

# Access Online Training

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## Log In

To access online training through Employee Development Center, please log in at <https://nebraska.csod.com/>.

## Find Training

1. From the home page, click the Transcript button - you will be taken to the *My Transcript* page.



2. On the *My Transcript* page, locate the name of the course and click the red “Open Curriculum” button to the right.

- **Note: If it doesn't say “Open Curriculum,” you can click the down arrow on the right side of the button to show more choices.**

- The next page shows all sections of the course. On the right side next to each section there is an “Options” column – depending on the class, some sections will require previous ones to be completed and/or you may have an “Activate” option available.

TITLE (CLICK ON TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS	DETAILS
PRETEST SECTION (Min. required: 1)	Section					
INTOXILYZER PRETEST	Test	None	No	Not Activated	<a href="#">Activate</a>	
SECTION 1 (Min. required: 2)	Section					
CLASS B INTOXILYZER 5000 LESSON 1	Online Class	None	No	Pending Prior Training		
INTOXILYZER LESSON 1 TEST	Test	None	No	Pending Prior Training		
SECTION 2 (Min. required: 2)	Section					
CLASS B INTOXILYZER 5000 LESSON 2	Online Class	None	No	Pending Prior Training		
INTOXILYZER LESSON 2 TEST	Test	None	No	Pending Prior Training		
SECTION 3 (Min. required: 2)	Section					
CLASS B INTOXILYZER LESSON 3	Online Class	None	No	Pending Prior Training		
INTOXILYZER LESSON 3 TEST	Test	None	No	Pending Prior Training		
SECTION 4 (Min. required: 2)	Section					
CLASS B INTOXILYZER LESSON 4	Online Class	None	No	Pending Prior Training		
INTOXILYZER LESSON 4 TEST	Test	None	No	Pending Prior Training		
SECTION 5 (Min. required: 2)	Section					
CLASS B INTOXILYZER LESSON 5	Online Class	None	No	Pending Prior Training		
INTOXILYZER LESSON 5 TEST	Test	None	No	Pending Prior Training		
SECTION 6 (Min. required: 2)	Section					
CLASS B INTOXILYZER LESSON 6	Online Class	None	No	Pending Prior Training		
INTOXILYZER LESSON 6 TEST	Test	None	No	Pending Prior Training		
POST CONTENT SECTION (Min. required: 1)	Section					
INTOXILYZER FINAL EXAM	Test	None	No	Pending Prior Training		

- Once you click the Activate link (if necessary), you will have the “Launch” option available – this will read “Launch Test” if the section is a test or pre-test.

TITLE (CLICK ON TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS	DETAILS
PRETEST SECTION (Min. required: 1)	Section					
INTOXILYZER PRETEST	Test	None	No	Registered	<a href="#">Launch Test</a>	

## Complete a Course

When you complete a course, you may need to complete an evaluation about the course to acknowledge that you completed the course.

- Go back to your transcript ... click the “Learning” menu at the top of the page and then click “View Transcript.”

Home Page   Learning   Knowledge Bank   Reports   Connect   Performance   Career Planning   Admin

My Transcript: Chase

- [View Transcript](#)
- [Events Calendar](#)
- [Interest and Waitlist Tracking](#)
- [Browse for Training](#)

Defensive Driving Service Bureau 2012 (initial)

Training Data

[Move to Archived Transcript](#)

2. On the transcript page, click the white triangle to the right of the red button next to the class and choose "Evaluate."

The screenshot shows a training transcript page. At the top, it displays "7.33 HRS AGGREGATE TRAINING COMPLETED", "FISCAL YEAR ENDING 6/30/2015", and "COST \$212.00". Below this are filters for "Active" and "By Date Added to Transcr...", and a search bar. The search results show two items: "Open: Defensive Driving - Transportation Service Bureau 201..." with status "Pending Evaluation" and "Select Session: AS-HR Employee Training: Respect in the Wor..." with status "Withdrawn". A red arrow points to the "Evaluate" option in the dropdown menu for the first item.

3. After completing the evaluation, go back to your transcript page. Click the triangle to the right of the button again, and then choose the new "Acknowledge" option to confirm that you finished the training.

This screenshot is similar to the previous one, but the status of the first item is now "Pending Acknowledgement". A red arrow points to the "Acknowledge" option in the dropdown menu.

4. You will be taken to a page where you can acknowledge that you completed all parts of the training. Once acknowledged, the course is finished.

## [LINK Help Desk Contact Information](#)

If you have questions regarding the performance review process or need your logon info, please contact the LINK help desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

Email: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234