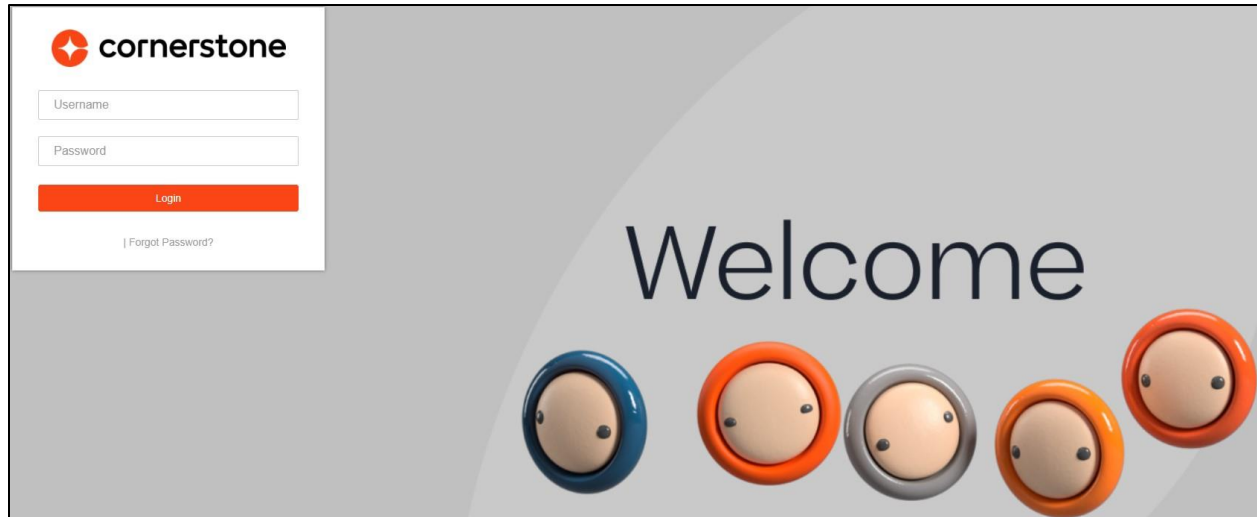


# North Dakota Courts Cornerstone Learning Management System



## Initial Sign in:

### Cornerstone

Login: Your ND Courts email address

Password: Contact Lee Ann Barnhardt at [lbarnhardt@ndcourts.gov](mailto:lbarnhardt@ndcourts.gov) or (701) 328-4251

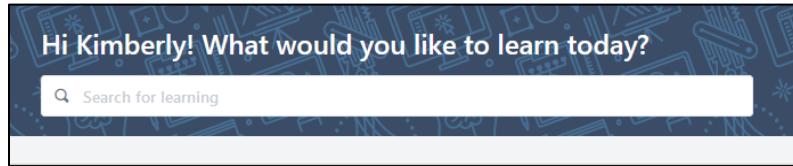
You will be required to change this after your initial login.

The new password must match the following criteria:

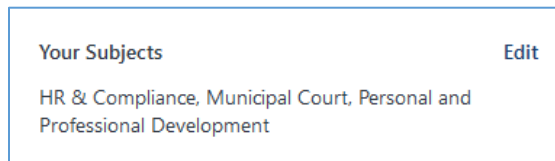
- \* Passwords must contain both upper and lower case letters.
- \* Passwords must contain alpha and numeric characters.
- \* Passwords cannot be the same as the previous 24 passwords.
- \* Passwords must be 8 - 20 characters.
- \* Passwords cannot have leading or trailing spaces.
- \* Passwords cannot be the same as the Username, User ID, or email address.

## Learner Home:

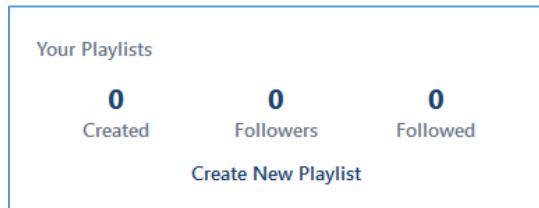
Search – Search for materials, learning modules, as well as recorded and upcoming educational opportunities.



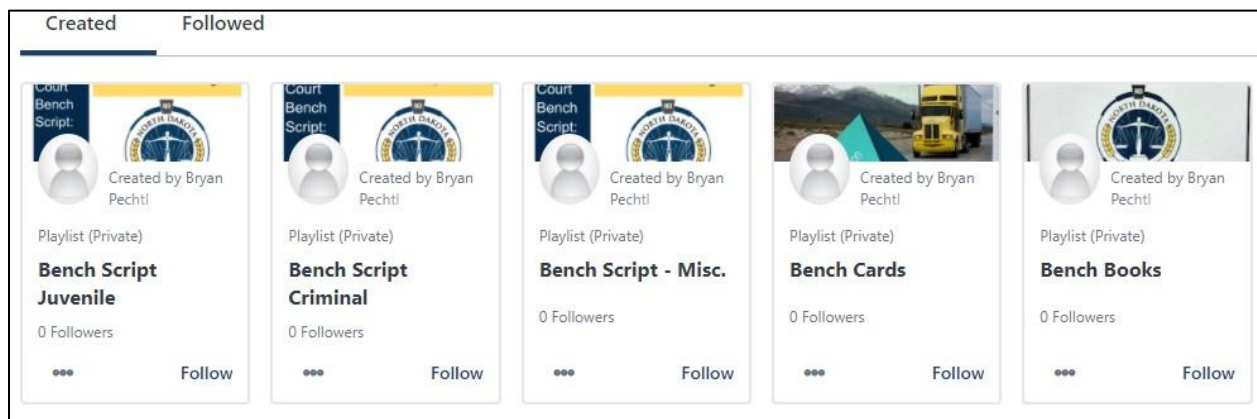
Your Subjects – Choose areas of interest to receive recommendations for content in those areas.



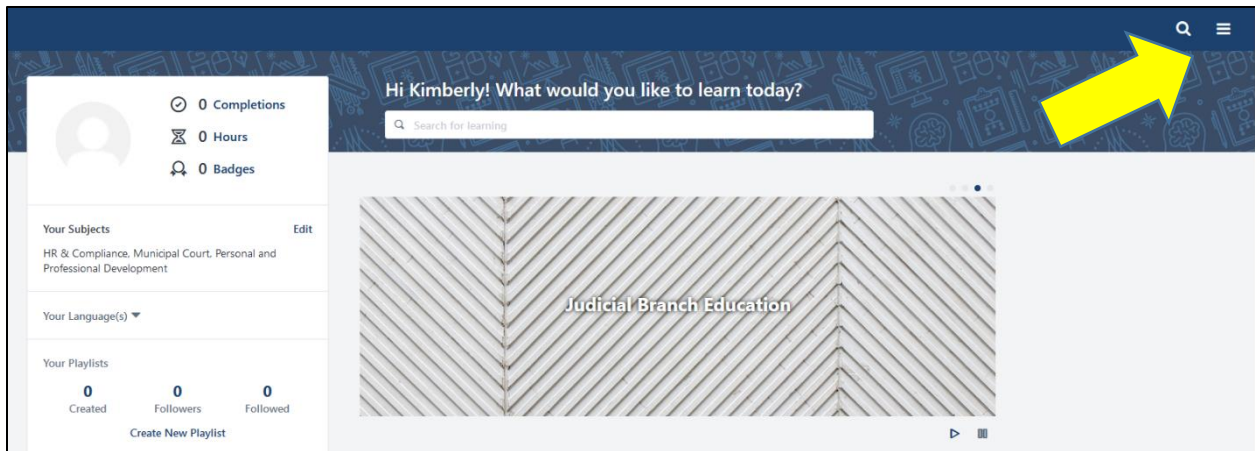
Playlists – Create lists of content you would like to quickly and efficiently access, such as Bench Scripts and Bench Books.



Example playlist.



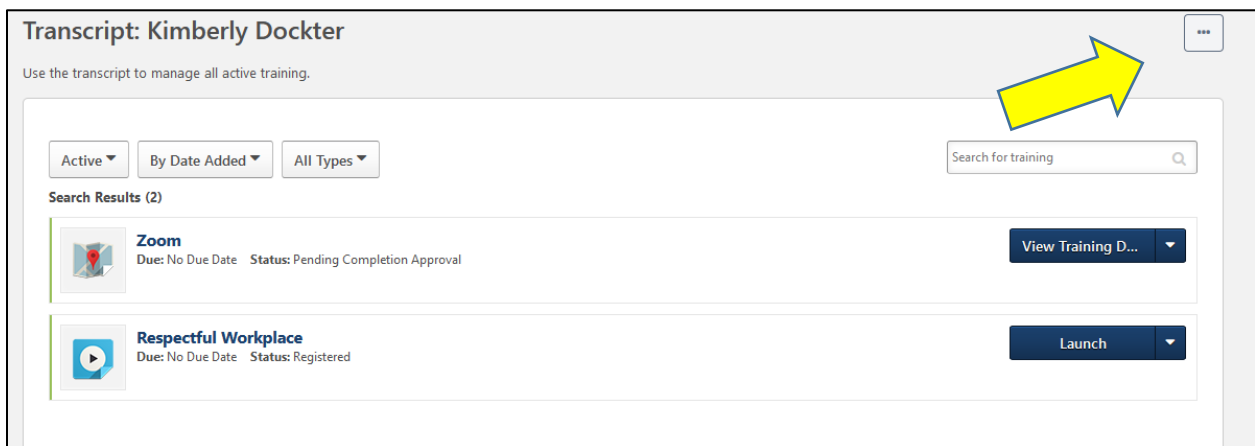
## Features in Drop Down at top right side of **Learner Home**



### **View Your Transcript:**

You have the ability to view your active transcript, completed items, or those that are archived. Items can be archived by clicking on the drop down menu at the right of each event – you may wish to do this at each reporting period as it will be easier to track current hours.

*By clicking on the square with three dots on the right hand side of the screen you can:*



### **Run Transcript Report:**

1. Click on the box with three dots on the right hand side of the screen.
2. Click “Run Transcript Report”
3. Select the date range you would like to print and “Include Completed Training Only” under the ‘Advanced’ heading.
4. Select “Include Training Detail”.

5. Select 'Credits', 'Diversity and Inclusion Hours', and 'Ethics Hours'.
6. Run the report, which will open in Excel Spreadsheet.

### **Add External Learning:**

Here you will enter training information and have the ability to upload any supporting documents. If the training was not provided by a preapproved provider, this will be submitted to the education commission for review before being added to your transcript. Fill in as much information as possible, and include attachments as you feel necessary.

1. Click on the box with three dots on the right hand side of the screen.
2. Click "Add External Learning"
3. The following screen will launch. Complete as many fields as possible, and be as descriptive as possible.

### Add External Training

Enter the information below and submit for approval.  
This information will be added to your transcript if the course is approved. You may follow the approval process by monitoring the status of the external training.  
Please attach the agenda and course completion certificate if provided.  
Course approval is determined under Administrative Rule 36. The course approval policy is located at <https://www.ndcourts.gov/state-court-administration/education>.

\* = Required

**Language**

English (US) ▼

**Title \***

**Training Description \***

**Institution \***

**Training Dates \***

Start Date  End Date

4. Upload relevant documents in the 'Attachments' field – the more the better!
5. When everything is filled out, click 'Submit'. The Education Commission will review the submission and make its determination to award credit.
6. You will be returned to the 'Transcript' page, (see image below) and the new external training should be added. On the right-hand side, you can select the drop down menu, Click "Launch" and then "Mark Completed".



### **Events Calendar:**

Use this to view upcoming educational sessions.

Be sure that 'Location', 'Session Contact', and 'Session Instructor' are each set to 'All', or no training may be present.

Click on the event to see details and register.