

Defensive Driving Guide

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PURPOSE

The Defensive Driving course can be done online through the Employee Development Center. This guide walks through accessing the course and accessing a certificate of completion.

LOG INTO THE EMPLOYEE DEVELOPMENT CENTER

Defensive Driving is done through the Employee Development Center, which can be accessed from the LINK page at <http://link.nebraska.gov/>.

Your username is the same one you use for the Employee Work Center, or you can use your email address; if you need a password, you can reset it at the link below.


Reset Employee Development Center Password

<https://nebraska.csod.com/ForgotPasswordAuthentication.aspx?corpName=nebraska>

ACCESS THE TRAINING

Once signed in, the Defensive Driving courses can be found on the Welcome Page after logging in to the Employee Development Center, along with a memo about the courses, and you can also use the search box in the upper-right corner to search for course.

Welcome to the Learning and Performance system!

 The Defensive Driving course has been updated with a new course from the National Safety Council. There are two versions of the new course: the full version, which is about four hours long, and an abridged version, which is about two hours long. Please see this memo to help decide which course you need to take:

Defensive Driving Course Memo

The updated Defensive Driving courses can be accessed using the links in below, or by searching for them using the Search box in the upper-right corner of the page.

Defensive Driving Courses

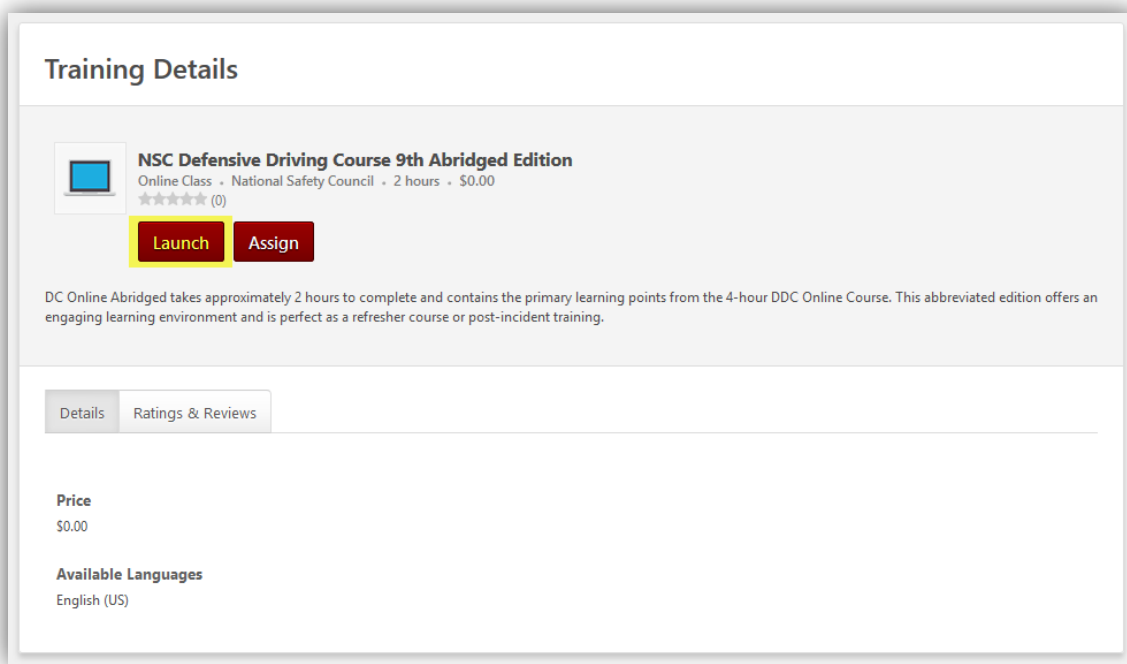
[NSC Defensive Driving 9th Edition \(Full Version\)](#)

[NSC Defensive Driving 9th Edition \(Abridged Version\)](#)

The memo provides more information about the courses, and the two versions of the course are underneath it. Links to the courses and memo are below.

- **NSC Defensive Driving 9th Edition (Full Version)**
<https://nebraska.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=ceeb1859-b1d7-40ec-95a7-852224c833e0>
This version should be used if any Defensive Driving has not been completed previously.
- **NSC Defensive Driving 9th Edition (Abridged Version)**
<https://nebraska.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=9a60b419-2d69-4f2c-aa87-a78e9549d678>
This version can be used if a Defensive Driving course has been taken previously.
- **Defensive Driving Memo**
<http://link.nebraska.gov/assets/DefensiveDrivingMemo.pdf>

After selecting one of the Defensive Driving courses click the Launch button to begin:



The screenshot shows a web interface for a training course. At the top, it says "Training Details". Below that is a card for the "NSC Defensive Driving Course 9th Abridged Edition". The card includes a small icon of a laptop, the course title, and details: "Online Class · National Safety Council · 2 hours · \$0.00". There are five stars with "(0)" next to them. Below the stars are two buttons: "Launch" (highlighted in yellow) and "Assign". Underneath the buttons is a short description: "DC Online Abridged takes approximately 2 hours to complete and contains the primary learning points from the 4-hour DDC Online Course. This abbreviated edition offers an engaging learning environment and is perfect as a refresher course or post-incident training." At the bottom of the card, there are two tabs: "Details" (selected) and "Ratings & Reviews". Below the tabs, the "Price" is listed as "\$0.00" and "Available Languages" is listed as "English (US)".

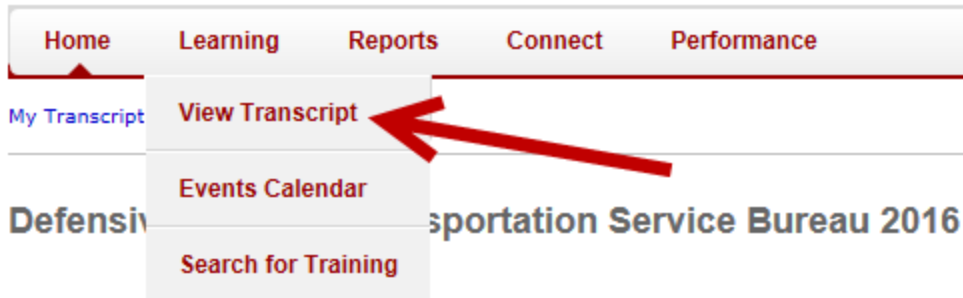
The training will open in a new window; if it gets stuck at the “Loading Title” page, a pop-up blocker stopped the training window from opening. If this happens a notification will appear stating pop-ups were blocked; pick the option to allow pop-ups for the website, and then relaunch the course. More information on pop-up blockers and a test page can be found here: <http://das.nebraska.gov/personnel/popuptest/>

The full version of the course takes about four hours to work through, and the abridged version takes about two hours. Both courses can be stopped and resumed; after launching the course a second time, the training will prompt you to pick up where you left off or start over. Once completed, a completion certificate can be accessed through the transcript page if needed.

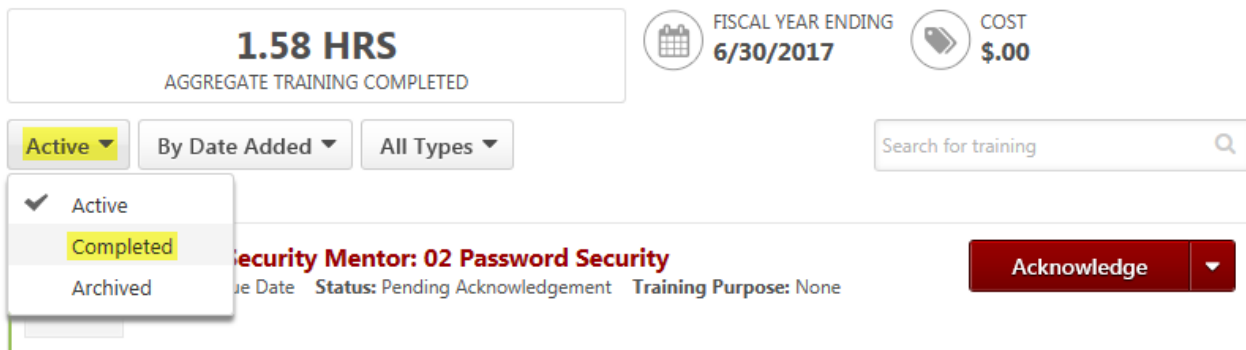
PRINT THE COMPLETION CERTIFICATE

If needed, a certificate of completion is available for the Defensive Driving course - access the completion certificate by following the steps below.

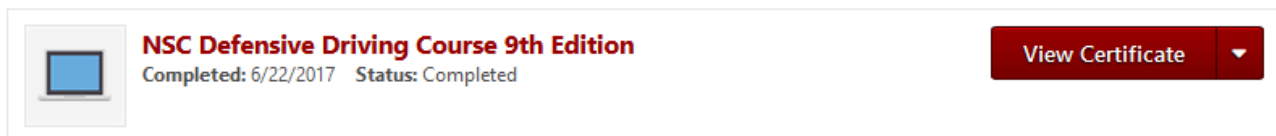
1. Go to your transcript by going into the "Learning" menu at the top of the page and then click "View Transcript."



2. View training courses that are completed by clicking the gray Active button and choosing the Completed option:



3. Click the red "View Certificate" button to the right of the Defensive Driving course to access the completion certificate:



LINK HELP DESK CONTACT INFORMATION

If you have questions or run into issues, please contact the LINK Help Desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234