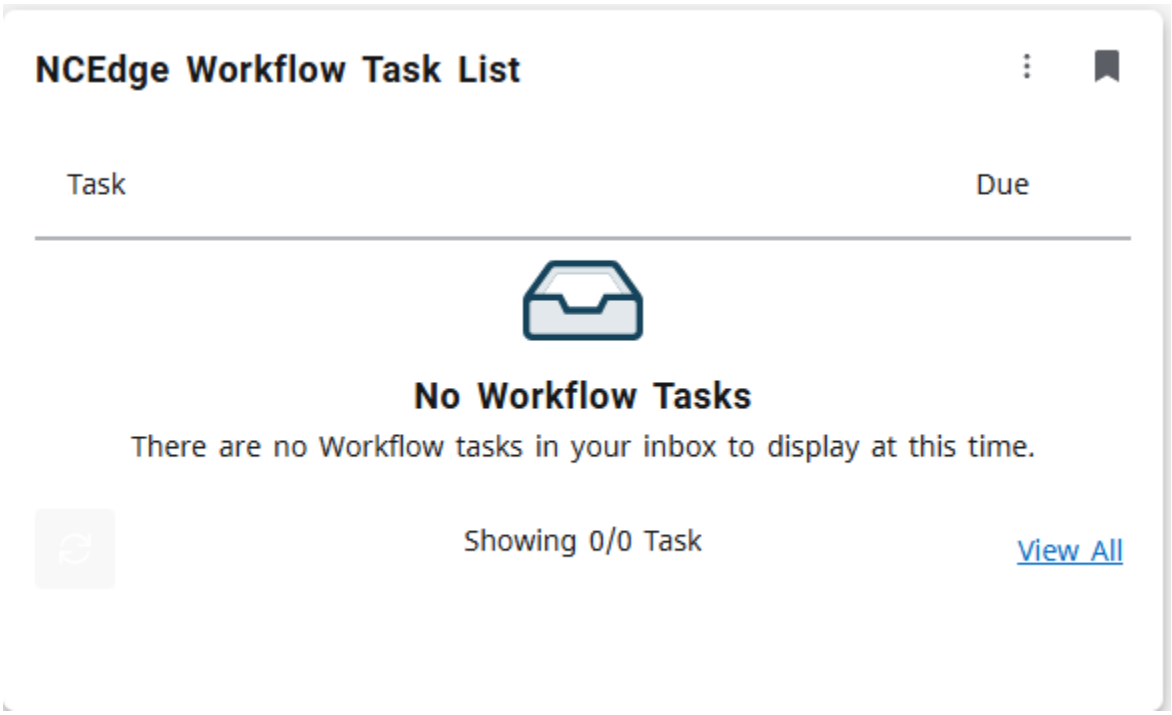
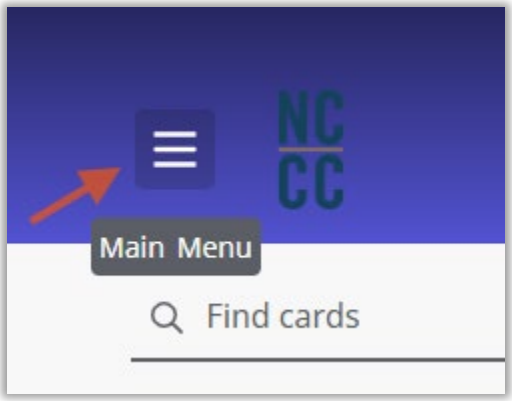
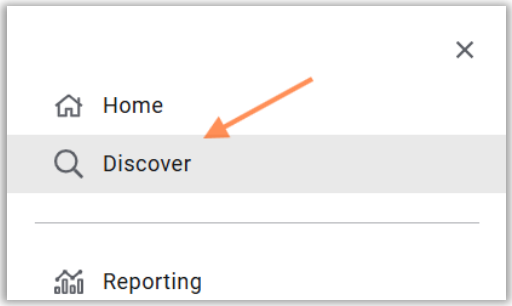


To view other cards that are available to you and may not be added as a bookmark to your homepage yet, click the hamburger menu in the top left, then click Discover.





If you don't have the card enabled for display, it will show the bookmark in the top right corner as unshaded.

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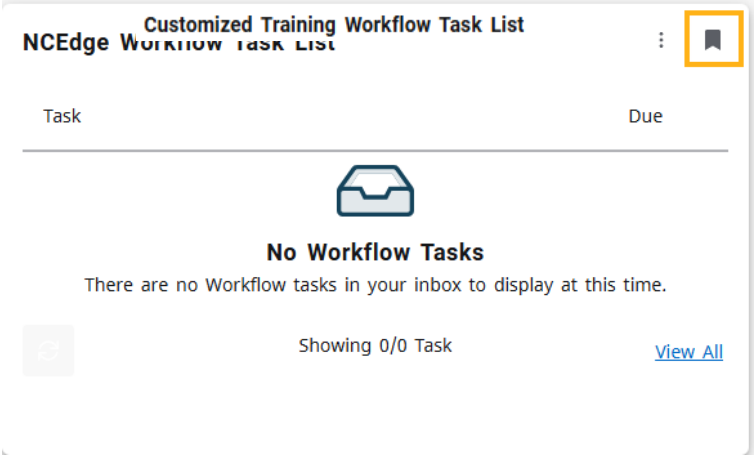

To add it to your homepage, click the bookmark and it will turn grey. You will see a message that the card was saved successfully.

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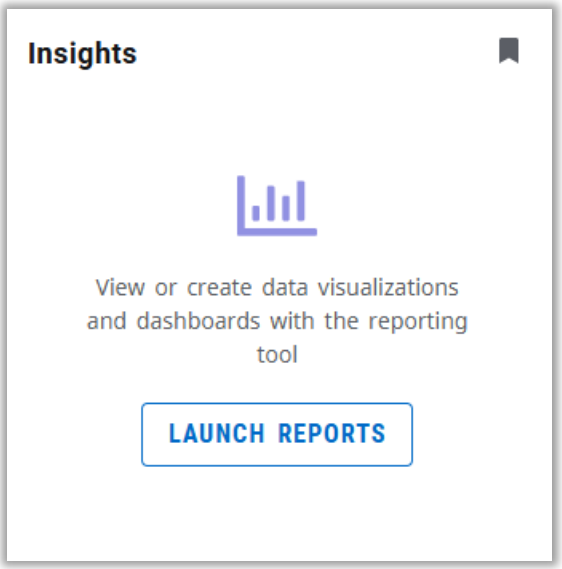
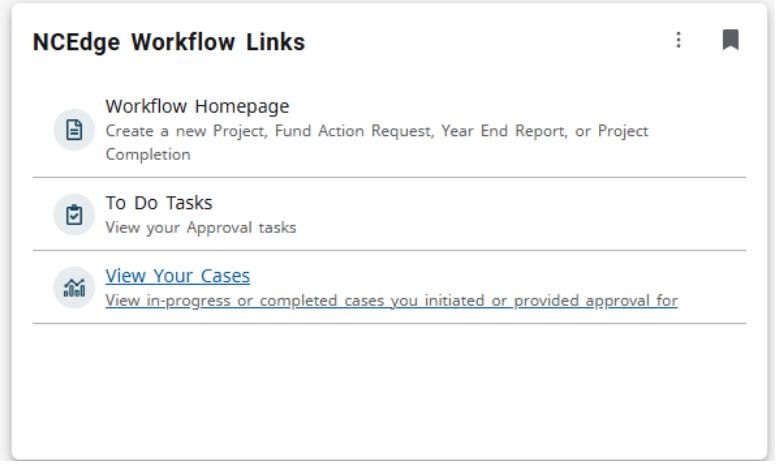
Ellucian Insights Card

The Ellucian Insights card is your entry into viewing the reports created for NCEdge Customized Training projects and other data.



NCEdge Customized Training Workflow Links Card

This card contains links to the different pages within Ellucian Workflow.



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