Q: How do I create a Commerce Learning Center account?

A: In order to have an automatic Learning Management System account set up for you, an employee’s personal information must be accurate, and complete in three (3) NOAA databases: the NOAA Staff Directory, the NOAA LDAP Database, and the National Finance Center Database (employees only).

Non-employees such as volunteers and contractors only need their information in the LDAP and NOAA Staff Directory.

To view your information in the NOAA Staff Directory, use your Web browser to navigate to: https://pictor.rdc.noaa.gov:9001/nsd/intsearch
If your information is not in the NOAA Staff Directory, press Add Member and enter it.
If you have questions about this procedure, please contact Production.Control@noaa.gov.

To view or correct information in the NOAA LDAP Database, contact your Line Office Mail Administrator.

To view or correct information in the NOAA NFC Database, contact your servicing Human Resources representative.

Once information is correct in all 3 databases, it becomes part of a daily data feed sent to DOC and to our learning management system provider to establish an automated account for you. If your account is not established within one (1) week of updating your data, contact Maria Krug at Maria.C.Krug@noaa.gov of Workforce Management.