Assign Training

Contents

Log In

To access online training, please log in at https://nebraska.csod.com/.
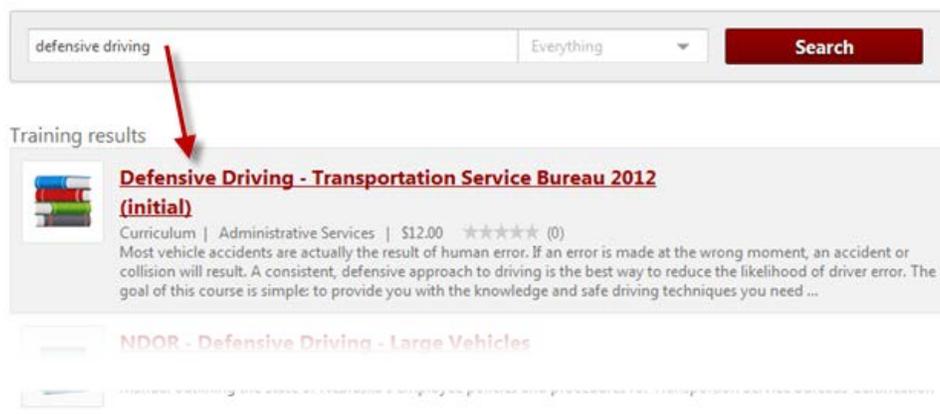
Assign Training

In this guide, we will reference the online Defensive Driving course; the steps are similar for other classes.

1. In the search field on the upper-right corner of the Home Page, type the name of the class you wish to assign and then press enter. In this example we entered "defensive driving."

2. In the Search results, click the curriculum's title - for the defensive driving course we are using "Defensive Driving - Transportation Service Bureau 2012 (initial)."


3. On the training details page, click the **Assign** button towards the top of the screen. This will enroll users in the first available session; if the course is online only, such as Defensive Driving, they will be enrolled immediately.

- **NOTE: If you are enrolling users in a class that requires physical attendance, you can select from available dates and times towards the bottom of the page.**
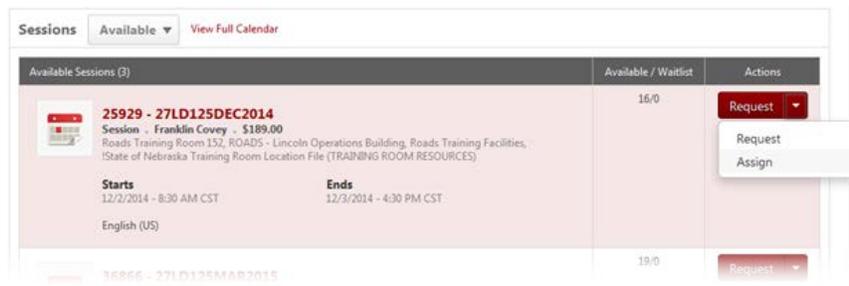
4. Click the drop-down menu to the right of the red **Request** button and click the "Assign" option to enroll users in the specific session.

5. On the Assign Training page, click the checkbox next to the name(s) of the direct report(s) who is being assigned the curriculum; you can also search for other users below using the "Select an Indirect Report" and "Select a User from a Cost Center I Approve" boxes. You can also include a comment and a due date.
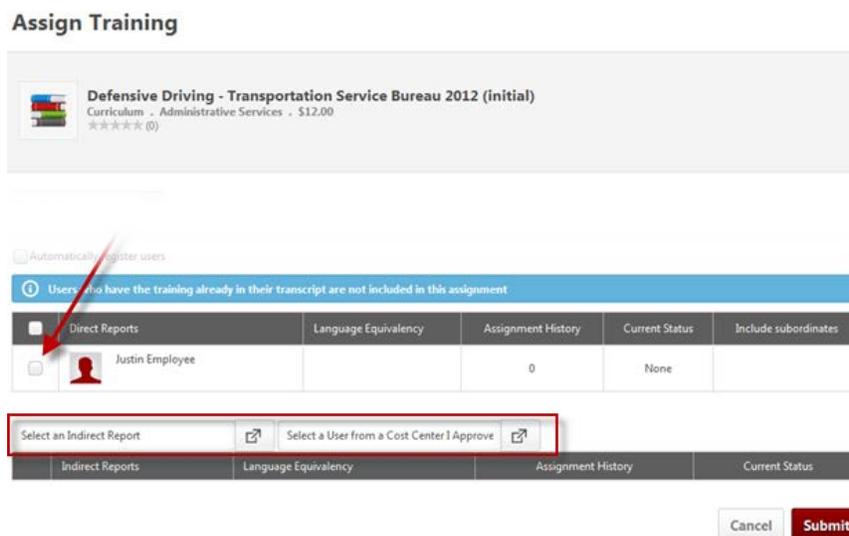
6. Once you select the users to enroll, click the **Submit** button - the users will be assigned the training you selected and will be sent an email notifying them they are now enrolled in the chosen course.

LINK Help Desk Contact Information

If you have questions about assigning training 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

Phone: 402.471.6234