

Obtaining a Commerce Learning Center (CLC) Account

All CLC accounts are automatically generated from a record in the NOAA Staff Directory (NSD). To have a CLC account established for a new employee, contractor or associate, they must have a NSD record created for them. Follow these steps to setup an NSD record:

1. Go to: <https://nsd.rdc.noaa.gov>.
2. Enter Username and Password (of the individual setting up account for new employee).
3. Select "Enter NSD Internal Version" button.
4. Search for new employee.
5. Assuming the search shows no records, click the "Add Member" button on the lower right-hand side of page.
6. Fill out the multi-page form and submit it. (It takes about 24 hours for the record to be created.)

Please note!

- It is very important that the NSD record include the person's email address, and Federal Manager (or Supervisor).
- Contractors have an additional "CLC Flag" in the NSD that must be set by their Federal Manager. See [Contractor Access to the CLC](#).

Once the NSD record is setup, the new employee should have a CLC account within about a week. CLC user data is updated on Tuesday and Friday nights. The new employee will receive a welcome message from the system with login information and a temporary password. For more details on the NSD, see the NSD Help file on the NSD web page.