



How to Sign Up For an Emergenetics – Meeting of the Minds Workshop

There are multiple steps you will need to complete when signing up for an Emergenetics – Meeting of the Minds Workshop, and this document is designed to walk you through those steps. This document is very detailed with screen shots to assist you. Please be sure to read it thoroughly and carefully while completing the required steps.

If, at any time, you have any questions or encounter any problems please contact Brian Svik at 402-471-4463 or brian.svik@nebraska.gov.

The first thing you will need to do is sign into the Employee Development Center (EDC) on <http://link.nebraska.gov/>. If you know how to sign into the EDC please do so now and skip to the “Requesting Emergenetics” step on the next page.

If you need assistance signing into the EDC, please follow the steps below about “Signing Into The EDC”.

Signing Into The EDC

Go to <http://link.nebraska.gov/> and click on the Employee Development Center button.



1. *Enter your Username* – You can use any of the following:
 - Your employee number
 - Your EnterpriseOne username
 - Your work email address (@nebraska.gov)
2. *Enter your Password*
 - **If you have previously signed on** use the password you set up. If you do not remember your password click the “Forgot Your Password” link.
 - **If you have never signed onto** the EDC use Password1* as your default password. You will then be asked to do the following:
 - Create a new password
 - Enter a contact phone number
 - Set up two security questions in the event you forget your password
3. *Click the “LOGIN” button*

Note: If you need assistance signing into the EDC please contact the LINK Help Desk at 402-471-6234.

Requesting Emergenetics

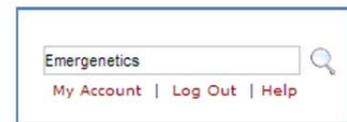
Signing up for an Emergenetics – Meeting of the Minds workshop is a two part process. First you must complete the Emergenetics Questionnaire and then you need to register for the Emergenetics – Meeting of the Minds workshop. The EDC will not allow you to register for the workshop until you have completed the questionnaire. **If you have previously completed the questionnaire and/or attended a workshop you do not need to complete the questionnaire again.**

If that is the case for you, you can skip to the “**Emergenetics – Meeting of the Minds Workshop**” on the next page. If you have not completed the Emergenetics Questionnaire, please proceed to and follow the “**Emergenetics Questionnaire**” instructions.

Again, if you have any questions at any point please contact Brian Svik at 402-471-4463 or brian.svik@nebraska.gov.

Emergenetics Questionnaire

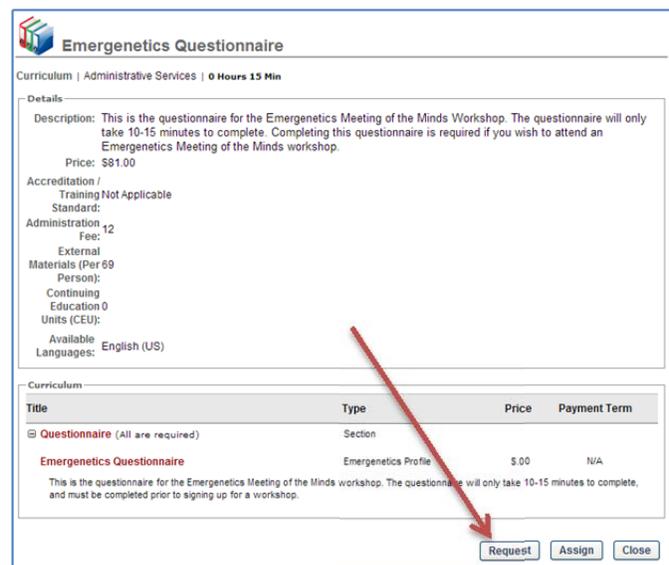
1. After signing into the EDC type “Emergenetics” in the search window in the upper right hand corner of the screen and press Enter.



2. One of the search results will be “Emergenetics Questionnaire.” Click on this title.



3. A window will open with a description of the Emergenetics Questionnaire, and at the bottom of the window you should see a “Request” button. Click this button to request the Emergenetics Questionnaire.
4. Since there is a cost for the Emergenetics Questionnaire, your supervisor will be required to approve your request. As soon as you click on the “Request” button the EDC will send an email to your supervisor/manager informing them of your request and that they need to approve or deny the request in the EDC. Once they have taken action on your request you will receive an email informing you of their decision. If they approve your request the email will include detailed instructions about your next steps including completing the Emergenetics Questionnaire and then signing up for an Emergenetics – Meeting of the Minds workshop.



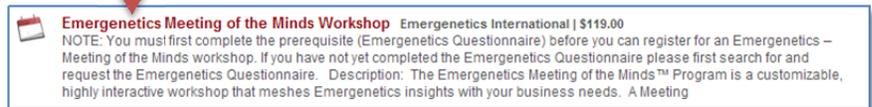
Emergenetics – Meeting of the Minds Workshop

After completing the Emergenetics Questionnaire (or if you had previously completed the questionnaire), you will need to sign up, or register, for an Emergenetics – Meeting of the Minds workshop in the EDC. Below are the steps to register for a workshop:

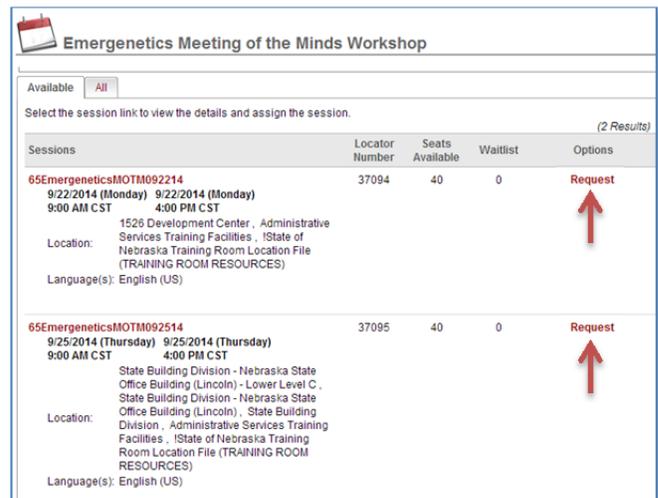
1. Sign into the EDC (if you are not already signed in)
2. From the home page of the EDC type “Emergenetics” in the search box in the upper right hand corner and press Enter.



3. One of the search results will be “Emergenetics Meeting of the Minds Workshop.” Click on this title.



4. A window will open with a description of the workshop. Scroll to the bottom to see available dates and click the “Request” link for the workshop you would like to attend.



5. Since there is a cost for the workshop, your supervisor will be required to approve your request. As soon as you click on the “Request” link the EDC will send an email to your supervisor/manager informing them of your request and that they need to approve or deny the request in the EDC. Once they have taken action on your request you will receive an email informing you of their decision. If they approve your request you will be registered for the workshop.

If you have any questions about registering for Emergenetics, or if you encounter any problems, please be sure to contact Brian Svik at 402-471-4463 or brian.svik@nebraska.gov.